

## J. C. Kellam Building 11<sup>th</sup> 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: [ag1461@txstate.edu](mailto:ag1461@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.