

S.W.T.J.C. 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 SWTJC 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 SWTJC 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)

SWTJC Use Only TOTAL FACILITY USE: _____ SWTJC Signature _____

Room Charges	<u>\$60 Half Day/\$100 Full Day (for meetings)*</u>	<u>\$200 plus \$200 deposit*</u>
	Bluebonnet/Conference Rooms	Ball Room
	The use of the Board Table and Chairs is prohibited.	
	<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

**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.**

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

Please e-mail or fax completed form to jrsaucedo3870@swtjc.edu or #830/591-7208
to the attention of Jeanette Saucedo---telephone #830/591-4179

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