



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 and grounds services are secured according to the accompanying table. See Rental Fee Schedule form.

____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. 2018-2



**HUSTON-TILLOTSON UNIVERSITY CAMPUS ACTIVITY/EVENT
REQUEST FORM
(FOR EVENTS WITH CATERING AND SET UP)**

Campus Location: Choose an item. _____ Other: _____
 Event Sponsor: _____ Number of attendees _____ (Do not leave blank)
 Contact Person(s): _____ Email: _____
 Phone (Mobile): _____ Office: _____ Home: _____
 Name of Event/Activity: _____
 Description/Purpose of Activity/Event: _____
 Date of Activity/Event: [Click here to enter a date.](#) Event Set Up Time: _____ Event Start Time: _____ End Time: _____

Signatures:
 Director of Campus Safety: _____ Date: _____
 Coordinator of Campus Life: _____ Campus Advisor _____
 Requestor's Signature: _____ Date: _____
 Athletic Director (Gymnasium/Athletic Field Use Only) _____ Date: _____

Food Service: (Catering by Ala Carte Menu Services, Inc.)
 Catering needed: Choose an item. (If yes, please call 512.505.3150 to make catering arrangements.)
 Linen: Choose an item. (If yes, number needed _____ (Linen is provided at an extra charge through catering only)
 Catering Description _____

Technology Services: (Sound technician is required for King-Seabrook Chapel. Charges apply.)
 Computer: Choose an item.
 House Projector: Choose an item. (Requires access to the remote control provided by the University)
 Laptop: Event sponsor is responsible for providing their own laptop. MAC users are responsible for adapters.

Media Services: (Services for HT personnel only and secured through HT)
 Choose an item. (If yes, please continue) Number of Microphones: _____
 Other equipment needed: _____ A/V Scheduled: Choose an item.
 Additional Item: Piano: Choose an item. (King-Seabrook Chapel Only)

Auditoriums Only

Computer: Choose an item.
 House Projector: Choose an item.
 Podium with Microphone: Choose an item.
 Auditoriums can only accommodate one additional microphone from the podium. If yes, technician required from the ID Department. Call 512.505.3168.

Facilities: (Set ups will only occur when a diagram is submitted with this request)
 Tables and number needed: Round/10 ft. _____ Round/8 ft. _____ 6 ft. _____ 8 ft. _____
 Chairs: Choose an item. If yes, number needed: Padded _____ Unpadded _____
 Housekeeping: Choose an item. (Required for some events at additional charge)
 Catering Tables: Buffet (Four – 8 ft. tables) Reception (Two – 8 ft. tables) Other _____

Additional Services or Equipment Required: _____
Description of Special Needs: _____

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. Make checks payable to Huston-Tillotson University or pay online at www.htu.edu. To review procedures and download forms, view Facility Reservations at www.htu.edu. To check availability of a date or facility, contact Community Outreach at events@htu.edu or 512.505.3006. Final decisions will be made in writing. 2018-2



HUSTON-TILLOTSON UNIVERSITY FACILITY/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 \$150 or 10 percent for reservations over \$10,000 is required to hold the reservation of the event.

Lessee agrees to pay the balance of \$_____ five (5) days prior to the start of the event. Security deposits are non-refundable and applied toward the balance of the facility/grounds.

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 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: _____

Technician 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 Representative Signature Date Lessee's Signature Date

