

## General Event Policy & Rates

The mission of Houston Baptist University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord." - Unanimously approved by the Board of Trustees, February 24, 2009

**Houston Baptist University** complies with all applicable federal and state non-discrimination laws and does not engage in prohibited unlawful discrimination on the basis of race, color, nationality, or ethnic origin, sex, 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 Counsel. All events held at the University must be in alignment with the Christian vision, mission and purpose of the University.

**Scheduling:** All events held on campus are scheduled through the Office of University Events & Conferences ("Events").

Office: 281-649-3047 | Email: [events@hbu.edu](mailto:events@hbu.edu) | Location: Morris Center – 183

In order to schedule any event, external events, must submit the Event Inquiry form to Events to be considered.

Upon consultation, Events provides 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.

Events is open for business from 8:00 am to 6:00 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. On weekends or after hours, the University Police can be reached for entry at 281.649.3314.

### Venues & Rates:

| Venue                          | Capacity | Rate (per hour)*            | Minimum Rental | Deposit |
|--------------------------------|----------|-----------------------------|----------------|---------|
| Standard Classroom             | 25-40    | \$50                        | 1 hour         | ½ fee   |
| Large Classroom                | 41-72    | \$100                       | 1 hour         | ½ fee   |
| Conference Room                | Up to 12 | \$40                        | 1 hour         | ½ fee   |
| Cullen Parlor                  | 40       | \$100<br>(+\$50 set-up fee) | 1 hour         | ½ fee   |
| Dillon I (tiered lecture hall) | 104      | \$125                       | 1 hour         | ½ fee   |

|  |                          |                             |         |                            |
|--|--------------------------|-----------------------------|---------|----------------------------|
| Dillon II (custom parlor)  | 100 @ tables<br>150-rows | \$125<br>(+\$75 set-up fee) | 1 hour  | ½ fee                      |
| Mabee Teaching Theater   | 262 rows                 | \$150                       | 1 hour  | ½ fee                      |
| Gymnasium: Sharp Gym   | 600 rows                 | \$150                       | 2 hours | Security<br>Deposit: \$150 |
| Gymnasium: Glasscock<br>Recreation Center                            | Court only –<br>No seats | \$130                       | 2 hours | Security<br>Deposit: \$130 |
| Athletic Fields (soccer,<br>baseball, softball)                      | varies<br>up to 300      | \$100                       | 2 hours | Security<br>Deposit: \$100 |
| Dunham Field (football)  | Varies                   | \$150                       | 2 hours | ½ fee                      |
| Holcombe Mall + stage  | Varies                   | \$150 for ½ day             | ½ day   | ½ fee                      |
| Morris Center: Linda &<br>Archie Dunham Theater                      | 1200                     | \$600                       | 6 hours | Security<br>Deposit: \$600 |
| Morris Center: Mary Ann &<br>J. Bruce Belin Chapel &<br>Recital Hall | 360                      | \$300                       | 4 hours | Security<br>Deposit: \$150 |
| Morris Center: McNair Hall   | 600 /<br>250 @ tables    | \$275                       | 4 hours | Security<br>Deposit: \$250 |
| Morris Center: Belin Green<br>Room                                   | 50 /<br>24 @ tables      | \$100                       | 4 hours | Security<br>Deposit: \$75  |
| Hodo Residence College:<br>Hatton Chapel                             | 20                       | \$75                        | 1 hour  | ½ fee                      |
| Hodo Residence College:<br>Parlor                                    | 30-40                    | \$75                        | 2 hours | ½ fee                      |

\*A deposit / security deposit is required to make formal reservations. No event will be added to the University Master Calendar without a deposit. A security deposit is not applied to the final bill but is kept and used in the event of any damage to the facility, overages in venue or labor time and / or excessive custodial. If there is no damage, the security deposit will be returned within 30 days following the date of the event. If there is damage, the amount of repairs, equipment damage, and excessive custodial clean-up will be deducted. The group is financially responsible for all damages including, but not limited to, damages to persons, patrons, facilities and equipment. If damages exceed the required deposit, the group will be billed for the remaining amount. If using more than one facility is used, you must pay both deposits.

All portions of sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passages, and all ways of access to public utilities of the premises must be kept unobstructed by the group and must not be used by the group for any purposes other than ingress to or egress from the premises.

**Event Staffing & AV Services:** Staffing and AV Services will vary based on the venue and equipment available. These costs need to be taken into consideration for the total event cost when considering booking an event. All staffing is a minimum of four hours.

