

J. C. Kellam Building 11th Floor Reservation Request

Event Name: _____ Date of Request: _____

Reserving Party: _____

Room Requested: Reed Parr Room _____ (Completed room diagram must be submitted with reservation. Blank ones will not be accepted.)

Regents' Room _____

Date(s) Requested

Day	Month	Date	Year	Event Start Time	Event End Time	Decorating Time Start	Decorating Time End	Estimated Attendance

FOOD OR BEVERAGE: Yes _____ No _____

Note: The university contracted food service vendor must cater events in the Reed Parr Room (Chartwell's @ 245-9942). Events with food served in the Regents' Room must use a caterer from the list of Texas State approved caterers (The approved caterer's list may be obtained by contacting Auxiliary Services @ 245-2585.)

ALCOHOL: Yes _____ No _____

Note: Before the reservation can be confirmed, an [Alcoholic Beverage Activity Form](#) must be completed and approved. Chartwell's is the exclusive provider of alcoholic beverages.

PARKING: Please contact Parking Services @ 512-245-2887 or parking@txstate.edu

EQUIPMENT:

____ Podium with Microphone - \$20 ____ Lavalier Microphone - \$20 ____ Handheld Cordless Microphone - \$20 ____ *Media Cabinet - \$75

Other charges may apply.

*Media Cabinet includes computer, CD/DVD player, amplified sound, projector, and screen.

ESTIMATED CHARGES: *section to be completed by office staff*

If University event, please provide the account #:

Rental fee: _____
 *Guard fee: _____ \$30/hr. (min. of 4 hrs. per guard)
 *Security fee: _____ \$40/hr. (min. of 4 hrs. per officer)
 Equipment: _____
 *Set-up: _____ [Moves and Events Rates](#)
 Estimated total: _____

Cost Center _____ **Fund** _____
Name of Account: _____
Account Manager Approval: _____

*For University Event: Fees will be IDT'd by the appropriate office

Contact Name: _____ Contact Email Address: _____

Phone #: _____

 Student Organization – Dean of Students Approval

 Signature of Reserving Party or Advisor

*J. C. Kellam Building is ADA accessible. If you have special needs due to a disability, please call 245-2244.
 University offices reserving JCK should contact the Office of Disability Services if services for special needs are needed due to a disability.*

Return completed forms to: sac166@txstate.edu - For questions or to check availability: 512-245-2244

Reservation Request Form confirmed _____ (date) by _____ (staff)

UPPS 08.01.15

Texas State University Administration reserves the right to cancel any room reservation for emergency situations.