

CAMPUS ACTIVITY/EVENT REQUEST FORM

(FOR EVENTS WITH CATERING AND SET UP)

Campus Location Request: _____ Other: _____

Event Sponsor: _____

Contact Person(s): _____ E-mail: _____

Phone (Home): _____ (Office) _____ (Mobile) _____

Type of Activity/Event: _____

Date of Activity/Event: _____ Time Needed: _____

Campus Safety: (HT security service must be provided for all events) Number of attendees _____ (Do not leave blank)

Director of Campus Safety Signature: _____ Date: _____

Food Service: (Catering by Ala Carte Menu Services, Inc.)

Catering needed: Yes No (If yes, please call 512.505.3150 to make catering arrangements)

Linen: Yes No If, yes # ____ (Linen is provided at an extra charge through catering only)

Technology Services: (Services for HT personnel only and secured through HT) (Tech required for King-Seabrook Chapel)

Computer: Yes No (Requires checkout from the library)

Projector: Yes No (Requires checkout from the library)

Portable PA system: Yes No (Requires checkout from the library)

Media Services: (Services for HT personnel only and secured through HT)

Yes No (If yes, please continue)

No. microphones: 1 2 3 4 5 Standing On podium

Grand piano: Yes No (Only available in King-Seabrook Chapel)

Other equipment needed: _____ A/V scheduled: _____

Auditorium Only

Computer: Yes* No

Projector: Yes* No

ActivExpression Yes* No Qty. _____

ActivExpression is a device for audience survey responses.

One lapel microphone

*If yes, technician required from the IT Department. Call 512.505.3168

Facilities: (Attach diagram of set up)

Tables and number needed: Round/10 ft. Round/8 ft. 6 ft. 8 ft.

Chairs: Yes No If yes, number needed: _____ Type chair requested: Padded Unpadded

Housekeeping: Yes No (Required for some events at additional charge)

Catering Tables: Buffet (Four – 8-foot tables) Reception (Two – 8-foot tables) Other _____

Additional services or equipment required: _____

Description of special needs: _____

Requestor Signature: _____ Date: _____

Director of Campus Life & FYE Signature: _____ Date: _____

Athletic Director (Gymnasium/Athletic Field use only): _____ Date: _____

This is a request to reserve available resources and is not a binding agreement. Please submit your deposit with this request in order to secure your reservation. Please make checks payable to Huston-Tillotson University. To review procedures and download forms, check the web site at www.htu.edu. To check availability of a date or facility, contact Events Management at events@htu.edu or 512.505.6417. Final decisions will be made in writing. **(Please note: All students must have a signature from the Director of Campus Life).**

**Huston-Tillotson University
Facilities/Grounds Rental Contract**

Huston-Tillotson University, a non-profit corporation (lessor), provides this rental agreement between the University and _____ (lessee).

Lessee will rent the following buildings/grounds: _____

on _____ during the hours of _____

A security deposit of \$_____ is required to hold reservation of event. Lessee agrees to pay the balance of \$_____ five (5) days prior to the start of event. Security deposits are non-refundable and applied toward the balance of the facility.

The following cancellation policy 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. Lessee will be charged for damages, missing property, or equipment.

Event: _____ Number expected: _____

Catering requirements* _____ Security service: _____

Janitorial services: _____ Rental company: _____

Technical services: _____ Liability insurance carrier: _____

*Ala Carte Menu Services, Inc., which is a separate entity from Huston-Tillotson University, will issue a separate invoice for charges, including necessary rental items, to the lessee.

I have read the contract, fully understand, and agree to the written terms. I have attached a copy of the liability policy for this event.

Huston-Tillotson University Rep. Signature Date Lessee's Signature Date

Address

Telephone Number Fax

E-mail

Huston-Tillotson University Facilities/Grounds Policies and Procedures

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://ia.htu.edu/PublicRelations/FacilityReservations>. After reviewing the information, contact Events Management at events@htu.edu or 512.505.6417, 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 Sodexo facilities 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.
11. 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.
12. ***Use of the University's name for any event must be approved through the Office of Communications and Marketing at lyjackson@htu.edu or 512.505.3006 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.***
13. 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.

**HUSTON-TILLOTSON UNIVERSITY
FEE SCHEDULE FOR
COMMUNITY MEETINGS, BANQUETS, RECEPTIONS AND DANCE FACILITIES**

Name and Description of Facilities	Seating Capacity	Fees
King-Seabrook Chapel Theatre-type cushion seats, Large stage Theatre lighting, grand piano, sound system	392 Persons	\$750 Minimum (4 hrs.) \$187.50 Hourly \$1,500 Daily (8 hrs.)
Agard-Lovinggood Lecture Hall Theatre-type seating small stage, 1 presentation PC, 3 microphones (incl. 1 lapel), Full distance learning setup (able to connect to 4 other videoconference points), VCR, ELMO document viewer	158 Persons	\$200 Minimum (4 hrs.) \$50 Hourly \$400 Daily (8 hrs.)
Dickey-Lawless Science Auditorium Theatre-type seating, 1 presentation PC, (Win2k) connected to projector, ITV/VCR, ITV/VCR, ELMO Document Viewer	159 Persons	\$200 Minimum (4 hrs.) \$50 Hourly \$400 Daily (8 hrs.)
Davage-Durden Union Building Oak parquet dance floor, two patios, Separate dining room.	250 Persons (Dance Area) 200 Persons (Dining Area)	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
Mary E. Branch Gymnasium/Auditorium Regulation basketball and volleyball Courts, folded auditorium seating chairs	350 Persons (Gymnasium) 700 Persons (Auditorium)	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
Conference President's Dining Room Limited videoconference setup, able to connect to 4 other videoconference points, input for laptop	30 Persons	\$100 Minimum (4 hrs.) \$25 Hourly \$200 Daily (8 hrs.)
Classrooms Armchair seating, chalkboard	30 Persons	\$150 Minimum (4 hrs.) \$37.50 Hourly \$300 Daily (8 hrs.)
Grounds/Fields Athletic field & west lot	1,000 Plus Persons	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
Resident Hall Room Community Suite Deluxe Suite	2 Persons Per Room 4 Persons Per Suite 2 Persons Per Room	\$50.00 per person/per night \$100.00 per person/per night \$75.00 per person/per night

Deposit per event (nonrefundable) \$150

THE FOLLOWING ADMINISTRATIVE FEES ARE TO BE PAID PRIOR TO THE EVENT ALONG WITH SECURITY DEPOSIT

- **Janitorial services will be secured at the rate of \$75.00 per event.**
- **Technical services will be secured at the rate of \$30.00 per hour.**
- **Security services must be provided for all events at a rate of \$40.00/officer/hour.**

USE OF UNIVERSITY FACILITIES

Your request to reserve a facility on the Huston-Tillotson University campus will be processed by Events Management. Facilities are rented on a first come, first served basis based upon receipt of the security deposit and other necessary paperwork, as required. Requestors will receive a packet outlining the procedure for securing a facility.

Contact information: Events Management, events@htu.edu or 512.505.6417 - Monday through Friday 8:30 a.m. to 5:30 p.m.