



CAMPUS RECREATION

## **Birthday Party Facility Reservation Application Form**

**This form must be completed and returned NO LATER THAN 21 DAYS before proposed event date. This form is for Birthday Party Reservations only. Not filling out the form correctly will delay your reservation confirmation and may possibly affect the confirmation.**

### **Reservation Checklist**

Please note that the completion of this application does not guarantee approval. Confirmation will be received through email once request is processed. If confirmation is not received no reservation has been made.

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All forms are filled out completely on both sides with the correct information.

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You have read and fully understood the rental agreement.

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You understand this form is only for Birthday Party Reservations.

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There is always a 10 to 1 child/adult ratio during the event.

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You understand that waivers must be signed for minors and non-TAMUC participants who enter the facility. (Preferably in advance and brought in at time of event to avoid delays)

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48 hour advance notice is required for cancellations. No shows will be fined as determined by the Assistant Director and Graduate Assistant of Operations and Member Services.

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Please print clearly and check your email regularly. Our main form of communication is email.

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Campus Recreation Department  
Texas A&M University-Commerce  
**Birthday Party Application Form**

Office Use Only  
\_\_ Event Information Completed  
\_\_ Rental Agreement Signed  
**Campus Rec Staff Member** \_\_\_\_\_

This form must be completed and returned **NO LATER THAN 21 DAYS**. Please note that the completion of this application **does not guarantee approval**. All events are subject to a Risk Assessment approved by the Department of Safety. Applicants must return the completed form to the Department of Campus Recreation Main Office or Front Desk located in the Morris Recreation Center. Email confirmation will be sent once reservation is process and approved. Fees may be added depending on type and size of event. Please contact to Al Diaz or Grace Grindstaff at 903-468-3176 or at al.diaz@tamuc.edu with any questions.

**Applicant Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Event Information**

Date Submitted: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Birthday Party Name: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ **\*Parties can only be scheduled in a 3 hour time block.**  
Estimated Attendance: Children: \_\_\_\_\_ Adults \_\_\_\_\_ (Children are considered anyone under 17)  
Will Food and/or Beverages be at this Event? \_\_ Yes \_\_ No (Do to health and safety additional information may be needed if yes) (Please see policies and procedures for having food and drinks at the Morris Recreation Center)

**Birthday Party Packages**

- \_\_\_ **Gym Party Package:** (Up to 15 children; adults enter for free)  
Cost: \$75 (includes entrance to the facility, use of basketball courts, racquetball, and equipment)  
Additional Costs: \$5 for every child attending the party after the first 15 (Max 25 children)
- \_\_\_ **Indoor Rock Climbing Party Package:** (Up to 15 children; adults enter for free)  
Cost: \$100 (includes 2 hours of rock wall usage)  
Additional Costs: \$5 for every child attending the party after the first 15 (Max 25 children)
- \_\_\_ **Pool Party Package:** (Up to 15 children; adults enter for free)  
Cost: \$100  
Additional Costs: \$5 for every child attending the party after the first 15 (Max 25 children)
- \_\_\_ **Combo Party Package:** (Various depending on areas requesting)  
Cost: \$150 for gym/pool use (Up to 15 children; adults enter for free)  
\_\_\_ Additional \$40 One hour of indoor rock climbing  
\_\_\_ Additional \$80 Two hours of indoor rock climbing  
Additional Costs: \$5 for every child attending the party after the first 15 (Max 25 children)

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## **Additional Information**

\_\_\_ **Snack Bar Area** (For cake and ice cream)

**Cost: Free** (with any of the above packages)

\_\_\_ **Refrigerator Storage** \_\_\_ **Ice**

\_\_\_ **Cooler**

\_\_\_ **Charcoal Grill** (All supplies must be provided by the applicant. These are located at the outdoor pool area)

## **Rental Agreement**

I understand that the Department of Campus Recreation has the right to modify or cancel all scheduled events. **Initials:** \_\_\_\_\_

I understand that all decorations and facility modifications must be approved by and coordinated with consent from Campus Recreation. Individuals and groups must assist the assigned Event Manager as needed with post-event clean-up. **Initials:** \_\_\_\_\_

I understand that all patrons who enter the Morris Recreation Center must have the proper waivers completed. If the patron is under the age of 18 then the waiver must be completed by the parent or legal guardian of that minor. Incomplete waivers will result in the inability to enter the building or use of program areas **Initials:** \_\_\_\_\_

I understand that a Campus Recreation staff member must confirm that an area is cleaned properly after an event has taken place. Leaving an area with damages or excessive clean-up will result in other actions such as fees and future loss of privileges. **Initials:** \_\_\_\_\_

I understand that additional fees may be applied to events that require professional staff intervention. This includes weekend and evening on-call service. **Initials:** \_\_\_\_\_

I understand that if event cancelation becomes necessary, it is the responsibility of the individual/group to notify Campus Recreation no less than 48 hours before the event. Failure to do so will result in other actions such as fees and future loss of privileges. This also includes a fee for not showing up to scheduled events. **Initials:** \_\_\_\_\_

I understand that Campus Recreation will charge for additional staff that is determined necessary for this event. **Initials:** \_\_\_\_\_

I understand that a confirmation document will be created using this information. An estimate of costs and event confirmation will be provided at that time. **Initials:** \_\_\_\_\_

I understand that the Campus Recreation staff has the right to refuse or restrict access to the Recreation Center for any misconduct or violation of our state policies and procedures. **Initials:** \_\_\_\_\_

I understand that all alcoholic beverages and tobacco products are prohibited on all Campus Recreation grounds **Initials:** \_\_\_\_\_

I understand that fees may be applied if actual head counts from the event vary from estimates found on the reservation form. **Initials:** \_\_\_\_\_

I understand that Campus Recreation cannot be held responsible for inclement weather. Accommodations will be attempted, but refunds nor credit can be given because of it. **Initials:** \_\_\_\_\_

I understand that if deposits are required to hold a date and times, an event will not be confirmed until it is paid. **Initials:** \_\_\_\_\_

I understand that all fees must be paid by agreed due date or event will be cancelled. **Initials:** \_\_\_\_\_

**I agree to be responsible for the opening and closing of the event at the above designated hours. I acknowledge reading the preceding information and agree to observe all state guidelines. I am familiar with all fees, policies, rules and regulations regarding the use of Texas A&M University – Commerce Campus Recreation Department facilities.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please note that the completion of this application does not guarantee approval.** Applicants may return the completed for to the Campus Recreation Department Main Office, Room 128 or fax to 903-468-3186.