Address

Telephone Number Fax

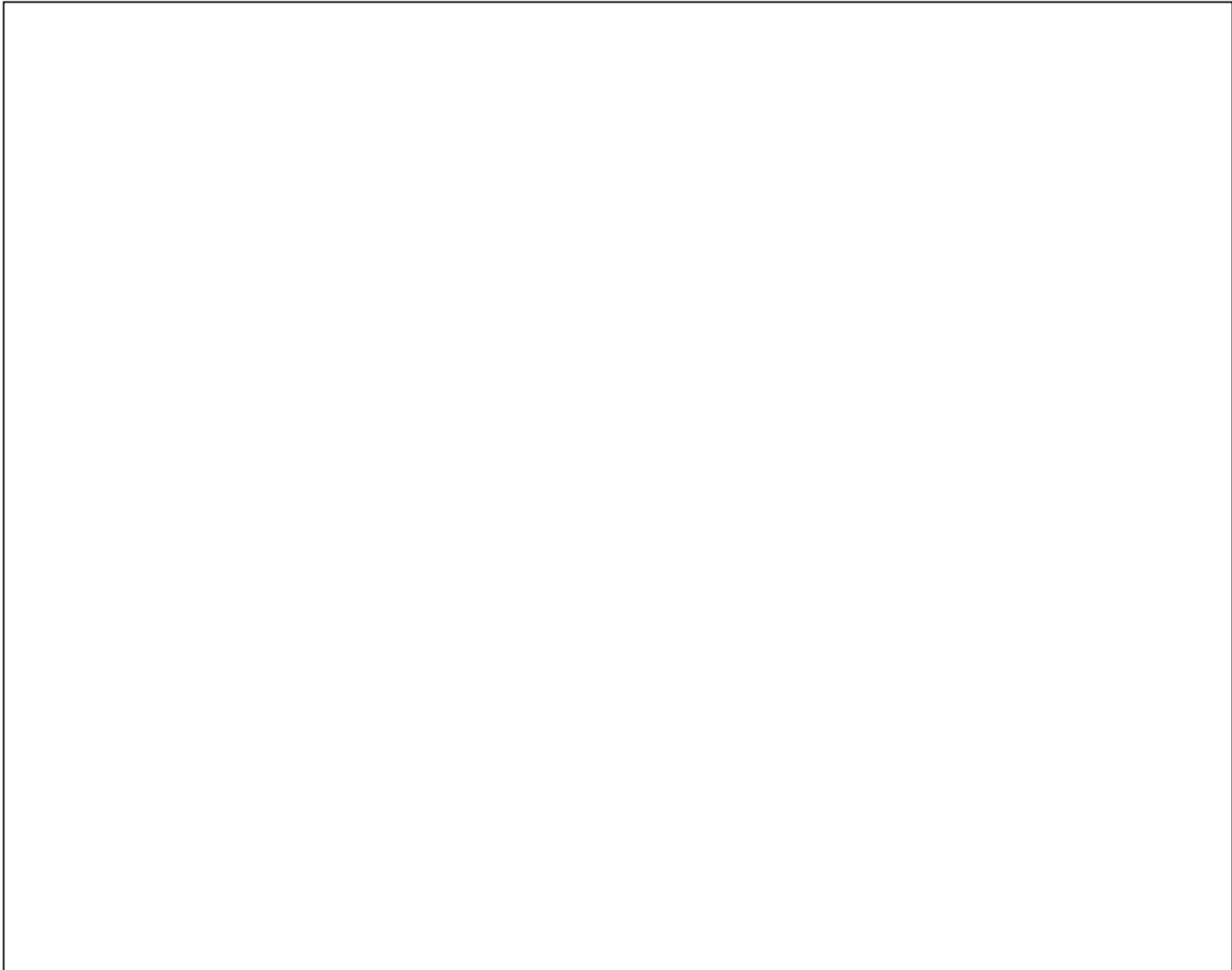
E-Mail



HUSTON-TILLOTSON UNIVERSITY CAMPUS REQUEST FORM
FACILITY DIAGRAM
(THIS FORM MUST ACCOMPANY THE CAMPUS ACTIVITY REQUEST FORM)

Campus Location: _____ Other: _____
Event Sponsor: _____ Number of attendees _____ (Do not leave blank)
Contact Person(s): _____ Email: _____
Phone (Mobile): _____ Office: _____ Home: _____
Name of Event/Activity: _____
Description/Purpose of Activity/Event: _____
Date of Activity/Event: _____ Event Set Up Time: _____ Event Start Time: _____

Use this space to diagram your room layout. Draw your tables, chairs, and other items for a one-time set up. Return diagram one week prior to your event to Community Outreach at events@htu.edu or the 512.505.3190 fax.





