

Reservation Request Form – Academic Building

To request a reservation for using the Academic Building for an event, complete this form and submit it to Ms. Christi Ramirez, Lead Office Associate, Department of Sociology (845-5133, TAMU 4351, christi@tamu.edu).

Requestor Name and Contact Information

Requestor's Name:

Phone:

Email:

TAMU Unit or Organization:

Name and email/phone for TAMU Faculty or Staff Sponsor who will be attending to supervise the event:

Event Information

Date and Time of Event:

Expected Number of People:

Event Activities:

Noise Level (e.g., music, cheers, amplified voice, etc.):

Acknowledgement of Responsibilities

All Texas A&M University rules pertaining to behavior when using University facilities apply. Failure to adhere to the rules will result in appropriate action by the University.

Your organization is responsible for ensuring the building is clean following your event.

By signing below I acknowledge the guidelines for using University facilities (including, but not limited to, TAMU Rule 34.03.01.M1 pertaining to the use of alcoholic beverages and the special rules for the Academic Building), and agree that my organization/unit will abide by these guidelines.

Name and Date

Special Rules for Use of the Academic Building

1. No person may reach over the rails on the upper floors for any reason. No person may sit on or lean on the rails on the upper floors.

This restriction is absolute. It applies during the event itself. It applies during set up – including when decorations are being put up. It applies during clean up.

If this rule is violated, the Building Proctor can take any of the following actions.

- Ban the person or persons violating the rule from participating in the event.
- Terminate the event even if it is in progress.
- Permanently ban the organization/unit from using the Academic Building in the future.

2. No event activities may take place on the 2nd, 3rd, or 4th floors without expressed written approval from the Building Proctor.

3. No activities may take place on the stairs. No activities can block regular access to the stairs.

4. No activities can block entry to or exit from the building.

5. The university seal on the ground floor must remain roped off. No activities can take place on the seal.

6. The Academic Building is an office building and a classroom building. Loud noises are not permitted during regular classroom hours which run from 8am until 9pm on Monday through Thursday and from 8am until 6pm on Fridays.