

Room Reservation Rules & Charges

Reservations

1. Rooms may only be reserved by students living in on-campus housing, DRL student organizations, DRL staff conducting University business, DRL camps/conferences conducting camp/conference business, and TAMU departments conducting University business. TAMU Departments and DRL camps/conferences must provide a billing account number at the time of reservation. The person making the reservation cannot reserve a space on behalf of someone else who does not fit into one of the listed categories. Also, the person reserving the space must be present at the event for the entire duration of the event.
2. Students living on campus and TAMU departments are limited to a maximum of two space reservations per month. A single reservation is limited to no more than one 24-hour block of time. Students living on campus may use conference rooms, music practice rooms and the audio-visual arts room on an ad-hoc basis (“day of requests”) if the space is available. Ad-hoc requests will not count towards the “two space reservations per month” maximum.
3. DRL staff, DRL student organizations and DRL camps/conferences are asked to limit their space reservations to a maximum of two times per month, but may reserve rooms more than two times per month if space is available.
4. The reservations calendar will be open for reservation requests 4 months ahead (e.g. on September 1, the January calendar will become available for requests). However, DRL staff will be allowed to reserve space before the calendar opens for requests for reoccurring department events such as GHD Training, RA Training, RHA & Staff Council General Assemblies, etcetera.
5. Back-to-back reservations are generally not approved as department staff need at least one hour between space reservations to clean the room, set up for the next event and test equipment.
6. Hours of operation vary by facility and may limit the beginning and ending times of events. Overnight events (between the hours of midnight and 8 am) are not allowed. All facilities are closed during announced University closures and holidays.
7. Event planners must submit reservation requests at least fourteen (14) days prior to the event taking place, as approval is based on the availability of space requested, equipment requested, and staffing availability.
8. Event planners will receive a confirmation or denial email within three (3) business days of submitting the request form. Approval may be contingent upon certain changes being made to the request/event. Any necessary changes will be noted in the approval email.

Charges

1. Students living on campus may rent conference rooms, music practice rooms, and the audio-visual arts room at no cost. Students living on campus will be charged one-half (1/2) full-advertised rates for all other spaces. Cleaning, damage, equipment, and staff charges will still be billed at full price when applicable.
2. DRL student organizations and DRL staff may rent rooms at no cost. Additional equipment and staff charges will be waived, but cleaning and damage charges will still be billed at full price when applicable.
3. TAMU departments will be charged full-advertised rates for rooms, cleaning, damages, equipment, and staff.
4. Event planners will receive an estimate of charges for the facility and equipment use portion of the event. Within three (3) business days after the event, event planners will receive a final invoice by email outlining facility use charges and any additional cleaning, damage, equipment, or staff charges.
5. Approved reservations must be cancelled a minimum of three (3) business days in advance to avoid any charges. Failure to provide a minimum three (3) business days notice of cancellation will result in a billing of the full estimated facility use charges.

Event Planning Rules

Pre-Event Planning

1. The event is approved for the time indicated on the reservation. The approved reservation must include time needed for decorating, catering, set-up, pre-event preparations, and post-event cleanup.
2. The group/organization will not be allowed in the reserved room while department staff members are cleaning and setting up the room.
3. The Department reserves the right to schedule other activities up to an hour prior to your event.
4. Any room that reaches maximum occupancy will have limited space available for food service, staging, and entertainment. Groups over 250 people will be required to hire one Security Officer or Police Officer (from the University Police Department) per 250 attendees. The cost for the Security Officer(s) or Police Officer(s) will be at an additional cost to the customer.
5. Approximately two to three weeks prior to the event, the event planner should schedule a meeting with the DRL Facility Coordinator to tour the facility, discuss the layout of the room, and communicate any unique set-ups or needs. It is important that the room be set-up correctly for the activities you have planned.

- DRL staff will set up the room based upon the meeting with the DRL Facility Coordinator. If the group/organization decides to move equipment after the set-up, they will be responsible for any damages or injuries to people/property that occurs. This includes, but is not limited to, broken microphone cords, sound system hookups, collapsed tables, floor gouges, etc

Decorating/Miscellaneous Supplies and Equipment

- Duct tape (or similar) cannot be used on any floor, wall, or ceiling surface. It is recommended you use quick release (painters) tape, 3M Command strips, or poster putty for securing decorations or cords.
- Tape cannot be used on walls that are papered or placed on any artwork. In addition, tacks/nails cannot be used at any time.
- No signage or decorations (including balloons, glitter, or confetti) are permitted outside of the reserved room without the prior approval of the DRL Facility Coordinator.
- The Department of Residence Life does NOT supply extension cords, tape, power strips, plates, plastic utensils, pens, signage, or any other type of office or other supplies. It is your responsibility to bring these and similar items.

Catering

- Groups may select any caterer and are not limited to using only TAMU Dining Services.
- A representative from your group must meet the caterer. The Department of Residence Life will not sign for any food deliveries or accept responsibility for missing food.
- Caterers can utilize available loading docks for off-loading food for events. The caterer should contact the DRL Facility Coordinator (M - F, 8 am to 5 pm) several days in advance to make proper arrangements if loading docks are to be used.
- It is the organization’s responsibility to clearly communicate with the caterer that all food and serving dishes must be removed by the ending time indicated on the reservation form. Cleaning charges will be assessed if this is not done.
- Stoves and refrigerators are not available for organizational use. Sinks are available for use in catering kitchens.

Audio-Visual (Please note that equipment is not available in all locations)

- Certain rooms have projectors, projection screens, microphones, sound, DVD players, and computers available for use. However, it is the organization’s responsibility to provide any necessary laptops or software for anything needed above and beyond Microsoft Office. It is suggested that the organization make arrangements to test presentations and/or hook-up laptops to the AV equipment a minimum of one hour prior to the event to test all connections.
- The Department cannot be held responsible for equipment failure. If your event is dependent upon any specific piece of audio-visual equipment, it is suggested you rent a backup system.
- The use of amplified sound may be limited to specific hours depending on the day of the week.

Miscellaneous

- Parking is not included with the reservation. Attendees must secure their own parking with TAMU Transportation Services.
- All TAMU Rules apply while on campus and using Department of Residence Life facilities. In particular, event planners and attendees are reminded that TAMU Department of Residence Life facilities are smoke-free, drug-free, and alcohol-free.

DRL Facility Coordinators

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