

Operating Policies for Reservations

Welcome to Texas Woman's University (hereinafter referred to as TWU). To ensure the success of your function and safety of our guests, use of campus facilities are governed by the following policies set forth by TWU.

RESERVATIONS

Scheduling Reservations

Reservations for campus facilities are accepted on a first-come-first-serve basis. Each request must be submitted on the appropriate reservation form at least **thirty days** in advance. The individual who makes all preliminary arrangements and signs the rental contract (hereinafter referred to as the Client) will be the only person authorized to make changes to the original request. Additionally, the authorized individual must be present or arrange for a representative, during all phases of the function.

Fees and Damage Deposit

Lease fees vary; please see accompanying rate card. Additional hours may be purchased if available. A damage deposit in the sum of \$100.00 is required of all users, and will be charged, if necessary, after the user has been notified.

Confirmation

Reservation is confirmed when TWU has received all fees, charges and related information. Incomplete forms will not be accepted.

Change

Changes or additions to the original form may be made by notifying Conference Services in writing; however, accommodating such changes or additions may not always be possible, and a \$50.00 fee may be assessed to the client.

Cancellation

In the event a reservation is to be cancelled, please notify Conference Services in writing. No fees will be refunded on cancellations made less than 30 days prior to the event. Cancellations made more than 30 days prior to the event will be charged half the room charge as a service fee and other applicable payments will be refunded. No-shows and improper cancellations will result in a loss of all payments, and possibly future reservation privileges.

RENTAL & PAYMENT INFORMATION

Rental Rates

Rental rates are determined according to the following classifications:

- TWU Departments – Events sponsored by University Departments for departmental business
- Registered TWU Student Organizations – Functions for student organizations registered with the TWU Center for Student Development
- TWU Affiliates (Staff, Students, Alumni, Non Profit Organizations) – Functions for personal use
- External – All other functions

Payment

Payment of all fees must accompany the request form, no less than 30 days prior to the requested date. Should additional charges be incurred within 30 days of the event, payment is due immediately.

Building Attendant

A building attendant may be required to provide on-site direction and assistance for all patrons. The building attendant will be available to answer any questions and will be present during the entire time of the rental. Events scheduled outside of normal business hours may require a building attendant for the event and subsequent hours as requested by the client for decorating and takedown. The building attendant rate is \$15.00 per hour plus one hour.

Equipment and Greenery Rental

Conference Services is pleased to coordinate the set-up of risers, greenery, and media equipment for an event. Payment in full for such services must be made 30 days prior to the event. As facilities contain TWU memorabilia and antiques, damage to any inventory item will be appraised and associated costs invoiced to the individual reserving the room(s). Furniture and fixtures should remain in the room(s).

Room Set-Up

Conference Services is pleased to coordinate the set-up for events in campus facilities. A set-up fee may be assessed for the use of tables and chairs for events not catered by Aramark.

ROOM GUIDELINES

Operating Hours

All late night events must end by 1:00 a.m.

Alcohol Usage

Arrangements for consumption or possession of alcoholic beverages in Hubbard Hall must be made in accordance with the TWU Alcoholic Beverage Policy and Guidelines. The TWU Alcoholic Beverage Policy and the Large Event & Alcoholic Beverage Use Request Form must be completed and accompany all reservation requests to ensure reservation confirmation. All alcohol must be purchased from Aramark. Security is required when alcohol is served. In accordance with the Student Code of Conduct, student organizations will not serve, sell or consume alcoholic beverages at any organization function on or off campus.

Animals

Animals are not permitted inside campus facilities, with the exception of those used to assist persons with disabilities.

Decorations

Decorations or promotional materials proposed for use in or on campus facilities (circulars, flags, posters, etc.) must be approved by Conference Services for Denton buildings, or the Student Life Coordinator in Dallas and Houston. Items being displayed must not obscure the methods of egress to any room. Please do not use tape, glue, nails, or other means to affix items to the walls, woodwork, windows or floor. Exits must remain clear and accessible at all times. For the safety of all patrons, birdseed, rice, confetti, or flower petals may not be used.

