INTERNAL RESERVATION FORM

Sky Room Rental Rates
(*MONDAY THROUGH THURSDAY DATES ONLY*)

<table>
<thead>
<tr>
<th>No. of Guests</th>
<th>Section</th>
<th>Rental Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>50-100</td>
<td>1 section</td>
<td>$100.00</td>
</tr>
<tr>
<td>101-200</td>
<td>2 sections</td>
<td>$200.00</td>
</tr>
<tr>
<td>201-300</td>
<td>3 sections</td>
<td>$300.00</td>
</tr>
<tr>
<td>200-800</td>
<td>4 sections</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

*INTERNAL RATES ARE APPLICABLE MONDAY THROUGH THURSDAY ONLY*

**During Construction of Marian Ballroom, Skyroom Fees will be waived for Monday- Thursday dates only, unless otherwise approved. Events with less than 50 people will not be accepted in the Skyroom.

RENTAL RATES ARE APPLIED TO FRIDAY & SATURDAY DATES.

Professional Services

<table>
<thead>
<tr>
<th>Department</th>
<th>Fee</th>
<th>Total Rental Charge Determined by</th>
</tr>
</thead>
<tbody>
<tr>
<td>UIW Police*</td>
<td>$40/hour per officer</td>
<td>Officer(s) will arrive ½ hour before event start and depart ½ hour after event end time *If Applicable</td>
</tr>
</tbody>
</table>

Audio Visual Package Rental Rates

<table>
<thead>
<tr>
<th>Package 1</th>
<th>Package 2</th>
<th>Package 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>(One section)</td>
<td>(Two sections)</td>
<td>(Entire room (4 sections))</td>
</tr>
<tr>
<td>1 microphone</td>
<td>2 microphones</td>
<td>2 microphones</td>
</tr>
<tr>
<td>1 LCD projectors</td>
<td>2 LCD projectors</td>
<td>4 LCD projectors</td>
</tr>
<tr>
<td>1 screen</td>
<td>2 screens</td>
<td>4 screens</td>
</tr>
<tr>
<td>1 laptop or DVD player</td>
<td>1 laptop or DVD player</td>
<td>1 laptop or DVD player</td>
</tr>
<tr>
<td>$50.00</td>
<td>$100.00</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

*Please contact Special Events for set up details: 210-829-6045
University of the Incarnate Word
McCombs Center Rosenberg Sky Room
Internal Reservation Form

Date:

Type of Event:

Date(s) of Event:         Max Guests:
Set-up Time          Start Time:        End Time:

_________________________________________  ______________________________________
UIW Department/Organization       Name of Representative

_________________________________________  _________________________________
Email                                  Telephone No.          Fax No.

RENTAL CHARGES

Facility Charge $ Waived- Due to Marian Ballroom Construction

UIW Police:

☐ YES     ☐ NO

Number of Hours Needed for Police:

Audio Visual:

☐ YES     ☐ NO

AV Packages

Will you need any of the following extras?

☐ Stage    ☐ Podium    ☐ Both    ☐ None

**Section of the Skyroom: __________________** All UIW Departments/Organizations that reserve the Sky Room will be assigned to the appropriate section(s) according to the number of guests at the discretion of Skyroom Management. * Please note during construction of Marian Hall there may be simultaneous events taking place.

Total Sky Room Charges: $ __________________

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SKY ROOM GUIDELINES

Internal reservations for the Sky Room **MAY NOT** be made for an external organization under any department’s budget account. **All Internal Reservations must be sponsored by the University of the Incarnate Word.** Any reservations made for an external organization could result in a cancellation or standard rental rates may be applied.

DECORATING GUIDELINES

No objects are to be affixed to the walls, ceilings or windows. No nails, screws, metal hooks, adhesives, scotch tape or other materials of such nature, may be driven in or placed on any wall, window, paneling, molding or light fixture inside the entire venue. Nothing is to be hung, tied, draped, fastened, suspended or placed on any wall, window, column or any light fixture inside the entire venue.

All decorations must be free standing. **NO rice, glitter, rose petals, confetti, or birdseed are allowed within the facility or the premises.** Candles are permitted with appropriate containers (i.e. Hurricane container, votives, etc.). Hanging candles are not permitted in the venue. Set-up time for decorating will be allowed no more than four hours prior to the event. Pre-event set-up arrangements must be made with the Sky Room operations manager one week prior to the event. **All decorations must be removed from the venue within one (1) hour after the completion of the event.**

CATERING

*Other Caterers are welcome in the Skyroom only during construction of Marian Hall however groups are responsible for their own clean up. **Failure to clean up the Skyroom will be subject to a clean-up Fee.**

For food, beverage, and standard linen needs please contact Sodexo Catering at (210)283-5011 or The RK Group at (210) 223-2680.

Please contact the Sky Room office with any questions at (210) 805-5805.

Agreed and Accepted by:

______________________________________________________________
UIW Department/Organization Representative

______________________________________________________________
UIW Division **Dean/Director**

______________________________________________________________
Rosenberg Sky Room Manager

______________________________________________________________
Date

ACCEPTANCE: By signing this contract our department/group agrees that we have read and understand the terms of this contract and assume responsibility for the use and care of the facilities put in our charge, or used by us, and further agree to pay for all damages or losses occurring as a result of our occupancy. We will abide by the Sky Room policies that the rental of the venue has been reserved for official UIW purposes. Contract is not complete until all parties have signed.