

Flowers Hall 230 Policies and Room Reservation Request

Phone # 245-2317 Fax # 245-8291

Please read the policies below and sign at the bottom of page before completing the reservation form.

General Usage of the Room

1. Reservations must be made using this form. Phone or email requests are not considered reservations. The room is only reserved when the completed form is received and signed.
2. Groups are responsible for their own set-up, take down, and clean up, ALL of which must be accomplished within the hours shown on the agreement form.
3. Groups must provide everything needed to conduct their event/meetings. The Liberal Art's staff will not be available as a resource for personnel or supplies.
4. This room has no media equipment. You must contact Classroom Technologies for reservations and delivery of any media equipment that you might require. Liberal Arts staff cannot assist with technology.
5. Day before or day of your event, a representative should pick up a room key in College of Liberal Arts office, Flowers Hall 313. The room must be locked at any time it is unattended. The key must be returned promptly the first working day after an event. Lost keys will be charged to cost center/fund number provided.
6. All trash must be placed in large bags, tied, and left for pickup. Please do not leave cans in the room overflowing or any loose trash in the room. Trash bags are available in the credenza under the large mirror.

Conference Room Table/s

7. The room has a long conference table with 16 conference chairs. The table breaks down into 4 square tables that seat 8 each. Eight black plastic chairs are also available for use. If you need other tables or chairs, you must arrange to have these delivered and picked up by Property Management. Conference chairs may be moved out if you don't need them, but the conference table(s) must remain inside the room.
8. **If you are not going to use the conference table or if you need the long table broken down into the 4 tables, you must contact Property Management for assistance in moving these tables. They have glass tops and locking mechanisms that are easily broken.**

Furniture and Walls

9. Items may not be attached to the walls or ceiling tiles. Please do not lean or push anything against the walls, including chairs, blackboards, tables, or any other furniture.
10. If you move any furniture, with the exception of the conference tables, please regroup in original placement. Lift the furniture rather than dragging it—to protect the carpeting from damage.
11. Do not move the two credenzas. There are extension cords in place that will allow you to use the plugs behind the credenzas. There are also additional plugs throughout the room.
12. Do not place anything on glass-covered credenzas unless it is on an additional padded, protective base.

I have read the above policies. I and the members of my group agree to abide by them:

Signature _____ Name (print _____
(must be signed by faculty or staff member)

After you have read and signed the preceding page, fill out the form below and submit to Flowers Hall 313 or email to na1120@txstate.edu.

Name of Event _____ Date of Event _____

Organization/Dept _____ Contact Person _____

Note: Users will be charged if the room is not left in perfect order: table tops cleaned, no spills, no broken glass, no damage to furniture, room reset, garbage removed, nothing taken from room, etc. Users must provide the university cost center and fund number that will be charged in the event that the room of its content require cleaning or repair:

Cost Center _____ Fund _____

Contact Person E-Mail Address _____ Contact Phone # _____

Will the contact person be on site during the event? (circle one) YES NO

Start Time: _____ End Time: _____
(Include set-up and clean-up in your start/end time)

Approximately how many people in attendance (seating capacity is approximately 80)? _____

Will students be in attendance? YES NO

Will food or beverage be served? YES NO

If yes, Snack or Meal? (circle one)

Will alcohol be served? YES NO

No Red Wine or Red Beverages Permitted.

(Alcoholic beverages cannot be served without proper authorization from the University. See UPPS 05.05.03 <http://www.txstate.edu/effective/upps/upps-05-03-03.html>.)

