



University Events & Conferences Tel  
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## Camps & Conferences Policy

Each year, Houston Baptist University is the venue for a variety of camps, workshops and conferences. To facilitate the many and varied requests of groups, the Office of Events & Conferences at Houston Baptist University is a one-stop shop for all events, providing 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, coordination of logistics to include: ARAMARK Higher Education (food service, catering, linens), Media Services (Audio / Visual), Campus Services (facility set-up, equipment rental, summer lodging), Police support (parking, security coverage), Information Technology, Maintenance, and Custodial.

### Eligibility

If space is available and the purpose of the group aligns with the Christian vision, mission, and purpose of the University\*, the University Events & Conferences staff will meet with the group coordinator to determine if HBU will provide a mutually agreeable venue. Houston Baptist University reserves the right to assign an Admissions Counselor to hold a session to speak on behalf of the University for recruiting purposes.

*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, Financial Operations.*

### Group Size

An estimated number of participants is recorded on the **Summer Program Request Form**. Any time a group changes the number of participants, the group’s coordinator should notify University Events and Conferences in writing. Camps will agree to a minimum commitment to be housed on campus. All camps will be required to pay 60% of their max capacity regardless of the amount of campers. The commitments can be adjusted prior to signing the policy. Once the requisition has been signed, the minimum commitment cannot be adjusted and the group agrees to pay the required 60% minimum commitment. Flex rooms can be added (up to maximum capacity) with the final number. Flex rooms allow the camp to keep additional beds available without being required to pay for the camper rate. Only custodial fees will be charged if the room is not utilized during the camps stay, full fees will be charged if utilized. It is mandatory that, **two weeks** prior to arrival on campus, the group coordinator communicate, in writing, a final number of group participants and staff using the **Camp Info Sheet**. Housing space and food will then be prepared for that number of people. Dining services will charge groups for meals by the number listed on the **Camp Info Sheet**. If you arrive with less than what was stated on your **Camp Info Sheet** you must pay to the guaranteed number on your Camp Info Sheet, due to prior food supplying and staff scheduling. **Commuters are charged a daily dining and facilities use fee.**

By **9:00 a.m.** on the calendar day following each group’s arrival on campus, the groups coordinator **MUST** provide the following to the University Events and Conference’s staff (Morris Cultural Arts Center, 183):

- A revised roster accurately and legibly listing all participants (commuter and overnight) and staff along with room assignments where applicable
- Sign and return the Confirmation of Group Size Form

(\*If you are not familiar with the University’s vision, mission and purpose, please visit the “About Us” link on the HBU homepage – [www.hbu.edu](http://www.hbu.edu).)

### Request for facilities

When meeting with the group coordinator, the University Events & Conferences staff will review the facilities requested and allocate space around the academic schedule. An estimated number of attendees must be given at this time, keeping in mind a 7:1 ratio of attendees to sponsors per suite, if housing is required. Some areas are limited and will be supplied on a first-come, first-serve basis. Last minute arrangements for services and facilities are seldom possible and should be avoided.

### Facilities per hour rate\*:

Sharp Gym (1000 / bleachers)	\$150
Glasscock Rec Center**	\$130
Mabee Theater (262 / row seating)	\$150
Athletic fields	\$100

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(soccer, baseball, softball)	
Dillon I (104 /tiered lecture)	\$125
Dillon II (150 row / 100 banquet)	\$125
Classroom	\$50
(15 – 40 person occupancy)	
Classroom	\$100
(41 – 72 person occupancy)	
Conference room	\$40
(up to 15 people occupancy)	
Belin Chapel & Recital Hall	\$300 (4 hour minimum) (\$150 deposit)
(372 / row seating)	
Dunham Theater	\$600 (6 hour minimum) (\$600 deposit)
(1200 / row seating)	
McNair Hall	\$275 (4 hour minimum) (\$250 deposit + \$100 setup fee)

#### Housing –

Men’s & Women’s Residence Colleges: \$35 per person per night Hodo

Residence College: \$35 per person per night

**There will be no refund for early departures or late arrivals. Each camper will be charged the total number of nights reserved by the group.**

**In order to hold a date on the University calendar, a \$500 non-refundable security deposit is required.** This security deposit will be used in the event of any damages caused by your party to HBU property (equipment and/or facilities). If damages do not occur, the security deposit may be rolled over for your next scheduled camp/conferences. The deposit is only refundable after the conclusion of the camp/conference if you do not plan to return of there were no damages. If facilities in the Morris Center are being used, applicable deposits will also be due at the time of booking. Once facilities have been booked and payments made, all facility fees are due ten (10) business days prior to the event. (Exceptions can be made for partial payments of housing and food service.) Additional facilities may be added after the ten (10) days, but no unused facilities will be credited once the final payment has been made. Facilities in the Morris Center have a deposit, which will be held until after the event to cover damages, excessive maintenance, or additional labor fees (technicians, security, etc.). Deposits for facilities in the Morris Center will be returned within 30 days if additional costs do not apply and the group does not wish to rollover for the following summer camp.

