

Conference Services Reservation Policies

SUBMISSION OF THIS REQUEST DOES NOT CONSTITUTE A RESERVATION PROCESS. Conference Services will review all requests. Throughout the reservation process, you will receive emails indicating the status of your request.

READ ALL CORRESPONDENCE CAREFULLY. It is the client's responsibility to notify Conference Services of any corrections or additions that need to be made to reservations.

EVENTS SHOULD NOT BE PUBLICIZED, MARKETED OR OTHERWISE UNTIL A FINALIZED EVENT CONFIRMATION IS RECEIVED.

ASSIGNMENT OF ROOMS. Conference Services reserves the right to reassign rooms as necessary.

ROOM LAYOUTS. Rooms are provided in standard setups unless advance arrangements have been made with Conference Services. Rooms must be returned to their original set and condition. Failure to do so will result in additional fees.

ROOM ACCESS. If you require extra time to set up before your event or to clean-up afterwards, this needs to be indicated at time of reservation request.

CHARGES. All charges for equipment, early open/late closings, security, technical support, and other fees will appear on your printed confirmation. Other charges added after you receive your confirmation will be itemized on your invoice. An invoice will be emailed after your event.

CANCELLATIONS/NO-SHOWS.. Failure to cancel a reservation according to the policy will result in a cancellation fee. Failure to show up for a scheduled reservation will result in a No-Show Fee.

PROHIBITED ITEMS. The LBJ Student Center prohibits the use of candles, glitter, confetti, rice, birdseed, hay, red soda/punch, or fog machines inside the building. No items may be attached to any wall or ceiling without advanced approval from Conference Services.

FOOD/BEVERAGES. Compliance with existing Student Center Food Policy is required and failure to do so may result in loss of future room reservations.

Texas State University is a tobacco-free campus.

RESPONSIBILITY OF SPONSORING ORGANIZATION. Failure of a group to exercise proper care of the facility will result in cancellation of the remaining reservation. Costs of repairs or replacement of damaged facility, equipment or excessive housekeeping will be billed to the organization. Knowledge and understanding of all Student Center Policies is the responsibility of the sponsor.

The Organization releases and agrees to indemnify Texas State and all its employees from any claims on account of death, personal injury, or property damage that may occur from any cause during the Organization's use of the facility, regardless of whether the death, personal injury, or property damage is caused by Texas State's negligence or the negligence of any of its employees. The Organization intends to indemnify Texas State and Its employees from the consequences of their own negligence.

Texas State grants the Organization permission to use its facility subject to the terms of this agreement. The Organization agrees to use Texas State's facility according to the terms of this agreement.