**Gymnasium & Athletic Fields:** A recreation or athletics staff designee will provide oversight for events in either / both

Gymnasium(s) @ \$20 per hour.

**Mabee Teaching Theater, Dillon I & II:** Student Technical Staff for sound / light board \$25 per hour.

**Morris Cultural Arts Center:**

Technical Staff: Sound - \$85 per hour, Lighting - \$85 per hour

Stage Crew - \$40 per hour / per person

Ushers: House Manager - \$17 per hour / Ushers \$12 per hour (minimums based on venue)

(If no Technical Staff services are required, a fee of \$300 will be imposed upon the group to have Morris Center personnel present to oversee the production and use of Morris Center facilities. An additional \$50 per hour will be charged if utilizing the facility beyond the six hour minimum. Under supervision of the Morris Center Technical Manager, groups may bring their own sound systems to use / supplement current equipment in these facilities. Protection must be provided under the equipment for the stage. Additional staffing fees related to supervision may be imposed. Staffing levels will be made by Events in consultation with Morris Center Technical Manager. The Group is responsible for prepaying all crewing cost and those costs will be agreed to and reflected in the event requisition. All Morris Center equipment must be operated by a Morris Center staff member, University designee, or approved contractor.)

**Police:** HBU Police policy requires that an off-duty police officer is hired for events involving 50 or more people. Due to capacity levels, specific police staffing minimums have been set for the Morris Center. Police staffing is \$55 per hour / four hour minimum. The group is responsible for providing all necessary safety instruction to all participants and attendees. In the event of an emergency, HBU police will need to be contacted at 281.649.3911. Non-emergency calls for HBU Police: 281.649-3314.

**Additional Rentals:** Technical equipment will vary based on the venue. The Morris Center has equipment that is only available as part of a Morris Center venue rental. That list can be obtained from Events as part of the "Morris Cultural Arts Center Policy & Rates".

**General Media Services:**

|   |               |
|---|---------------|
| <u>LCD Projectors:</u> classrooms, Mabee Teaching Theater, Dillon I & II (Group must provide their own laptop / VGA cable.) | \$200 per day |
| <u>Sound systems:</u> Sharp Gym, Glasscock Recreation Center, Mabee Teaching Theater,                                       | \$100 per day |

|   |                      |
|---|----------------------|
| Dillon I & II   |                      |
| TVs: 2 - 65in - TVs available – exclusive to Morris Culture Arts Center | \$140 per TV per day |

**Set-up Equipment:**

|   |                   |
|---|-------------------|
| Tables: 60 & 72 inch rounds, serpentine serving, 8ft. banquet, cocktail | \$10 per table    |
| Black Orchestra chairs (up to 200) *MCAC Only*                          | \$3 each          |
| Gray Folding chairs   | \$1.50 each       |
| Music stands  | \$1 each          |
| Risers – standing (three-step / six sections)                           | \$20 each section |
| Risers – seated (twenty sections / 4 heights @ 8 inch increments)       | \$25 each section |
| Podium  | \$40              |
| Piano   | \$100             |
| Stanchions  | \$10              |

A facilities set-up will be created in conjunction with the Events. Cost of equipment rental (tables, chairs, podium, etc.) will be charged above and beyond the facility fee, and a set-up fee will also be charged if the service cannot be performed during regular business hours. No group will move furniture in the facility. Arrangements must be made prior to arrival for any and all set-up needs. Misuse of facilities will result in a fine and / or loss of facility use privileges. Once the final payment is made, no refunds for unused equipment will be made.

**Pianos:** Pianos on campus are tuned regularly by the University’s contracted tuner. No outside tuners may be brought in to tune the pianos. If your performance requires the piano(s) to be tuned just before or the day of the performance, arrangements must be made at least 30 days in advance. Events will contact the department of Music, who arranges for tuners. An applicable fee will be imposed on your final bill for any additional tuning requirements. (Approximate fee: \$115) No pianos are available in McNair Hall. If you wish to have a piano at an event in McNair Hall, your piano delivery and pick-up will need to be within the hours the space is reserved.

**Payment:** All payments for events are due a full 10 business days prior to the event. Additional, available facilities may be added after the 10 days, but no unused facilities will be credited once the final payment has been made. Payments may be in the form of cash, credit card, check, money order, or cashier check made payable to Houston Baptist University and sent to the attention of the Office of University Events & Conferences / 7502 Fondren Rd. / Houston, TX 77074. Credit card payments can be completed online at [www.hbu.edu/eventpayments](http://www.hbu.edu/eventpayments).

