

Damage Deposit Form*
CONFERENCE SERVICES
TEXAS WOMAN'S UNIVERSITY
OFFICE OF CONFERENCE SERVICES
(940) 898-3644

The Office of Conference Services requires a \$100 damage deposit by all parties reserving campus facilities for an event. This policy is in place to preserve and maintain the integrity of campus landmarks, and to continue to make campus buildings available to the public.

Deposits are made by credit card and are held until the event is completed, and an inspection of the room by the Building Attendant has been made. **The credit card will not be charged unless damage to the facility occurs or items are taken.** You will be notified in advance prior to your account being charged. **Should you exceed your allotted time slot, Conference Services will bill you for the additional time.**

This form must be completed at the time of reservation. Questions can be directed to the Office of Conference Services, (940) 898-3644.

Please complete:

User Name: _____ Event Date: _____

Phone number: _____ Facility and Room(s): _____

Description of event: _____

Decorating Reservation: Date: _____ Time: _____ am/pm to _____ am/pm

Event Reservation: Date: _____ Time: _____ am/pm to _____ am/pm

If the event is with a campus organization please complete:

Organization/User Name: _____ Event Date: _____

Phone number: _____ Facility and Room(s): _____

Description of event: _____

Decorating Reservation: Date: _____ Time: _____ am/pm to _____ am/pm

Event Reservation: Date: _____ Time: _____ am/pm to _____ am/pm

University IDT account number: _____

PAYMENT INFORMATION – Please complete:

Credit Card: (circle type) MasterCard Visa Discover American Express

Credit Card Number: _____

Name on card: _____ Expiration Date: _____

I authorize Texas Woman's University's Office of Conference Services to hold a \$100 damage deposit for my/our event scheduled at Texas Woman's University. I understand that I am responsible for reimbursing the University for any damage or theft that occurs during the event.

Signature: _____ Date: _____

*Effective August 26, 2002
Revised April 29, 2008*

*This form is for use for any facility reserved through the Office of Conference Services.