Food Service

In some facilities, food and beverage must be purchased from Aramark or one of TWU's approved third party caterers. A list may be obtained through Conference Services. TWU reserves the right to charge \$125.00 if the designated caterer does not adequately clean the facility. The person or group making the reservation will incur the cost.

Lost Items

It is the responsibility of the individual reserving a room(s) to ensure all items are removed upon conclusion of the function. TWU and its representatives do not assume responsibility for any lost or misplaced items prior to, during, or after an event. Any items found at events will be immediately turned over to TWU's Department of Public Safety.

Security and Large Events

A large event is any event where alcohol is served and/or anticipated attendance is 100 or more and events where money will be exchanged. The Large Event & Alcoholic Beverage Use Request Form must accompany all such reservation requests to ensure reservation confirmation. TWU reserves the right to require security for any event at the expense of the client. To avoid cancellation, payment for security must be received at least 14 working days prior to the event. The number of officers assigned will be determined by the Large Event Committee. Large Event forms submitted by student organizations must be signed by the Director of the Center for Student Development.

Smoking and Open Flames

All TWU facilities are smoke-free. Ashtrays and trashcans are located outside of each building. Open flame candles are not permitted indoors; however, votive candles and glass enclosed candles are acceptable inside Hubbard Hall. All patrons must adhere to the fire codes, imposed by city ordinances.

GENERAL INFORMATION

Americans with Disabilities

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Texas Woman's University will make reasonable accommodations to ensure equal opportunity and access for qualified members of the public who wish to participate in applicable programs, activities and facilities.

Liability

In consideration for permission to use the facilities, the individual who signs the Reservation Agreement shall indemnify and hold harmless TWU, its Regents, officials, and employees for and against any and all liability, attorney's fees, court costs, loss or damage the university may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of facilities.

Room Inspection

TWU reserves the right to regulate and to inspect all rooms utilized by the Client. Such inspections shall be conducted with the client's designated representative except when an emergency situation necessitates immediate access to the facility by TWU.

Parking

Free parking is available on the TWU Denton Campus. However, specific parking policies must be followed during the use of the facility. Parking passes are not needed on the weekends. Guests attending events during the weekdays (Monday-Friday before 9:00pm) are required to obtain a Visitors Permit at the TWU DPS Office located on Administration Drive. On the TWU Denton Campus, State vehicles and handicapped spaces are painted white, whereas, service vehicles spaces are painted yellow. Tickets will be issued if unauthorized automobiles are parked in State vehicle, handicapped, or service spaces without proper authorization. Users and guests are responsible for paying their own parking violation fees.

Supervision

It is understood that the client and all associated individuals will abide by the rules, regulations, and requirements of TWU or the State of Texas for the use of its various services and facilities on the campus, property and grounds of TWU. It is further understood that the client will withdraw, remove or expel any person associated with or participating in the event upon request of TWU for good cause. Moreover, the client agrees to cease and desist any activity, function, programs, etc., upon the request of TWU for a good cause. The term "good cause" as used herein shall include but not be limited to violations of any rule, regulation, or condition of TWU or the State of Texas. Cooperation from our patrons in adhering to the policies set forth in this agreement is most appreciated. Failure to abide by the established policies could result in additional charges and/or loss of privilege for future reservations.

Insurance

Client may be requested to provide a certificate of insurance in the minimum amount of \$1,000,000.00 general liability and \$1,000,000.00 for each occurrence naming Texas Woman's University as an additional insured. Please see 'Liability'.

Disclaimers

The Student Handbook and Student Code of Conduct supersede all policies with regard to rental rates, alcohol, and food service.

We appreciate your reservation and will do our utmost to make your event successful. Rates and policies are subject to change without notice. The office of Conference Services at TWU reserves the right to refuse requests from entities in direct competition for services provided by our institution.