



## Hill Country University Center

### Facility Rental Inquiry Form

Name: \_\_\_\_\_

Type of Organization:  For Profit  
 Nonprofit      *IRS Employer Identification Number* \_\_\_\_\_

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Date(s) Desired: \_\_\_\_\_

Start/End Times for Each Day(s) of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Audio/Visual Needs: \_\_\_\_\_

*Note: All presentations must be loaded onto a USB drive.*

Room Set-Up:  Standard classroom configuration (i.e., tables and chairs)  
*Note: Tables are 5' and two people per table*  
 Theater configuration (i.e. chairs only)  
 Other (please specify and include any pertinent sketches)

Food/Beverage Served?  Yes  No

Alcohol Served?  Yes  No

Rental Party Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

***Facility rental availability along with rental charges for event will be determined upon return of Facility Rental Inquiry Form submitted to Mr. Lynn Meeks by email to [lynn.meeks@ttu.edu](mailto:lynn.meeks@ttu.edu)***