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**HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS  
POLICIES AND PROCEDURES  
(Keep one copy and return one signed copy with your Request Form and Rental Contract)**



\_\_\_\_\_1. Your request to reserve a facility (referenced as facility, room, space, or grounds throughout) on the Huston-Tillotson University campus will be processed by the Events Management. A non-refundable deposit is required to guarantee a facility.

\_\_\_\_\_2. Facilities are rented on a first come, first served basis. Huston-Tillotson University reserves the right to cancel any event reservation without advance notice, and assumes, no liability from such cancellation. To reserve a facility, view the information and download forms from <http://htu.edu/offices/facilities>. After reviewing the information, contact Community Outreach at events@htu.edu or 512.505.3006, if you have additional questions.

\_\_\_\_\_3. Liability insurance is required for groups and individuals scheduling facilities. The certificate holder should read: Huston-Tillotson University, 900 Chicon Street, Austin, TX 78702. Huston-Tillotson University and its employees assume no liability from accidents, injuries, losses, thefts, or claims hereto.

\_\_\_\_\_4. All catering must be secured through the campus caterer: Ala Carte Menu Services, Inc. Direct inquires to foodservices@htu.edu or 512.505.3153. Food restrictions apply to King-Seabrook Chapel and other buildings; prior approval is necessary. No alcoholic beverages may be served at campus events. Ala Carte Menu Services, Inc. will issue a separate invoice for services, including rental charges.

\_\_\_\_\_5. HT Security must be provided for all social events held after hours. Contact Campus Safety at campussafety@htu.edu or 512.505.3010.

\_\_\_\_\_6. Janitorial services are secured at the rate of $75 per event and $25 per hour for additional clean up.

\_\_\_\_\_7. Technical support through HT’s Information Technology Department is available between 8:30 a.m. - 5:30 p.m., Monday – Friday, with a three-day advanced notice. IT will assist with setting up and verifying audio and visual equipment. IT will not be responsible for securing additional equipment (i.e. PC/workstation, microphone, projector or screen). Contact IT at 512.505.3168 or send an e-mail to helpdesk@htu.edu. Audiovisual equipment may be rented at a per day rate. See fee sheet for itemized costs.

\_\_\_\_\_8. Ladders, tools, equipment are not available from the facilities vendor and the University does not own the items for general use. Use of tables, chairs, etc. to hang, or post items is unsafe and not recommended. Huston-Tillotson University will not be liable for any injury caused by the use of personal equipment during a function at the University; neither shall the University be responsible for the loss of any personal equipment used during a function at the University.

\_\_\_\_\_9. The group or individual requesting the facility is responsible for leaving the facility, grounds and restrooms as they were found prior to the rental.

\_\_\_\_\_10. Hard sole (non athletic) shoes are not allowed on the Mary E. Branch Gymnasium floor. The University will provide a floor covering for use at the renter’s expense.

\_\_\_\_\_11. Use of the University’s name for any event must be approved through the Office of Public Relations and Marketing at events@htu.edu or 512.505.3072 prior to publishing, printing or broadcasting the announcement. Huston-Tillotson University assumes no liability for the reprint/rework of items (published, printed, or broadcasted) that incorrectly state the University’s name, mission, goals or objectives.

\_\_\_\_\_12. The following cancellation policies applies to all facilities/grounds reservations: 30 days prior to the event, a full refund of rental fees paid, minus security deposit; 14 days prior to the event, 50 percent of rental fees paid, minus security deposit; and 5 days prior to the event, no refund will be granted.

**King Seabrook Chapel Requirements**

Huston-Tillotson University is an All-Steinway School with King-Seabrook Chapel as the concert venue. **Food and beverages are not allowed in King-Seabrook Chapel, near the musical instruments, or around the sound and lighting console.** Violators will not be allowed further use of the Chapel. Food and beverages may be served in the Chapel foyer.

\_\_\_\_\_13. The piano and organ in King-Seabrook Chapel are part of the stage fixtures and may not be moved without written authorization. A $150.00 tuning charge per instrument will be charged when the instruments are moved.

\_\_\_\_\_14. The University’s trained student technicians are required at all chapel events and rehearsals. Technician charges apply. 2018-1