Facility Requests: Community

Welcome to Lee College. We are pleased to open our campus venues and spaces to community members and external organizations. To request and secure a facility rental, please review the appropriate process below.

Standard Campus Facilities (Non-PAC)

For most campus facilities—excluding the Performing Arts Center—all reservations, availability checks, and approvals are managed through GoFMX (FMX) system.

1. **Create an Account or Log In**
    a. **New Requestors:** If you do not have an account, visit the Lee College FMX Login Page and click **Need an account?** to register. https://lee.gofmx.com/
    b. **Returning Requestors:** If you already have an account, log in at the Lee College FMX Login Page to check real-time facility availability and submit your request. https://lee.gofmx.com/
    c. **Video Tutorial:** For a step-by-step walkthrough on submitting requests, you can watch the FMX Schedule Requests Training Video.
2. **Submission and Approval Process**
    a. **Check Availability:** Review the FMX calendar to ensure your desired venue is available on your proposed dates.
    b. **Submit the Request:** Create your reservation request within FMX to initiate the college's approval workflow.
    c. **Paperwork Generation:** Once the request is approved, our Information Service Specialist will generate the necessary rental paperwork and coordinate billing and signatures.
    d. **Administrative Review:** When required, the paperwork will be routed to the Executive Director of Enrollment Management or their representative for administrative approval.
    e. **Contract Finalization:** Appropriate Lee College personnel will sign off on the initial paperwork to prepare the official booking contract.
3. **Confirming Your Booking**
    To finalize your reservation and prevent the cancellation of your event, the designated facility user (the individual signing the contract) must complete the following steps **in person at least 10 business days prior to the event**:
    a. **Location:** Visit Walter Rundell Hall (Building 1) at the Lee College Main Campus, 200 Lee Drive, Baytown, TX.
    b. **Required Actions:**
        i. Submit all required facility rental payments.
        ii. Provide a valid damage/security deposit check made payable to Lee College.
        iii. Provide proof of liability insurance with Lee College named as the insured, if required for your event type.
        iv. Sign the final facility rental agreement and contract.

Important Note: Failure to meet these confirmation guidelines and deadlines may result in the forfeiture of your tentative reservation.

Performing Arts Center (PAC) Rentals

The Lee College Performing Arts Center features a distinct rental process and fee structure. For detailed instructions, venue options, or to submit a specific PAC request, please visit the PAC Facility Requests Page.

www.lee.edu/facilities/pac-facility-requests/

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My Next Move