

Rules of Use

1. The user is responsible for the setup and teardown of the event (e.g., arrangement of tables, chairs, etc.) and must return the room to its standard state. Atrium and Learning Studio furniture CANNOT be moved or rearranged at any time.
 - a. If a user is clearing the room(s) or plans to rearrange the room(s) from the standard state, they must notify the Reservations Office for approval.
 - b. If a user is utilizing rental furniture in the space, they must notify the Reservations Office for approval.
 - c. To ensure the availability of the rooms, **reservation requests must include the total time required for setup, the event duration, and cleanup**. If this time is not included in your reservation, the rooms may not be accessible outside the reserved period.
 - d. All doors must be closed and secured at the end of the reservation.
 - e. Zachry rooms are on an automatic locking schedule, and doors will not be unlocked until the start of your reservation. The doors will lock after the reservation.
1. The user must leave facilities clean and orderly after use – be sure to reserve enough time for setup and cleanup so the room will be ready for the next event. Should a user wish to hire custodial services to assist with clean-up, they must submit all requests through the [Custodial Request Form](#).
 - f. Excess trash must be disposed of in the trash bin located in the service elevator vestibule. Please contact the Reservations Office at 979.458.9101 for assistance.
 - g. All trash must be picked up from the floors and furniture.
 - h. Spills or sticky spots must be wiped up.
 - i. The Reservations Office must be notified of any equipment malfunctions, carpet stains, or other damage.
 - j. Requests to set up before the event date in any space must be requested and approved by the Reservations Office.
2. The user is responsible for damages incurred during use.
3. Parking arrangements must be made by the user through [Texas A&M Transportation Services](#).
4. Restricted items include, but are not limited to:
 - a. Tape and push pins (items may NOT be affixed to walls, equipment, windows, or stairways).
 - b. Confetti, glue, glitter, paint, rose petals, and silly string.
 - c. Candles and open flame.
 - d. Pets (except for service animals and Miss Reveille).
 - e. Sound amplification systems without prior approval from the Reservations Office.
5. Please visit zachry.tamu.edu for current building hours.

6. Requests for changes or access must be made and approved by the Reservations Office at least 10 business days before the event date. Requests include, but are not limited to:
 - a. Loading Dock access
 - b. Zachry Building early access
 - c. Prep-Room access (ZACH 281)
 - d. Access to the table/chair Storage Closet (Requires a reservation for ZACH 297)
 - e. Changes to Reserved Rooms
 - f. Wall Movements in the Chevron Rooms
7. Texas A&M Engineering is not responsible for any lost or stolen items nor for any liability arising from the use of Zachry event spaces.
8. The Reservations Office reserves the right to deny future event bookings for any organization that fails to adhere to these guidelines.

Need assistance or have a question?

- For reservation questions, contact the Reservations Office: zachevents@tamu.edu | 979-458-9101.
- For IT questions, contact: enr-helpdesk@tamu.edu | 979-458-8888.
- For custodial requests, please submit a [custodial request form](#).
- For issues with the automatic locking schedule, contact Facilities: enr-access@tamu.edu | 979-458-9809.