

G. Rollie White Visitor Center

O. D. Butler, Jr. Animal Science Teaching, Research, & Extension Complex
Reservation Guidelines

General Operating Procedures:

The G. Rollie White Visitor Center is located at the O. D. Butler, Jr. Animal Science Teaching, Research & Extension Animal Science Complex (ASTREC) on Highway 60 (Raymond Stotzer Parkway) in College Station, Texas. This facility is available to support student, departmental, college, university, and public events on a scheduled basis through the Department of Animal Science.

Visitor Center operating hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of mandated holidays. The Center may be utilized beyond normal operating hours as outlined in these procedures, with all scheduled events concluding by 10:00 p.m.

Facility Rental:

The G. Rollie White Visitor Center may be scheduled for use based on availability by any Texas A&M University System office, unit, department, or student organization. Reservation requests must be submitted in advance to the Department of Animal Science via email at grollie-reservations@tamu.edu or by calling (979) 845-4557. Once the rental request is submitted and availability is determined, a reservation confirmation will be emailed or faxed to the requestor for completion. Reservations should not be considered accepted until an official confirmation has been returned to the requestor.

Reservation requests for users other than Texas A&M AgriLife will only be accepted up to one (1) year in advance. Rental fees will be required at least five (5) working days prior to the scheduled event. Cancellation of a confirmed reservation must be provided at least 24 hours in advance by email or phone. A refund of the facility use fee will be made if cancellation is received 24 hours prior to the scheduled event. Failure to provide cancellation notice as specified will result in a forfeiture of 50 percent of the rental fee. Fee requirements are waived for components of Texas A&M AgriLife.

The Department of Animal Science reserves the right to cancel a reservation two (2) weeks in advance of a renter's reservation in order to conduct a departmental program at the G. Rollie White Visitor Center. Should this occur, the renter will be promptly notified and rental fees will be refunded.

Rental Fees:

Rental fees will be applied as follows:

Weekday Usage (Monday-Friday)

Half Day \$100

8:00 a.m. – 1:00 p.m.

12:00 p.m. – 5:00 p.m.

5:00 p.m. – 10:00 p.m.

Full Day \$150

8:00 a.m. – 5:00 p.m.

Weekend Usage (Saturday-Sunday)

Half Day \$150

8:00 a.m. – 1:00 p.m.

12:00 p.m. – 5:00 p.m.

5:00 p.m. – 10:00 p.m.

Full Day \$175

8:00 a.m. – 5:00 p.m.

Damages:

Any damages to the facility or equipment during an event and cost of repair and/or replacement will be the responsibility of the facility renter. Failure to reimburse for damages will void any future reservations. A departmental representative will inspect the facility following each scheduled event to deem whether to accept or reject the condition of the building.

Smoking:

Texas A&M University is a smoke-free campus. In accordance with this policy, smoking and smokeless tobacco products are prohibited at the O. D. Butler, Jr. Animal Science Teaching, Research & Extension Animal Science Complex. In addition, Texas state law prohibits smoking within 100 feet of state building entrances.

Facility Access:

A key to the G. Rollie White Visitor Center may be picked up from the Department of Animal Science administration office in Room 133 of the Kleberg Center one (1) day prior to the event reservation (if applicable). The electronic gate to the O. D. Butler, Jr. Animal Science Teaching, Research & Extension Animal Science Complex opens each weekday morning at 7:00 a.m. and closes at 6:00 p.m. If the facility renter needs to access the Complex outside of these set hours, arrangements should be made in advance by contacting the Animal Science administration office at (979) 845-1541.

Responsibilities of Renter:

In the G. Rollie White Visitor Center, tables and chairs may be configured to meet the individual needs of the facility renter. However, tables and chairs must be returned to the original configuration. In addition, all trash must be removed from the building and disposed of in the large trash receptacles located near the Beef Center or the Nutrition and Physiology Center in the O. D. Butler, Jr. Animal Science Teaching, Research & Extension Animal Science Complex. The facility renter shall also vacuum and/or mop floors and clean all tabletops and counters (as applicable) prior to leaving the facility, as custodial services are not available each day. Instructions for these procedures are available at the reception area at the G. Rollie White Visitor Center. When leaving the facility, the renter is responsible for locking all of the exterior doors of the G. Rollie White Visitor Center and returning the key (as applicable) to the Department of Animal Science administration office no later than the next business day.

The Department of Animal Science is not responsible for any unclaimed or lost property, items, material, and/or equipment following an event at the Center.

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Reservation Request

Date of Request: _____ Contact Name: _____

Requesting Organization: _____

Contact Email: _____ Contact Phone: _____

Address: _____

Campus Mail Stop: _____ Fax Number: _____ New Requestor: Yes No

Event: _____

Weekday and Date(s) of Event: _____ AM to _____ PM

Anticipated Attendance: _____

(Not to exceed the maximum allowance)

Your reservation will include:

Large Conference Room (accommodates 80 people)

Small Conference Room (accommodates 10 people)

Kitchen Access

Please limit the number of participants to the number of people the room accommodates.

ACCOUNT INFORMATION (Required): _____ System Part _____ Account _____ Support Account

I hereby agree to abide by the established G. Rollie White Visitor Center Procedures, and I understand that destruction or defacement of Center facilities including vandalism, will be reported and appropriate action will be taken. Participants agree that they shall be jointly and severally liable for any damages that occur during the rental period and that Texas A&M University may collect from Participants all expenses incurred in making repairs to the facility or damaged equipment. TAMU Participants shall protect, hold harmless and indemnify against all liabilities, claims, suits, or demands for injuries to any person and/or property growing out of his/her participation in all of the events or transactions that may be held on any property during the rental period. The Participant assumes all liabilities for any suits, claims, injuries, or damages occasioned by his/her actions and further, Participants specifically assume all risks or damages or injury from any cause, action, omission, or occurrence caused by TAMU. The Participant hereby covenants and agrees, in furtherance of its obligation under the terms of this agreement to defend TAMU against all suits, claims, demands, and actions by and through counsel of TAMU choosing.

Signature: _____ Date: _____

Please email this reservation request to grollie-reservations@tamu.edu or fax to 979-845-4996

Department of Animal Science Use:

Approved/Denied Date: _____ By: _____

AgriLife: ___ Yes ___ No Fee Waived: ___ Yes ___ No Confirmation:

Key Picked Up by: _____

Returned: _____