**Comal 116 Policies and Room Reservation Request**

**Phone #512- 245-2285 Fax # 512-245-8335**

Comal 116 serves as the Philosophy department’s dialogue room. Dialogues and departmental meetings will take precedent. With this in mind, please note that work day (8:00 a.m. – 5:00 p.m.) room reservations before the 4th week of each semester may be tentative – dialogue lectures/guest speakers take priority. The Philosophy department will contact you to confirm your reservation.   
  
Please read the policies below and sign at the bottom of page before completing the reservation form.

**General Usage of the Room**

1. Reservations must be made using this form. Phone or email requests are not considered reservations. The room is only reserved when the completed form is received and signed.
2. Groups are responsible for their own set-up, take down, and clean up. ALL of which must be accomplished within the hours shown on the agreement form.
3. Groups must provide everything needed to conduct their event/meetings. The Philosophy staff will not be available as a resource for personnel or supplies.
4. This room has media equipment. The Philosophy staff can assist with technology during business hours. If Philosophy staff is unable to assist, Classroom Technologies will be notified.
5. All trash must be places in large bags, ties, and left for pickup. Please do not leave the trash can overflowing or any loose trash in the room.

**Conference Room Table/s**

1. The room has a long conference table, 6 round tables, and a total of 60 chairs. The long table has 16 conference chairs around it breaks down into 6 square tables that seat 8 each. All round tables have 4 red chairs around each. There are an extra 19 black chairs stacked around the room that are also available for use. The media cabinet has 1 tall chair. If you need other tables or chairs, you must arrange to have these delivered and picked up by Property Management. Conference chairs may be moved out if you do not need them, but the conference table(s) must remain inside the room.

**Furniture and Walls**

1. Items may not be attached to the walls or ceiling tiles. Please do not lean or push anything against the walls, including chairs, blackboards, tables, or any other furniture.
2. If you move any furniture, please regroup in original placement. Lift the furniture rather than dragging it- to protect the tile from damage.
3. Do not move media cabinet. There are extension cords in place that will allow you to use the plugs behind the cabinet. There are also additional plugs throughout the room.
4. Do not place food or drinks on media cabinet.

I have read the above policies. I and the members of my group agree to abide by them:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(must be signed by faculty, staff member or group organizer)

After you have read and signed the preceding page, fill out the form below and submit to Comal 102 or email to [ch25@txstate.edu](mailto:ch25@txstate.edu)

Name of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Dept\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Users will be charged if the room is not left in perfect order: table tops cleaned, no spills, no broken glass, no damage to furniture, room reset, garbage removed, nothing taken from room, etc. Users must provide the university cost center and fund number that will be charged in the event that the room if its content require cleaning or repair:

Cost Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the contact person be on site during the event? (Circle one) YES NO

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximately how many people will be in attendance (seating capacity is approximately 50)? \_\_\_\_\_\_\_

Will students be in attendance? YES NO

Will food or beverage be served? YES NO

If yes, snack or meal? SNACK MEAL

\*No alcohol may be served in this room. See UPPS 05.05.03 for more information.

*For Philosophy Office Use Only*

*Calendar marked\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Approved/Disapproved- Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_*

*E-mailed contact person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) Signed copy to contact person \_\_\_\_\_\_\_\_\_\_ (date)*