



## Wedding / Reception Policy

### Reservations:

Reservation can be made through the Office of University Events & Conferences – 281.649.3047. We would like the opportunity to talk with you prior to the reservation to ensure our facilities will meet your needs. Wedding and reception reservations are taken on a first come, first served basis. Deposits must be remitted to secure your date and time on the University's master calendar. The University will book no more than two (2) weddings per month.

All events held on the University campus must be in alignment with the vision, mission and purpose of the University. *HBU complies with all applicable federal and state non-discrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality, or ethnic origin, gender, age or disability in either employment or the provision of services. Inquiries concerning this notice or the application of the laws referenced herein should be referred to the vice president and general counsel.*

### Where:

The Joella and Stewart Morris Cultural Arts Center provides locations for a beautiful wedding. The Mary Ann and Bruce Belin Chapel seats up to 372 guests. The McNair Hall can comfortably seat 350 for a banquet but will accommodate up to 600 for a standing event. In addition, the Hinton Center, located adjacent to the Morris Center, houses Dillon II, a custom parlor, which can accommodate 100 seated or 175 for a standing event.

### When:

Weddings and receptions may be scheduled only on weekends during the academic calendar, and the University will book no more than two (2) weddings per month. During breaks, weddings and receptions may be held any day of the week. No weddings may be held during official University holidays or Holy days of the Christian faith. Weddings may not be scheduled before 10am, and they must end by 11pm. When reserving the Belin Chapel for a wedding, you receive a five hour minimum – one (1) hour the night before for a rehearsal and four (4) hours the day of the wedding. If no rehearsal is needed, five hours will be granted the day of the wedding. Additional hours can be added for a fee, if available.

When only using the McNair Hall or Dillon II for wedding receptions, you receive a five (5) hour minimum time limit plus two (2) hours prior to the start of your reception or wedding for set-up.

### Included:

Services provided by the University for your wedding / reception will be coordinated through the Office of University Events & Conferences. Upon consultation, the Office of University Events & Conferences coordinates the following services: reservations on the University master calendar for all use of campus space when not in use by academic courses or University initiatives, event planning consultation and assistance with arranging services for events, coordination of event logistics to include: ARAMARK Higher Education (food service, catering, linens), Media Services (Audio / Visual), Operations (facility set-up / equipment rental), Police support (parking, security coverage) and Maintenance / Custodial Support.

An event team comprised of a facility contact, sound technician, police officer and a catering manager when needed will be coordinated through the Office of University Events & Conferences and will be present the day of the wedding at a predetermined time.

Parking is included in your fee for your guests; although, the University cannot guarantee parking. Guests may enter through entrance 2 off Fondren or entrance 3 off Beechnut. Arrangements with the University Police will be made for the gate by the Morris Center to be open during the time of the wedding to allow access from Fondren to Beechnut.

A Bride's room and Groom's waiting area is available for the time prior to the start of the wedding. The Morris Cultural Arts Center is also home to our University Theater, which provides spacious dressing rooms for both the Bride and the Groom. These rooms are available unless there is an event and / or practice in the University Theater.

7502 Fondren Road • Houston, Texas 77074-3298 • Tel 281-649-3000 • [www.hbu.edu](http://www.hbu.edu)

# HBU

HOUSTON BAPTIST  
UNIVERSITY

*(Note: Currently only one dressing room is available due to accommodations for our School of Music from damages in another building relating to Hurricane Ike.)*

As part of our HBU event Police Policy, we require at least one off-duty University police officers for an event; events over 250 require two officers. If utilizing McNair Hall and Belin Chapel, two officers are always required. Fees are included in your costs, and payment for the officer will be made as part of the final bill.

The Office of University Events & Conferences will coordinate all set-ups and rentals of chairs, tables, staging, dance floor, etc. Included in your cost for a reception in McNair Hall is seating at tables for up to 250. In Dillon II, reception seating at tables is covered for up to 100 guests. All food service tables are also included. Additional tables and chairs can be added for a fee. Events can arrange for rentals of candelabras, unity candles, columns and kneelers.

For a wedding in Belin Chapel, one cocktail table (30in. round) for sign-in and one 8ft. banquet table for gifts is provided. (No cloths will be provided unless requested. Arrangements will be made through ARAMARK Higher Education Food Service for these cloths and a fee will be added to the final bill.)

