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: ______

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. ______
*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, a non-profit corporation (lesser), 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

1/2013
1. Your request to reserve a facility (referred to 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 hereeto.

4. All catering must be secured through the campus caterer: Ala Carte Menu Services, Inc. Direct inquiries 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 Sodexho 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 lyackson@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.

1/2013
# HUSTON-TILLOTSON UNIVERSITY
## FEE SCHEDULE FOR
### COMMUNITY MEETINGS, BANQUETS, REceptions AND DANCE FACILITIES

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

**Deposit per event (nonrefundable) $150**

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**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.

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**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.

1/2013