**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 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**

**Room Charges**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TOTAL FACILITY USE:** | |  | **SWTJC Signature** | |  |  |  |
| **$60 Half Day/$100 Full Day (for meetings)\*** | | | | | | **$200 plus $200 deposit\*** |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Bluebonnet/Conference Rooms | |  | Ball Room |
| The use of the Board Table and Chairs is prohibited. | | |  |  |
| **$100 Half Day/$200 Full Day plus $200 Deposit\*** | | | **$75 Hr w/min. of 2 hrs Plus $150 Dep.\*** | |
|  | Tate Auditorium |  |  | (Add $10 per Hr for Lifeguard per 18 people) |
|  |  |  |  | Swimming Pool |
| **$150 Half Day/$250 Full Day plus $200 Deposit\*** | | |  |  |
|  | 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 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\*\*\***