

**Huston-Tillotson University
Campus Activity/Event Request Form**

Campus Location Requested: _____

Event Sponsor: _____

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

Address: _____

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

Type of Activity/ Event: _____

Date of Activity/ Event: _____ **Time Needed:** _____

<u>Campus Safety:</u> (HT Security service must be provided for all events) Number of attendees: _____
<u>Food Service:</u> (Sodexho Campus Services) Catering Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No Linens: <input type="checkbox"/> Yes # _____ <input type="checkbox"/> No (Linen is provided through catering only)
<u>Technology Services:</u> (Services for HT personnel only and secured through HT) Computer: <input type="checkbox"/> Yes <input type="checkbox"/> No (Requires checkout from Library) Projector: <input type="checkbox"/> Yes <input type="checkbox"/> No (Requires checkout from Library) Technician Scheduled: _____
<u>Media Services:</u> (Services for HT personnel only and secured through HT) No. Microphones: # 1 2 3 4 5 __Standing __On Podium Piano <input type="checkbox"/> Yes <input type="checkbox"/> No (Only available in the King-Seabrook Chapel) Other Equipment Needed: _____ A/V Scheduled: _____
<u>Facilities:</u> Tables and number needed: <input type="checkbox"/> Round/10 _____ <input type="checkbox"/> Round/8 _____ <input type="checkbox"/> 6 foot _____ <input type="checkbox"/> 8 foot _____ Chairs: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number needed: _____ Type chair requested: <input type="checkbox"/> Padded <input type="checkbox"/> Unpadded Housekeeping: <input type="checkbox"/> Yes <input type="checkbox"/> No (For additional charge)
Additional Services or Equipment Required: _____
Description of Special Needs: _____

Requestor Signature: _____ **Date:** _____

Director of Campus Life & FYE Signature: _____ **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 on 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 also 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 \$ _____ (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: _____

*Sodexo Food Services, Inc., will bill separate charges, including necessary rental items, to the lessee, which is a separate entity of Huston-Tillotson University.

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: Sodexo Food 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. Sodexo Food Services, Inc. will bill separate charges, 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 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.
14. Non-profit community groups may request a waiver or reduction in facility fees by submitting a request in writing to the Vice President for Administration and Finance.

**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	\$150 Minimum (2hrs) \$75 Hourly \$600 Daily (8hrs)
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	168 Persons	\$100 Minimum (2hrs) \$50 Hourly \$400 Daily (8hrs)
Dickey-Lawless Science Auditorium Theatre-type seating, 1 presentation PC, (Win2k) connected to projector, ITV/VCR, ITV/VCR, ELMO Document Viewer	159 Persons	\$80 Minimum (2hrs) \$40 Hourly \$320 Daily (8hrs)
Davage-Durden Union Building Oak parquet dance floor, two patios, Separate dining room.	250 Persons (Dance Area) 200 Persons (Dining Area)	\$150 Minimum (2hrs) \$75 Hourly \$600 Daily (8hrs)
Mary E. Branch Gymnasium/Auditorium Regulation basketball and volleyball Courts, folded auditorium seating chairs	350 Persons (Gymnasium) 700 Persons (Auditorium)	\$150 Minimum (2hrs) \$75 Hourly \$600 Daily (8hrs)
Conference President's Dining Room limited videoconference setup, able to 200 Daily (8hrs) connect to 4 other videoconference points, input for laptop	30 Persons	\$50 Minimum (2hrs) \$25 Hourly
Classrooms Armchair seating, chalkboard	30 Persons	\$35 Minimum (2hrs) \$20 Hourly \$100 Daily
Grounds/Fields Athletic field & west lot	1,000 Plus Persons	\$150 Minimum (2hrs) \$75 Hourly \$600 Daily
Resident Hall Room Community Suite	2 Persons Per Room 4 Persons Per Suite	Negotiable Rates Negotiable Rates

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 \$25.00 per hour.**
- **Security services must be provided for all events at a rate of \$25.00/officer/hour.**

USE OF UNIVERSITY FACILITIES

Your request to reserve a facility on the Huston-Tillotson University campus will be processed by Events Management, depending upon the type of event. 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.**