Use of Flowers Hall 230 by any group signifies acceptance of all terms on this page and the preceding page. I agree to all terms for use of the room:

Applicant's Signature _____ Printed Name _____
(must be signed by a faculty or staff member)



For Liberal Arts Office Use Only

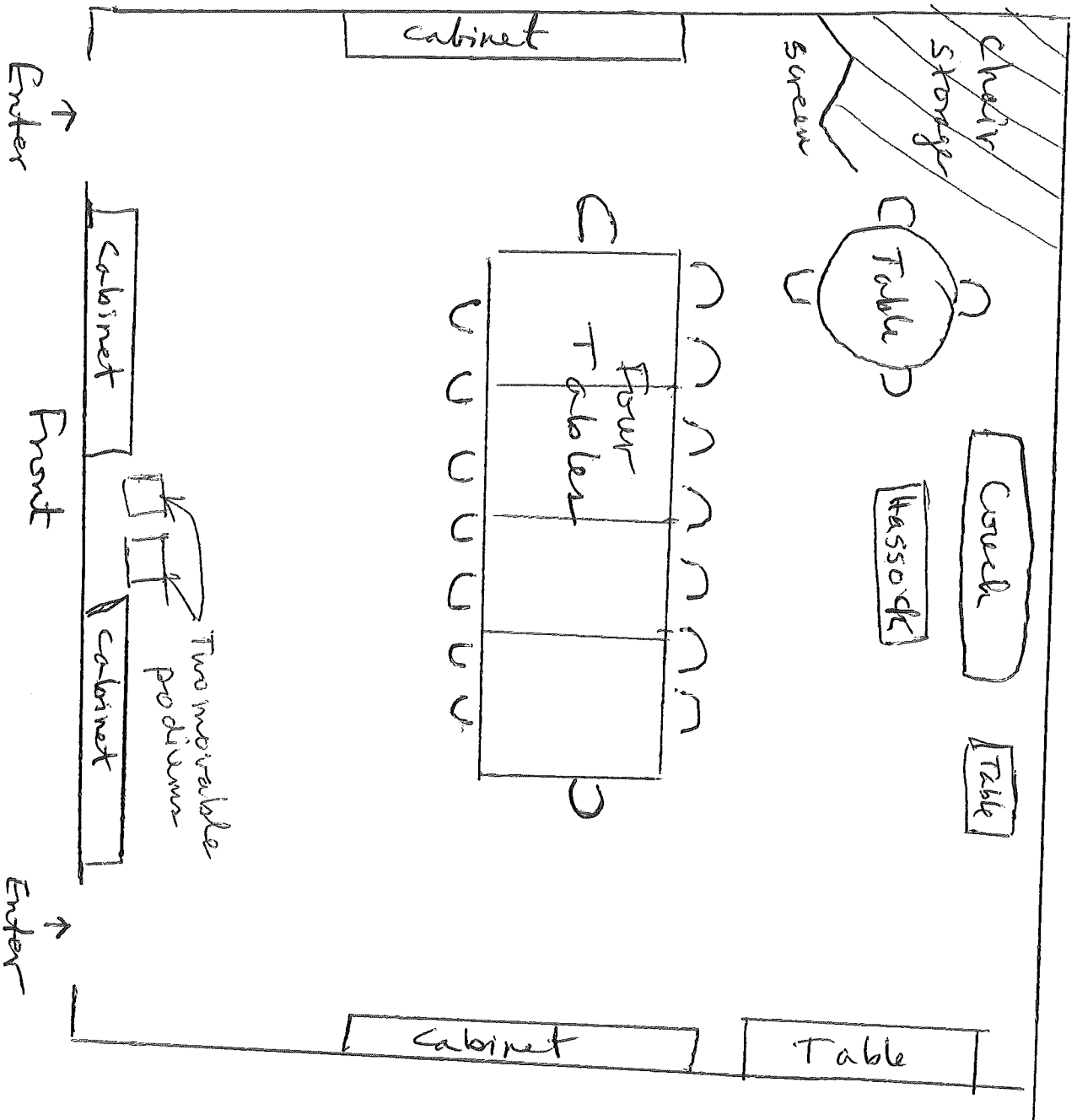
Calendar marked _____

Approved/Disapproved - Authorized Signature: _____ Date: _____

E-mailed contact person _____ (date) Signed copy to contact person _____ (date)

FH 230

Room has
no media,
Media
must
by
provided
by user
of room
via IT.



Four
tables
in center
have
fragile
glass
tops,
These
tables to
be moved
only w/
help of
COLA
faculty.