HUSTON-TILLOTSON UNIVERSITY FACILITY/GROUNDS

FEE SCHEDULE

(COMMUNITY MEETINGS, BANQUETS, RECEPTIONS, AND DANCE FACILITIES)

Names and Descriptions of Facilities	Seating Capacity	Fees
King-Seabrook Chapel Theatre-type cushion seat, large stage Theatre lighting, piano, organ, sound system	372 Persons	\$750 Minimum (4 hrs.) \$187.50 Hourly \$1,500 Daily (8 hrs.)
Agard-Lovinggood Lecture Hall Theatre-type seating, small stage One presentation PC, videoconferencing capabilities	158 Persons	\$200 Minimum (4 hrs.) \$50 Hourly \$400 Daily (8 hrs.)
Dickey-Lawless Science Auditorium Theatre-type seating, small stage One presentation PC, videoconferencing capabilities	159 Persons	\$200 Minimum (4 hrs.) \$50 Hourly \$400 Daily (8 hrs.)
Davage-Durden Student Union Ceramic tile dance floor two patios Projector, podium, and sound system	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, stage	350 Persons (Auditorium) 700 Persons (Gymnasium)	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
Conferences/Meetings President Dining Room and Residence Hall Lobby Sandra Joy Anderson Community Health and Wellness Center Center for Religious Life HDMI monitor capabilities	30 Persons	\$100 Minimum (4 hrs.) \$25 Hourly \$200 Daily (8 hrs.)
Classrooms Armchair seating, PC, projection, white board Projector, podium, and sound system	30 Persons	\$150 Minimum (4 hrs.) \$37.50 Hourly \$300 Daily (8 hrs.)
Grounds/Fields Regulation basketball and volleyball courts Projector, podium, and sound system	1,000 Per Person 700 Persons (Gymnasium)	\$300 Minimum (4 hrs.) \$75 Hourly \$600 Daily (8 hrs.)
Resident Hall Rooms Community Suite Deluxe Suite	2 Persons Per Room 4 Persons Per Suite 2 Persons Per Room	\$50 Per Person/Per Night \$100 Per Person/Per Night \$75 Per Person/Per Night

Deposit per event (nonrefundable) \$150 or 10 percent for reservations over \$10,000.

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

- **Technical services will be secured at a rate of \$18 per hour.**
- **Security services must be provided for all events at a rate of \$40/officer/hour.**
- **Janitorial and grounds services are secured according to the following table.**

	Rates (Monday through Friday before 3 p.m.)	Rates (Monday through Friday after 3 p.m.)	Weekends	Festival Rates (Anytime)	External Catered Event Rate (Anytime)
Grounds	\$0.00	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.	\$28.75 per person/per hour; min. 4 hrs.
Janitorial	\$90 per event, under 200 guests; min. rates apply over 200 guests	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.	\$24.50 per person/per hour; min. 4 hrs.

USE OF UNIVERSITY FACILITIES

Your request to reserve a facility on the Huston-Tillotson University campus will be processed by Community Outreach. 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: Community Outreach, events@htu.edu or 512.505.3006 - Monday through Friday 8:30 a.m. to 5:30 p.m.



**HUSTON-TILLOTSON UNIVERSITY ACTIVITY/EVENT
COMMUNITY OUTREACH FORM
(FOR ON- AND OFF-CAMPUS ACTIVITIES/EVENTS)**

This form to be completed at the conclusion of each activity/event.

Date of Activity/Event: _____

Name of Activity/Event: _____

Location of Activity/Event: _____

Contact Person(s): _____ Email: _____

Phone (Office): _____ Cell: _____

HT Class/Organization/Entity _____

HT Faculty/Staff/Contact Person(s): _____

Email: _____

Phone (Office): _____ Cell: _____

Activity/Event Type: ___ Internship ___ Volunteer Assignment ___ Community Service ___ Other _____

Number Participants: ___ HT Students ___ HT Faculty ___ HT Staff/Administration ___ Community

Reoccurring Event: ___ Yes ___ No Outreach Total Hours: _____

Student Learning Outcomes:

Return form to:

Huston-Tillotson University | Center for Civic Engagement and Community Outreach | Attn: Linda Y. Jackson
Sandra Joy Anderson Community Health and Wellness Center | Office 106 | 900 Chicon Street | Austin, TX 78702

lyjackson@htu.edu | 512.505.3006 p | 512.505.3190 f