

Facilities/Grounds Policies and Procedures

Your request to reserve a facility (referenced as facility, room, space or grounds throughout) on the Huston-Tillotson University campus will be processed by Events Management.

A non-refundable deposit is required to guarantee a facility.

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 the forms here. After reviewing the information, contact Events Management at events@htu.edu or 512.505.6417, if you have additional questions.

Liability Coverage

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.

Catering

All catering must be secured through the campus caterer: Ala Carte Menu Services, Inc. Direct inquiries to foodservices@htu.edu or 512.505.3150. 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. requires a 50% deposit upon confirmation for external groups and a purchase order number for HT faculty, staff, and students. A separate invoice from Ala Carte Menu Services, Inc., including rental charges, will be issued.

Security

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

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

Technology

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 advance 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.

Equipment

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.

Property

The group or individual requesting the facility is responsible for leaving the facility, grounds and restrooms as they were found prior to the rental. All individuals are asked to respect the campus green space by using the sidewalks as designated. Hard sole (non athletic) shoes are not allowed on the Mary E. Branch Gymnasium floor. Your group or individuals will be required to secure an authorized floor covering if athletic shoes are not in use.

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.

HT Name

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.

Cancellations

The following cancellation policies apply 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 five (5) days prior to the event, no refund will be granted.