Catering: ARAMARK Higher Education Food Service has exclusivity on campus for all food service needs and first right of refusal. All catering equipment will be provided by ARAMARK. In addition, linens can be ordered through ARAMARK. Our Catering Manager works with your specific desires to create a personal, one-of-a-kind reception. All food charges will be added to the final invoice.

Audio / visual in the Chapel: Included in your fee, a University trained technician will be retained for a three (3) hour time period the day of the wedding. There is no technician on-duty during the rehearsal. The three (3) hours includes two microphones (wired or wireless), up to one hour of projection, and time for set-up, ceremony and teardown. If additional time or equipment is required, a fee will be added. Microphones are limited to those which HBU is able to provide.

## **Additional Considerations:**

Audio in McNair Hall: No DJ may patch into the house sound system in McNair Hall. If you desire to use the house sound system for other reasons, the same University trained sound technician will need to be retained for an additional fee.

DJ: Please remember that booking the University for your event means that you will uphold the vision, mission and purpose of the University and song selections need to be in alignment. Any member of the Events Team – Police, Catering or Facility Contact can ask your wedding coordinator or DJ to change inappropriate songs.

Photographer / videographer: Please notify your photographer that no flash photography is allowed during the ceremony. Also, your videographer must film from the back or side of the Chapel.

You may contact the HBU School of Music to see availability of faculty and students to perform at the wedding – 281.649-3338. Musicians are not part of your fees and will need to be paid to the individual performing the service.

The presiding official at the wedding must be a minister within the Christian faith or a Justice of the Peace. The bride and groom are responsible for obtaining this individual and any obligations required.

## **Decorations – Belin Chapel:**

Floral arrangements can only be in the Belin Chapel during the four hours the day of the wedding.

Storage is not available; decorations must be removed upon departure.

No lighted candles are allowed on the end of the rows.

Spring loaded / drip free candles are required for candelabras or unity candles.

Plastic protections must be placed below candles and plants.

Tape, tacks or nails may not be used to affix items to any surface.



Flowers and bows may be hung from plastic pew hangers available at florists.

The Chapel stage will be set-up by HBU Operations prior to the ceremony. The piano may not be moved once it is placed on the stage.

Flower petals may be thrown by a flower girl, if they are artificial and if arrangements have been made to clean them up after the ceremony.

### **Decorations – McNair Hall:**

Plastic protections must be placed below plants on the carpet.

Candles must be dripless or spring-loaded.

Tape, tacks or nails may not be used to affix items to any surface.

Storage is not available; decorations must be removed upon departure.

Rice, sparklers, silly string and confetti are not permitted. Flower petals are not allowed inside McNair Hall but may be used outside.

### **HBU Policy:**

Please remember that HBU is a smoke-free campus.

Alcohol of any variety is not allowed on campus.

### **Fees\* (Price is inclusive of all services and equipment listed under “included.”):**

University affiliates are considered as faculty, staff, students, alumni and trustees and will receive the discounted price for themselves or their children.

#### **Belin Chapel:**

Community Patron - \$1435

University affiliate - \$1165

#### **McNair Hall:**

Community Patron - \$2365

University affiliate - \$1805

#### **Dillon II:**

Community Patron - \$1460

University affiliate - \$1140

### **Deposits\*\*:**

Belin Chapel: \$150

McNair Hall: \$250

(\*Fees are subject to change, but reservations made with a deposit can hold a price. Formerly, pricing was done piecemeal, but in an effort to reflect the real costs of a wedding and / or reception an all-inclusive pricing has been enacted.)

(\*\*Deposits are required to make reservations, and they will be used as a security deposit. If there is no damage, the deposit will be returned within thirty (30) days following the date of the event. If there is damage, the amount of repairs, equipment damage, and excessive maintenance / clean-up will be deducted. Deposits can be refunded up to ninety (90) days prior to the event. If using more than one facility, you must pay both deposits. Dillon II does not require a deposit, but a half facilities fee is due at booking.)

All payments for events are due in full ten (10) business days prior to the event. Payments may be in the form of cash, credit card, personal check, money order, or cashier check made payable to Houston Baptist University.

(Approved by Executive Council 7/07 / Last updated 9/30/14)



POLICY AGREEMENT

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (\_\_\_\_)\_\_\_\_\_

Email: \_\_\_\_\_

**I have read the Morris Center Policy above and agree to abide by these guidelines. I understand that if I violate these rules and regulations, I may forfeit either part or all of my deposit.**

X

\_\_\_\_\_  
Bride Signature  
Date:

X

\_\_\_\_\_  
Groom Signature  
Date: