

| Date & Times Requested | Type of Function | Recurring? If so, frequency? | Est. # Attending | Room Preference & Equipment Required | Room Booked Tentatively | Firmed-up |
|-------------------------------|------------------|------------------------------|------------------|--------------------------------------|-------------------------|-----------|
| 1. May 8 th , 2026 | Student Fair | NO | 325 | Gym, Rec, Front entry, | yes N/A | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
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| 6. | | | | | | |
| 7. | | | | | | |
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| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |

Staff Use Only:

Approvals:

X: _____

Date: _____

X: _____

Date: _____

Reservation agreement sent to client:

Date: _____

Form Approved by Commissioners Court on: _____