



- c. In case of a scheduling conflict, the Aquarena Coordinator will make a final decision in consultation with the Assistant Director of Aquarena Center.
- d. If decorating time is required, the reserving party should indicate the desired time on the reservation request form. The reserving party assumes responsibility for overtime charges related to decorating time and tear down. All decorations must be approved by the Aquarena Coordinator and removed at the conclusion of the event.
- e. It is the responsibility of the reserving party to leave the grounds in the same condition as when the function began. Any damage to or loss of equipment, or clean-up expense, will be the financial responsibility of the reserving party.
- f. Candles or any open flame may not be used without the approval of the Aquarena Coordinator. Candles must have a protective base to prevent wax from dripping on the ground, tables, or furniture.
- g. Digging in the ground is strictly prohibited.
- h. No liquid of any kind may be used for decorations other than approved water-based paint, which is approved through the Aquarena Coordinator.
- i. Objects may not be secured to trees, plants or walls without prior approval.

Cancellation and reservation requirements are as follows:

- a. Functions scheduled from Monday 8:00 a.m. through Friday 5:00 p.m. require a five (5) working day cancellation notice. Failure to cancel a scheduled event will result in a \$25.00 cancellation/no show fee to the reserving party.
- b. Functions scheduled from Friday at 5:00 p.m. through Sunday require a 30-day cancellation notice. If a cancellation notice is received less than 30 days prior to the function, a \$50.00 cancellation/no show fee will be charged to the reserving party.

## PROCEDURES FOR FOOD EVENTS

- a. All events at which food or beverages are served must have a signed food waiver (Attachment III) on file with Aquarena Center, unless a university-approved caterer is used. If a waiver is not submitted, the event will be cancelled and a cancellation fee appropriately applied.
- b. The caterer or reserving party must provide tables, chairs, risers and other miscellaneous furniture for banquets and receptions, dishes, linens, utensils, and warmers.
- c. For food events utilizing the services of a caterer, the reserving party is responsible for adhering to the following procedures:
- d. Off-campus caterers must appear on the approved list of caterers compiled by the Office of Auxiliary Services. For a list of approved caterers, contact Auxiliary Services ([www.aux-srvcs.txstate.edu](http://www.aux-srvcs.txstate.edu)) at 245-2585.
- e. The reserving party must supply the caterer's name and telephone number at the time of reservation.
- f. The Coordinator shall be included in the set-up arrangements with the reserving party and the caterer.
- g. Set-up arrangements will be finalized with the Aquarena Coordinator seven (7) working days prior to the event.
- h. The reserving party shall assume responsibility for seeing that the caterer supplies trash receptacles and bags. All trash must be removed from Aquarena Center upon completion of the event. The Out door area must be left clean and clear of chairs, effects and debris associated to the event. In the event that the caterer does not comply with the clean up requirements, the reserving party will be billed a \$25 per hour labor charge. All items must be removed from Aquarena immediately upon completion of the reserved event.
- i. In the event that Aquarena Center may need to open early or remain open beyond park hours, the reserving party shall assume financial responsibility (to accommodate catering set-up or clean up).

## PROCEDURES FOR ALCOHOLIC BEVERAGES

- a. The Dean of Students/Designee must approve events at which alcoholic beverages are served before space will be confirmed. University security is required for all events where alcoholic beverages are served. The sponsoring organization or user shall assume financial responsibility for security. (See UPPS No. 05.03.03, "Alcoholic Beverage Policy and Procedure Statement").
- b. University Police Department (UPD) may be required as deemed appropriate (particularly for events held after 10:00 p.m.) by the Director of UPD and/or Assistant Director of Aquarena. The Aquarena Coordinator is responsible for contacting UPD to arrange for officers for events in the Student Center. Sponsoring organizations shall assume the financial responsibility if security is required.



USAGE FEES AND PRIORITY

Priority I:

Presidential functions.

Rental Fees:	No Charge
Set-Up Fees:	No charge
Overtime Charge:	\$25/hour

Priority II:

Departmental Events

The Meadows:	\$50
Pecan Grove:	\$50
River Center Park:	\$50
Entire Park:	\$300
Overtime Charge:	\$25/hour

Priority III:

Individual Students and TX State Personnel

The Meadows:	\$50
Pecan Grove:	\$50
River Center Park:	\$50
Entire Park:	\$300
Set-Up Fees:	\$25/per hour
Overtime Charge:	\$25/hour

Priority VI:

Off-Campus Users

The Meadows:	\$75
Pecan Grove:	\$75
River Center Park:	\$75
Entire Park:	\$500
Set-Up Fees:	\$25/per hour
Overtime Charge:	\$25/hour