



General Guidelines

Student organization must be registered with Student Life to request a room on campus.

HOW TO MAKE A RESERVATION:

- Complete a Room Reservation Request form
- Submitted Room Reservation Request form to studentlife@tsc.edu
-Form must be submitted a minimum of two weeks prior to the reservation date.
- Once your request has been processed, you will receive a confirmation within 48 hours

Reservations are permitted up to two days per week and one hour reservation. **Reservations may be made after the second week of each academic period (fall, spring, summer).**

The **president** of each student organization will be the contact person for all reservations. Reservations requests must include an Active Members form with name and ID # of each member. Reservations are to be used for majority of the group, not one or two individuals. Due to the high demand for space in all rooms, personal reservations cannot be accommodated.

Recreation Center Guidelines

All participants using the Recreation Rooms **MUST** be a current Recreation Center member. A TSC or UTRGV ID card is required for entry into the reserved space. Reservation privileges may be suspended if the organization is allowing non-members to participate.

Cancellation must be made no less than 48 hours in advance via email to recmail@tsc.edu. If a student organization reserves a room and fails to be present for their reservation, they will receive a written warning from the Recreation Center. If the same group fails to show up for a second reservation (within the academic semester), they will lose all reservations for the remainder of the semester.

**Prior approval is necessary to use any equipment (mats, fitness equipment, speaker, etc....) within the reserved space.*

IMPORTANT:

- Reservation request must be made during hours that the facility is open.
- Field request must be made during daylight hours.
- Recreation Center scheduled programs/ activities take a precedence over any reservation.