(\*Facility only discounts – 40% off, except housing, are given for alumni, faculty / staff, trustees, and students, using the University facilities for personal use or personal business. Any affiliate must sign the event requisition clause, as written, to obtain the discount for the sponsored group. Non-profit groups are also eligible for discounts.)

(\*\*Glasscock Recreation Center and / or Sharp Gymnasium require a hired staff member to oversee open gym / tournament events @ \$15 per hour.)

Any facility set-ups must be performed by HBU employees. If you are utilizing a space that can be custom arranged, you will need to indicate this on the **Camp Info Sheet** to create all set-up requests. HBU will not assume any liability for anyone injured or any furniture damaged due to not following this policy. It is the group’s responsibility to leave any room and equipment in the condition in which it was found. **If damage is incurred to the room or furnishing or there is excessive maintenance, the \$500 security deposit will be used. If damages exceed the \$500 security deposit, the group will be charged accordingly.**

No tacking, taping or nailing to any surface. Yard signs are fine to use for directions but must be removed at the end of the conference session. It is the group’s responsibility to bring their own easels for posters, etc. If signs are not removed, the group will be charge a clean-up fee.

#### Food service

ARMARK Higher Education food service provides all meals and has exclusivity on campus for catering. Any breach of this policy will result in a fine, and/or the forfeiture of the responsible party from further programming on HBU campus. The Baugh Dining Hall can accommodate 225 diners. Groups larger than 225 should be divided and have separate meal times, coordinated through University Events & Conferences. A guaranteed number should be given on the **Camp Info Sheet**. If you arrive with less than what was stated on your **Camp Info Sheet** you must pay accordingly due to prior food supplying and staff scheduling. Special dietary needs should be submitted in writing to University Events & Conferences within ten (10) days of the event.

Food service times\*: Breakfast:  
7:30am – 9:00am Lunch: 11:00am  
– 1:00pm Dinner: 5:00pm –  
6:30pm

#### Meal pricing:

Breakfast: \$7.61  
Lunch: \$8.86  
Dinner: \$9.46

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Food service times can be changed to meet your needs with prior approval from University Events & Conferences. Food Service can be scheduled and staggered per the office of University Events & Conferences depending on the amount of camps being hosted at Houston Baptist University)

In addition to the University Bookstore, located in the Brown Administration Complex, vending machines around campus provide snacks for purchase.

#### **Insurance requirements**

It is the responsibility of the sponsoring group to provide HBU with a general liability insurance certificate with no less than one million dollars (\$1,000,000) in coverage prior to their arrival on campus. The certificate must be in the possession of University Events & Conferences before any set-up or event begins. HBU is not to be held liable for any personal insurance for attendees. This is strictly the responsibility of the sponsoring group or individual.

#### **Emergencies / Medical assistance**

HBU police are on campus 24 hours a day, 7 days a week. They provide regular security and constantly patrol the campus. In the event of an emergency, call 281.649.3911. For a non-emergency, contact 281.649.3314. Groups agree to complete a written report for any accident which occurs on campus relating to their event. Personal and organizational property should be safeguarded at all times. HBU is not responsible for the loss or damage of any personal or organizational property.

No medical attention will be administered by any HBU faculty, staff, or student.

Regularly, the University receives calls looking for an attendee. Please submit an event schedule upon your arrival in order to better find your location for contact in the event of an emergency. If housing is required, please provide a list to the Office of University Events & Conferences of each attendee and their assigned room by **9:00 a.m.** on the calendar day following each group's arrival on campus.

#### **Billing process**

Billing for all services will be handled through the Office of University Events & Conferences. A billing address and e-mail / fax number should be supplied at the time of the original request. A \$500 deposit is due at booking, and all additional facilities fees are due ten (10) business days prior to the event, unless special arrangements have been made at the time of booking. Additional facilities and equipment may be added after the ten (10) days, but no unused facilities or equipment will be credited once the final payment has been made. Upon completion of the event, the sponsoring group is responsible for any damages, etc. discovered, and payment must be rendered within thirty (30) days of the date of the invoice.

