



ROOM RESERVATION AGREEMENT

The Registrar's Office at Texas State University – San Marcos reserves general classroom space in academic buildings for organizations and academic departments. Before you are eligible to reserve space, you must receive written verification that the LBJ Student Center cannot accommodate the needs of your group.

1. **NO FOOD OR DRINKS ON CARPETED AREAS.** Should you have food in the room, on non-carpeted areas, your group is responsible for cleaning the room when your meeting is finished.
2. **DO NOT REMOVE FURNITURE FROM THE CLASSROOM.** If you rearrange the furniture, you are responsible for restoring the furniture to its original position when your meeting is finished.
3. **KEEP NOISE TO A MINIMUM.** Classes are meeting in the building. Your activities should be no louder than those which take place in a normal classroom.
4. **YOUR ACTIVITIY MUST BE COMPLETED BY 10:00 P.M.**
5. **LENGTH OF CONTRACT.** Rooms can be reserved no sooner than the 12th class day of a long semester, or the second week of a summer term. The last day a room can be reserved is that last class day prior to final exams at the end of the semester.
6. **WEEKEND ACTIVITIES ARE DISCOURAGED.** If you must schedule an event on a weekend, you are responsible for gaining access to the building and the room. Take a copy of this agreement to the Physical Plant Front Desk at least 5 days prior to the event. At that time you will receive specific instructions for picking up and returning keys. NOTE: Air conditioning and heat will not be available unless approved by the Vice President of Finance and Management.
7. **THIS AGREEMENT WILL BE CANCELED** and you and your organization will not be permitted to schedule a classroom for the remainder of the year, if you or your organization violate one or more parts of this agreement.

Contact Information			
Organization/Name:			
Room Reserved:			
Date/Time:			
Organization Representative: (Signature)			
Telephone:			
Email:			
Assignment Made by:		Date:	

*** Should questions arise, contact Heather McCrocklin at (512) 245-9040, Registrar's Office JCK 140***