**Insurance\*:** Groups must submit a Certificate of Insurance with Houston Baptist University as Additional Named Insured. Minimum coverage shall be in the following amounts and must cover actions by all those affiliated with the group hosting the event and participants:

Type of Coverage: Commercial General Liability

Limit of Liability: \$1,000,000

(\*Those hosting personal events, such as weddings, receptions or personal recitals, will assume all liability when signing the event requisition and the University will not be held liable for any injuries to their guests at their event.)

**Hold Harmless Agreement:** Each party shall save the other harmless from and against and shall indemnify the other for any liability, loss, costs, expenses, or damages howsoever caused by reason of any injury (whether to body, property, or personal or business character or reputation) sustained by any person or to any person or to property by reason of any act of neglect, default, or omission of it or any of its agents, employees, or other representatives, and it shall pay all sums to be paid or discharged in case of an action or any such damages or injuries. Nothing herein is intended to nor shall it relieve either party from liability for its own act, omission, or negligence.

**Food & Drink:** Food and drink are not permitted in theater or classroom area without written permission from the Office of Events & Conferences. 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 event. All food charges will be added to the final invoice. All catering or concessions must be provided by ARAMARK unless a waiver has been obtained by ARAMARK. No alcohol of any kind is permitted.

**Custodial:** ARAMARK Higher Education has exclusivity on campus for all custodial services. Custodial pricing is per hour, and per custodian. Groups inside buildings should expect: (1) custodian for 1-300 guests, (2) custodians for 301-600 guests and (3) custodians for over 601 guests. Custodial for outside spaces will be determined by ARAMARK Higher Education at their discretion. Custodial staffing is \$25 per hour / per person with a 15% service for the overall total.

**Smoking, Illegal Substances & Alcohol:** HBU is a smoke-free campus and maintains a zero tolerance of the use or possession of illegal drugs or alcohol of any kind.

**Parking:** Parking on campus is free; although HBU reserves the right to charge for event parking. Parking cannot be guaranteed.

**Personal Property:** 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. Leaving items overnight for a multi-day event is done so at the group's risk.

**Maintenance:** Use of an open flame will be approved by Operation (Maintenance) Department and comply with instructions of the Fire Marshal. All requirements for a/c or heat will be handled by University maintenance.

**Damages:** Groups will compensate HBU for any damage which occurs as a result of their event at fair market replacement or repair rates based upon the University's selection of vendors and contractors.

**Cancellation / Compliance:** HBU may cancel an event at any time in its discretion. If HBU cancels because the group has violated the terms of the agreement, or because participants or attendees have violated laws or University policies, the group is obligated to make full payment of all fees under this agreement. Otherwise, termination by HBU shall result in a pro rata refund of the applicable fee, based on the portion of the use period that was actually used but less any expenses incurred by HBU. If the contracted facility is rendered unsuitable for the conduct of the group's activity by reason of force majeure, HBU and the group are released from their obligations under the signed contract. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, war or any other act of any foreign nation, power of government, governmental agency or authority or any other cause like or unlike any cause mentioned which is beyond the control of HBU. Non-compliance with HBU event policy may result in forfeiture of deposit and loss of facilities privileges at

HBU in the future. An agreement is personal and the group shall not allow any other person, group or entity to use the facilities during the scheduled time(s) without the prior written consent of HBU.

**University Guarantee:** The University will endeavor to provide the highest quality services possible for all events; however, should any errors arise on the part of the University, no damages will exceed the amount of the facility use fee paid by the group.

**Advertising:** No advertising materials bearing the name Houston Baptist University or referring to any specific building on campus or HBU in anyway may be distributed until a reservation has been confirmed and materials have been approved for content and suitability. The University reserves the right to refuse any advertising that does not represent the Morris Center and the University appropriately. Groups may not use HBU's name, seal or imply HBU's endorsement of support without express written permission from an authorized HBU official.

**Banners and Signs:** All banners and signs must be approved by the Office of Events staff before being hung. Nothing may be attached, using tacks, tape or nails, to any surface without prior approval. Additionally, any directional or event signage placed along the boulevard / in grassy areas on stakes, must be approved. If approval is given, failure to properly remove signage after the event will result in additional clean up charges.

**Internet Access / Printing:** Wi-Fi access is no charge. Printing on campus is not available for external events held on campus. For any printing or copy service needs, a Fed-EX Office store is located on the Southwest Freeway less than a mile from campus.

**Auxiliary Services:** The HBU mailroom is open during normal business hours and is located inside the Brown Administration Complex / MD Anderson Student Center. The mailroom can also send a fax for a charge.

(Policy last updated on 1/31/2019)