Event cancellations must be made in writing to the University Events & Conferences staff. Cancellations from booking to, within two months will incur a \$100 cancellation fee. If cancellation occurs after two months, the \$500 security deposit will be kept.

#### **Auxiliary Services**

For any copy services, a Fed-EX / Kinkos store is located on the Southwest Freeway less than a mile from campus. The

mailroom is located inside the Brown Administration Complex. The mailroom can also send a fax for a charge.

#### **Housing**

HBU summer housing holds no more than 550 guests during one event. University Events & Conferences staff will determine which resident's college best fits your camp/conference needs and assign accordingly. The group coordinator will give HBU a final count two weeks prior to arrival on the **Camp Info Sheet**. Any number given after that date will not be guaranteed housing if it exceeds initially agreed upon rooms, or additional flex rooms. Please plan your camper registration closure in relation to that date. If the number of attendees changes at any time, you must contact the Office of University Events and Conferences with the new count. Concurrent camps may result in two or more groups occupying the same Residence College.

The group coordinator should plan to arrive prior to the attendees in order to set-up check-in and secure keys for distribution to the sponsor in each suite. Keys must be returned at check-out, a replacement fee will be assessed for each key that is not returned. If a key is lost a \$20 replacement fee for card keys in the Hodo Residence College and \$60 replacement fee for all resident colleges for hard keys. Charges cover the cost to change the lock and make a new key.

Door access codes are given for entering the lobby and courtyard area. Door access codes are confidential and should not be shared with anyone. A \$100 fine will be charged to any guest sharing the door code. For your safety, please refer all questions about codes to a staff person.

**Groups may not check into dorms at any time before 2 p.m. the day of the event. Doors will remain locked until that time. All groups must check out no later than 9:00 a.m. on departure date.** If space is available, a room may be reserved for luggage. Unattended property will be left as your own risk. For Sundays, groups checking in may not check in prior to 5 p.m. and groups checking out may not do so until after 2 p.m. If the group fails to comply to these times an extra charge will be billed to the account.

HBU will provide a Conference Host for each camp / conference. These students will be available to you during designated times as well as by phone in an emergency. They will have box hours in either the Residence College lobby or the Baugh Student Center, which will be posted in the Residence College lobbies.

Quiet hours are in effect from 10pm – 10am. Please respect the requests of fellow guests or staff to lower noise levels. Residence College lobbies are available to groups, with supervision from adult sponsors, starting at 8am until 8pm.

All individual and groups are expected to comply with HBU residential policies, including, but not limited to, the following:

- **Guests:** no guests of the opposite gender are allowed in the room or suite area of any residential area at anytime.

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- **Quiet hours:** Quiet hours are in effect from 10 p.m. – 10 a.m. Please respect the requests of fellow guests or staff to lower noise levels.
- **Alcohol/Paraphernalia:** HBU is a completely dry campus, which means that even if any individual has reached the legal state drinking age, they are still not allowed to have alcohol on-campus at any time, including alcohol used for culinary purposes. Any empty containers or decorations with bottles or cans that can reasonably be construed as implicating alcohol (whether explicitly or implicitly), are considered paraphernalia and are strictly prohibited.
- **Drugs & illegal substances:** HBU has zero tolerance policy for the use, possession, and/or distribution of drugs and any illegal substances. Such substances are also in violation of both state and federal law. Any individual(s) discovered with drugs and/or illegal substances will be reported to the Campus Police and law enforcement agencies.
- **Firearms/weapons:** Typically, any item used to injure another individual or damage property is considered a weapon, and all such items are prohibited. All individuals must comply with all relevant federal, state, local and University laws and regulations.
- **Smoking:** Smoking is prohibited on campus, including all residential areas.
- **Candles & incense:** Candles and incense are prohibited in all residential areas.
- **Pets:** Pets are prohibited within all residential areas.

Individuals and groups are responsible for maintaining common spaces and individual rooms, and are also responsible for keeping such areas in a reasonably clean condition.

HBU's custodial service is responsible for the overall regular cleaning of the Residence Colleges, but a room condition charge may be billed for damages or excessive cleaning services incurred during the group's stay. The room should be left in the same condition in which it was found. A \$75 moving fee will be charged for each piece of furniture moved and not replaced in the same condition in which it was found. The moving fee applies to any class room used on campus as well. Please return all rooms to the condition that you found them in.

