

**TEXAS A&M UNIVERSITY-TEXARKANA
7101 UNIVERSITY AVENUE
TEXARKANA, TX 75503**

BASIC RENTAL FEE INCLUDES

(Rental fees located at the back of this document)

1. Access to leased space for exclusive use by Renter. Hours of access will be determined by agreement between the Contracts Office based on by the requirements of the event.
2. Location rented will be cleaned and in good order prior to occupancy.
3. Permanent fixtures, utilities, and heat or air conditioning.
4. Speaker's podium, microphones, tables, chairs, and stage are available in the University inventory. (Facility to set up/tear down equipment required at an additional fee)
5. Basic sound and lighting equipment existing in the location requested.

BASIC RENTAL FEE DOES NOT INCLUDE

(Fees to be determined by a needs assessment of the event)

1. Set-up and tear-down for event.
2. University police and security are required for all events involving alcohol and/or large audiences.
3. All non-university renters must obtain and present a Certificate of Liability Insurance covering renter's public liability, personal injury and property damage at least two-weeks prior to event. Required minimum coverage is \$1 million. The certificate must name The Texas A&M University System, The Texas A&M Board of Regents and Texas A&M University-Texarkana as the certificate holder.
4. If food and drinks are part of your event, a custodian will be required at an additional charge. **SEE FACILITY DECORATING POLICIES IN APPENDIX 3.**

It is the responsibility of the Renter to pay for any and all services or additional equipment required for the event. The University will not be responsible to pay on behalf of the Renter for any services or equipment associated with a leased use. Any and all income or other taxes or permits and fees are the sole responsibility for the Renter.

APPENDIX I

**TEXAS A&M UNIVERSITY-TEXARKANA
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PRICE STRUCTURE

EVENTS SERVING ALCOHOL ARE REQUIRED TO PROVIDE A CERTIFICATE OF LIABILITY INSURANCE COVERAGE BEFORE THEIR EVENT.

EAGLE HALL & CLASSROOMS

For Profit:

- Security deposit required
- Rental – minimum of four (4) hours
- Set-up / tear-down
- Custodial services – minimum of two (2) hours @ \$36.00 per hour
- IT Support – minimum of two (2) hours @ \$60.00 per hour
- Security – hourly rate of \$36.00 per hour

Not-for-Profit: Non-Profit 501 (c) 3 Organizations (Certificate must be shown)

- Security deposit required
- Set-up / tear-down
- Custodial services (minimum of two (2) hours @ \$36.00 per hour
- IT Support – minimum of two (2) hours @ \$60.00 per hour
- Security – hourly rate of \$36.00 per hour

APPENDIX 2

FEE INFORMATION - EAGLE HALL	FEE INFORMATION - COMPUTER LABS
	UC Rm 323, 324 ~ SCIT Rm 213, 214, 215, 222
Room Fee (\$90.00/Hr, 4 Hrs Min)	Room Fee (\$50.00/Hr, 4 Hrs Min)
Set Up/Tear down (\$65)	Set Up/Tear down (\$65)
Security (During Wrk Hrs - No Charge)	Security (During Wrk Hrs - No Charge)
Security (After hrs Only-\$40)	Security (After Wrk Hrs-\$40/Hr)
Custodian (After Hrs-\$36/Per Hr, 2 Hrs Min)	Custodian (After Hrs-\$36/Per Hr, 2 Hr Min)
IT Support (During Wrk Hrs-\$36/Hr)	IT Support (During Wrk Hrs-\$36/Hr)
IT Support (After Hrs-\$60/Hr, 2 Hr Min)	IT Support (After Hrs-\$60/Hr, 2 Hr Min)
Room/Security Deposit (\$200)	Room/Security Deposit (\$200)
Teleconferencing (If Needed) Flat Fee \$60.00	Teleconferencing (If Needed) Flat Fee \$60.00
FEE INFORMATION - ALL OTHER ROOMS	FEE INFORMATION
UC Rm 116 and ALL TIERED Classrooms (in UC & SCIT)	ALL OTHER CLASSROOMS
Room Fee (\$40/Hr, 4 Hrs Min)	Room Fee (\$35.00/Hr, 4 Hrs Min)
Set Up/Tear down (\$65)	Set Up/Tear down (\$65)
Security (During Wrk Hrs - No Charge)	Security (During Wrk Hrs - No Charge)
Security (After Wrk Hrs \$40/Hr)	Security (After Wrk Hrs-\$40/Hr)
Custodian (After Hrs-\$36/Per Hr, 2 Hr Min)	Custodian (After Hrs-\$36/Per Hr, 2 Hr Min)
IT Support (During Wrk Hrs-\$36/Hr)	IT Support (During Wrk Hrs-\$36/Hr)
IT Support (After Hrs-\$60/Hr, 2 Hr Min)	IT Support (After Hrs-\$60/Hr, 2 Hr Min)
Room/Security Deposit (\$200)	Room/Security Deposit (\$200)
Teleconferencing (If Needed) Flat Fee \$60.00	Teleconferencing (If Needed) Flat Fee \$60.00

APPENDIX 3

FACILITY DECORATING POLICIES

At least six (6) weeks prior to the event, the Renter shall provide FOR APPROVAL to Texas A&M University-Texarkana accurately-scaled floor plans for set-ups.

Décor/Decorating

1. Decorations must be free-standing or table top.
2. Decorations may not be hung from the ceiling.
3. May not obstruct or inhibit the safe flow of traffic to all exits of the building in any way.
4. No adhesives, nails, tacks, pins or attaching items to the walls or furniture.
5. No bird seed, bubbles, confetti, feathers, glitter, processed snow, rice, sand, silly-string or wax products may be used. Additional cleaning fees will be assessed for excessive clean up.
6. No open flames
7. No fog/smoke machines of any kind and fireworks.
8. Live plants must be set on a plastic saucer or tray.
9. No storage is available before or after the event. Decorations must be removed prior to leaving the facility.
10. University furnishings designated for indoor use may not be removed from the facility for any reason.