

SUL ROSS STATE UNIVERSITY

MEETING AND EVENT SERVICES



REQUESTING USE OF FACILITIES

The Campus Activities Office coordinates the use of all university facilities including classrooms, Kokernot Lodge, the parking lots and most other SRSU facilities. Individuals and organizations on or off campus may request to use these facilities.

1. Before submitting a **Facilities Use Request Form** - ([PDF Option](#)) form check availability of the space by calling (432) 837-8191, or emailing cramon2@sulross.edu .
2. The person listed as “Requester” on the form should be well informed about the meeting or event and able to answer questions regarding the event. Campus Activities considers the requester to be the event planner for the requested meeting or event.
3. Please include as much information about your needs in the “request for equipment or special needs section of the form” and do not assume we have information on file unless you have verified that with Campus Activities in advance.
4. Off-campus clients are required to submit a [Facilities & Property Use Waiver & Liability Release](#) along with their Facilities Use Request Form. Off-campus clients are defined as any group or organization using University Facilities for purposes not affiliated with the University. On-Campus requests must be submitted on behalf of a University Department by a full time University employee.
5. Campus Activities would like to receive Facilities Use Request Forms at least 5 days before your event or meeting. If you need space for an annual event it is highly advisable to submit requests as much as a year or more in advance. Some request will be held as tentative until academic and athletic calendars are finalized to avoid booking conflicts.
6. If your event is being held in the University Center or Marshall Auditorium it is advisable to set up a meeting with [Candes Ramon](#) so that we can create set-up diagrams and go over the set-up details of your event.
7. There is more detailed information regarding specific meeting rooms and facilities below under Venues and Facilities.

INSTRUCTIONS FOR FACILITIES USE FORM AND ELECTRONIC SUBMISSION

The Facilities Use Request form is set-up to allow clients to fill it out on a computer. Open the form below using Adobe Reader and type the needed information in each field. When you are finished, double check that all information is complete and correct. Once you are satisfied that all information is correct please print the form and return it to Campus Activities by mail or other appropriate methods.

FOOD AND CATERING AT YOUR EVENT

As the contracted food service provider, ARAMARK has exclusive rights to provide food and refreshment items on campus, with the sole exception being Kokernot Lodge. Arrangements for meals or refreshments may be made through ARAMARK Director at (432) 837-8670. A catering deposit payable to ARAMARK will be required at the time the order is confirmed.

ARAMARK will provide tablecloths for buffets and banquets. Tablecloths for other purposes can also be arranged with ARAMARK for a per-table charge.

FACILITIES

Meeting Rooms

- Morgan university Center
 - University Center Room 202 (seating capacity 12-18)
 - University Center Room 210 (seating capacity 30)
 - [University Center Espino Conference Center](#) (seating capacity 30-280)
- Gallego Center Room 129
- Gallego Center Green Room
- Standard Classrooms
- Special Use Classrooms

Banquets, Family Reunions, Wedding Receptions, Birthday Parties, etc...

- [Kokernot Lodge](#)
- Morgan University Center
 - University Center Room 210 (seating capacity 30)
 - University Center Game Room
 - [University Center Espino Conference Center](#) (seating capacity 30-280)
- Gallego Center Room 129

Concerts, Entertainment, and Large Meetings

- Studio Theatre
- [Morgan University Center Espino Conference Center](#) (seating capacity max. 280 in theatre style)
- Kokernot Outdoor Theatre
- [Marshall Auditorium](#)
- Gallego Center Concourse
- Gallego Center

Outdoor Facilities

- University Mall
- Poets Grove
- Kokernot Outdoor Theatre
- S.A.L.E. Arena
- Outdoor Arena

Sporting Events and Recreation

- Graves Pierce Gym
- Jackson Field
- Kokernot Field
- Swimming Pool
- Tennis Courts
- Track Field

ADDITIONAL RESOURCES AND INFORMATION

- Facilities Use Fees are located on the second page of the [Facilities Use Request Form](#)
- [SRSU Facilities Use Policy](#)
- [Morgan University Center Use Policies](#)
- [Parking and Traffic Regulations](#)
- [Campus Map](#)



Sul Ross State University
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

FACILITY USE REQUEST FORM

Event # _____

Return Completed Form to:

SRSU Campus Activities
P. O. Box C-190
University Center Room 108
Alpine, TX 79832
432-837-8191 - Voice
432-837-8192 - Fax
campusactivities@sulross.edu

**Complete and submit this form to the Campus Activities Office at least 5 working days prior to the event.
Late forms may result in cancellation of your event.**

A visitor's parking pass is required Monday through Friday, 8 a.m. - 5 p.m.

**Parking passes are available in the UDPS office, Briscoe Administration Building, Room 100.
Do not advertise your activity until you have received confirmation from Campus Activities.**

EVENT:		SPONSORING ORGANIZATION:					
Building & Room	Event Date(s) MM/DD/YYYY	YOUR Set-up Time	Event Time Start H:MM xm	Event Time End	YOUR Clean-Up Time	Estimated Attendance	Alcohol Requested?
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
Use this space to indicate requests for equipment and/or special arrangements. All requests are subject to use or labor costs.							

Would you like this activity to appear on the SRSU Web Calendar? Yes No
If you'd like more information on the calendar than appears on this form, please attach a brief description. Information may be edited due to space requirements.

Will you need food items or catering? Yes No
ARAMARK has the right of first refusal for food on campus. Call them at 432-837-8670.

Will this request cause handicap parking or route to be blocked? Yes No
If yes, attach provision for alternate parking or route

By my signature or submission of this form electronically, I agree to abide by the requirements of Sul Ross State University regarding the use of University property and facilities and I am responsible for ensuring payment of facility charges will be met within the guidelines set out in the Schedule for Facility Charges, as well as other charges which may apply.

Signature of Person filing request	Printed Name	Mailing Address
Email Address	Telephone	Fax
Authorizing Signature (if different from above)	Printed Name	Mailing Address
Email Address	Telephone	Fax

FOR OFFICE USE ONLY				
Campus Activities by:		Date:	HVAC Approved:	Date:
Facility Manager:		Date:	Facility Manager:	Date:
Facility Manager:		Date:	Facility Manager:	Date:
Copied to: Facility Manager ___ Physical Plant: ___ UDPS ___ Aramark ___ Reserving Party ___ Other ___				

State law gives you the right to request, receive, review and correct information about yourself collected on this form. Rev. 1/10

SRSU Facility Fee Schedule - Effective 1 September 2002

ROOM/FACILITY	CATEGORY I (Non-Profit)	CATEGORY II (Commercial/Individual)
MEETING ROOMS		
Standard class rooms	\$0	\$50
LH 300, LH 309, RAS 117, and special use class rooms	\$0	\$100
ARENA - Grooming \$25/hour		
SALE Arena + arena grooming	\$150	\$500
Outdoor Arena + arena grooming	\$0	\$150
CENTENNIAL SCHOOL		
Conference room (103)	\$50	\$100
Classroom (107)	\$0	\$50
GALLEGO CENTER		
Gallego Center Gym	\$500 without; \$1,200 with flooring	\$1,000 without; \$2,400 with flooring
Concourse	\$150	\$300
129	\$50	\$100
Green Room	\$0	\$50
KOKERNOT LODGE		
	\$100	\$250
OUTDOOR AREAS		
Poets Grove	\$100	\$200
Mall Area	Half \$150; entire \$250	half \$300; entire \$500
Sand Volleyball Court	\$0	\$50
RECREATION AREAS		
Graves Pierce Gym**	\$200	\$400
Jackson Field	\$350 day use/ \$750 night use	\$700 day use/\$1,500 night use
Kokernot Field	\$250 day use/ \$500 night use	\$500 day use/\$1,000 night use
Swimming Pool	\$30 per hour	\$75 per hour
Tennis Courts	\$75	\$150
Track/Track Field	\$150	\$300
THEATRE/AUDITORIUM		
Kokernot Outdoor Theatre	\$100	\$200
Marshall Auditorium	\$200	\$400
Studio Theatre	\$100	\$200
UNIVERSITY CENTER		
210, C, D, Exec. Conf.	\$50	\$100
Espino Conference Center - A, B, or CD	\$75	\$150
Espino Conference Center - A, B, C, and D	\$225	\$450
Game Room**	\$100	\$200

** Fee provides access during normal operating hours. The facility/building will **not** be closed to SRSU students during this time.

PROCEDURAL GUIDELINES - Facility Use Request forms may be obtained from the Campus Activities Office, Room 108 in the University Center, Monday through Friday from 8 am to 5 pm. Telephone reservations are not accepted; however the availability of a specific facility may be checked by phone and a tentative hold placed on the facility. **Tentative holds must be confirmed with a completed Facility Use Request form and deposit, if applicable.** The reservation request form **must** be submitted for approval at least five (5) working days prior to the event. A copy of the request will be returned to the organization as confirmation, with appropriate signatures. Facility Use requests may be approved up to 24 months in advance for an on-campus organization or department, and up to 12 months in advance for an off-campus group. Requests will not be approved earlier than stated unless special arrangements have been made with the Campus Activities Office.

CANCELLATION - Cancellation of a reserved facility must be made at least seven (7) business days prior to the event to avoid cancellation charges.

KEYS - If appropriate, the key to the facility reserved may be picked up the day of the event, or Friday for weekend use, in the Campus Activities Office. **Calls are not made as reminders to pick up the key.** The key must be returned the first working day following the scheduled event.

SPECIAL REQUESTS - Special requests or questions regarding the use of University facilities may be discussed with the Campus Activities staff.

ACCESSIBLE PARKING - Handicap accessible parking on the SRSU campus shall be in accordance with the Department of Justice guidelines pursuant to the ADAAG (Appendix A to 34 CFR Part 36) requirements. Refer to the Administrative Policy Manual on Facilities Use, the University Department of Public Safety website, or the Student Handbook.

RESPONSIBILITIES - The reserving party is responsible for the behavior of members and guests. At the end of the scheduled event, the facility must be left neat and in the condition in which it was found. The reserving party is responsible for adherence to University policy regarding facilities use. Any damage must be reported to the Campus Activities Office as soon as possible. Any accident or damage which compromises the security of the facility must be reported to the University Department of Public Safety immediately. Any facility, or portion of a facility, not reserved by the organization is not to be disturbed or utilized.

SET-UP, CLEAN-UP - The organization is responsible for setting and cleaning up for an event. Any facility needing non-routine cleaning will result in a charge to the sponsoring organization.