Though HBU Residence Life does not anticipate modifying any room assignments, in extraordinary circumstances, university residential maintenance needs may require a temporary room reassignment. If such an instance occurs, HBU will provide comparable accommodations within a reasonable period of time to individuals or groups that may need to be reassigned rooms.

HBU does not furnish telephones for individual Residence College rooms. Group sponsors are encouraged to bring a phone and provide that number to the Office of University Events & Conferences as well as the Conference Host.

No bed linens, pillows or towels are provided.

No guests of the opposite gender are allowed in the room or suite area at any time.

## Sponsoring group's responsibility with housing while at HBU

- Will provide a 7:1 ratio of attendees to sponsors when holding an event with minors.
- Inspect all Residence College facilities with the Conference Host **before and after** the event, noting any damage. Please make time in your schedule accordingly to go through the paper work.
- Advises participants of HBU policy and procedures as well as appropriate check-in and check-out.
- Sets a time with staff for a group orientation.
- Maintains discipline of all participants.
- Submit an event schedule five business days prior to event.
- Provides a list to the Office of University Events & Conferences or Conference Host of each attendee and their assigned room no later than **9:00 a.m.** on the calendar day following each group's arrival on campus.
- At the end of camp, all trash should be emptied by the attendees into the large receptacles in the courtyard of the MRC, WRC, Mest or the dumpster at the Hodo Residence College. Also, doors, mirrors, and walls should be cleared of any decoration.
- No mattresses or furniture may be moved.
- Candles and incense are not permitted in Housing.

## Special accommodations

Please make the University aware of any attendee that will need special accommodations due to a disability at the group's earliest possible convenience. Groups must make the University aware of the special accommodations so that the proper rooms can be prepared.

## Age of participants

Participants under 10 years of age are not permitted to stay overnight in the Residence Colleges unless accompanied by parents and under close supervision at all times.

## Sports venues

For organized games or open gym times for groups, HBU requires a Campus Rec staff member to supervise play at \$15 per hour. All equipment, except nets, will be provided by the group. Fees will be assessed for damage to the nets (\$25 basketball / \$400 for volleyball nets).

## Custodial Needs

If and when an unusual amount of custodial labor is required, a significant charge will be billed on your final invoice.

## Security

For a special event within the camp / conference: HBU Police policy requires off duty police officers to be hired based on expected attendance.

No event in the Belin Chapel / Recital Hall will have less than one (1) officer present, and no event in the Dunham Theater will have less than two (2). Officers are paid \$50 per hour and require a minimum of four (4) hours. The Presenter will be billed for officers in the final invoice.



**General Guidelines**

- The University is open for business from 8:00 am to 5:00 pm, Monday through Friday. During these hours, most buildings or sections of buildings will remain open and accessible for the public, staff, faculty, and students. Some hours may also be reserved for Saturday classes.
- Any media announcements using HBU’s name will need to be cleared through the Office of University Marketing & Communications. Groups may not use HBU’s name, seal or imply HBU endorsement of support, without express written permission from an authorized HBU official.
- The group is advised that HBU is a non-smoking campus and maintains a zero tolerance on the use or possession of illegal drugs or alcohol of any kind.
- Possession or use of weapons or explosives in University owned or controlled buildings are prohibited.
- Gambling in any form is prohibited.

**Equipment rental** (most requested / priced per piece)

8ft. tables, 60 inch round, 72 inch round, Cocktail tables - \$10 per

Gray / chrome folding chairs - \$1.25

Music stands - \$1

Orchestra student chairs for theater performances \$3

Seated Choir risers (rental, set-up and teardown) \$150 / Standing Choir risers - \$25 per section (up to five sections)

If available, equipment can be added during the event and billed after. Once the final payment is made, no refunds for unused equipment will be made.

**Media Services** (must be requested on the **Camp Info Sheet**)

Classroom LCD projectors & screen \$200 per day

Theater / Chapel LCD projectors & screen \$100 per hour

Sound system (Sharp Gym / Glasscock) \$100 per day

Sound system in Dillon I, II & Mabee \$85 per day

Sound technician in Theater / Chapel\* \$85 per hour

Lighting technician / stage hands in Theater / Chapel \$40 per hour

If available, media equipment can be added during the event and billed after. Once the final payment is made, no refunds for unused media equipment will be made.

(\*Groups may request to bring their own sound systems to use in these facilities, but a fee will be imposed for supervision of load-in / load-out of equipment by Morris Center staff at \$25 per hour. Protection must be provided under the equipment for the stage in Belin Chapel and Mabee Theater.)

(Last updated 08/13/2018)