

Soutwest Texas College ROOM RENTAL AGREEMENT

Meetings/Trainings/Special Events

Agreement must be returned within one week of making the reservation or reservation will be cancelled

_____ (agency name) will use the _____
_____ room(s) at SWTXC on _____ for the purpose of _____
_____ (type of event).

Below please list any food services, and/or special setup that you may need:

Food Service _____

NOTE: Food can be provided by SWTXC cafeteria. No room fee when meals are purchased from our food service dept. for the entire group, unless the food service invoice is less than the regular room fee.

Room Setup _____
_____ Date & Time Room is Needed _____ to _____

Computer Access? _____
Number of people expected _____

All rentals, rates, charges, and fees collected by the district shall be made with the stipulation that the district shall not be liable to anyone for any injury or claim arising out of the use of any district facility.

Send bill to: _____

Contact person _____ Telephone # _____
Please Print

Signature of authorized person for agency _____ Date _____

E-mail address _____ Tax Exempt # _____
(If applicable/tax form must be attached)

SWTX Use Only TOTAL FACILITY USE: _____ SWTX Signature _____

Room Charges	<u>\$200 plus \$200 deposit*</u>	<u>\$100 plus \$150 deposit*</u>
	Ball Room	Classrooms
	<u>\$100 Half Day/\$200 Full Day plus \$200 Deposit*</u>	<u>\$75 Hr w/min. of 2 hrs Plus \$150 Dep.*</u>
	Tate Auditorium	(Add \$10 per Hr for Lifeguard per 18 people)
		Swimming Pool
	<u>\$150 Half Day/\$250 Full Day plus \$200 Deposit*</u>	
	La Forge Hall (Gym)**	

**Hourly Rate \$40/after 8 hour use

*Additional fee of \$150 for weekend/after hours

Up to 4 hrs considered 1/2 day & up to 8 hrs for full day on any of the facilities
After 8 hrs, the hourly rate applies.

Please e-mail completed form to jrsaucedo1@swtxc.edu
to the attention of Jeanette Saucedo---telephone #830/591-4179

*****NO ALCOHOLIC BEVERAGES MAY BE SERVED OR BROUGHT ON CAMPUS*****