

TWU Conference Services
Pop-up Tent Reservation Form

Name: _____
Business: _____
Business Phone: _____
Cell Phone: _____
Business Address: _____
Event: _____
Event Location: _____
Pick-up Time: _____
Return Time: _____
Number of days requested: _____

Reservations longer than five nights require additional consent or permission from Conference Services. To comply with the TWU pop-up tent reservation procedures, the following must be accepted and initialed.

1. My business/organization is responsible for the tent. _____
2. My business/organization is responsible for any and all damaged and/or missing parts. _____
3. If necessary, the tent will be cleaned before it is returned. _____
4. If overnight permission is granted, the tent will be secured in a safe and secure location. _____
5. If the tent is lost, stolen or damaged beyond repair, my business/organization will pay to have it replaced. I will leave my credit card on file and it will be charged if this occurs. _____
6. I have the authority to authorize payment by my business/organization and myself for damage, cleaning and/or replacement, if required. _____

Conference Services must receive this form in order to confirm your reservation. Receipt is confirmed with initials from staff member in Conference Services. I hereby acknowledge that I have read the tent procedures and agree to abide by the conditions as set forth therein.

Name – Please print Date

Signature

Business Name

Approver Initials Date

* The individual/business is responsible for picking up and returning the tent from Conference Services in Hubbard Hall.

TWU Conference Services
Hubbard Hall
PO Box 425379
Denton, TX 76204-5379
940.898.3644