

RESERVATION INFORMATION AND GUIDELINES

Alumni House

Alumni House Rates:

- The Alumni House may be reserved at a rate of \$20 per hour (two hour minimum) for our entire TWU Staff and Faculty. External clients may reserve the Alumni House at a rate of \$40 per hour (two hour minimum).
- Additional \$20 per hour if building attendant is required.
- Anyone renting the TWU Alumni House will be responsible for clean-up during their allocated time frame or subject to a clean-up fee.

Reservation Changes:

- Each schedule change must be made in writing with at least a 30 day notice by the responsible party to the Office of Conference Services, Hubbard Hall, or via e-mail (ConferenceServices@mail.twu.edu).
- A change fee of half the amount of your hourly rate must be paid and a staff member will schedule a change based on availability. Only the responsible party may make reservation changes.

Reservations, Fees, Deposits:

- Reservations are made on a first come, first served basis. You may not enter the Alumni House before your reserved time. Scheduling allows for the TWU Facilities Management staff to clean between events. The user fee covers the use of the building and utilities only. Please be advised that your specified reserved time must include set up, event, and clean up.
- All fees must be paid at the time the reservation is made. The Office of Conference Services cannot hold dates and/or times without payment and completed paperwork.
- The responsible party agrees they will pay for any damage or theft that occurs in the Alumni House during the event.
- Please contact the Office of Conference Services at 940-898-3644. Our fax is 940-898-3556. Please confirm a possible date with our office and then fill out the Alumni House reservation form.

Confirmation:

- Confirmation of any reservation is completed when all fees and related paperwork have been received in the Office of Conference Services. Reservations with incomplete information such as time, date, or projected attendance, will not be accepted and will be returned to the user.

Cancellations:

- Cancellations must be submitted in writing by the responsible party to the Office of Conference Services 30 days prior to your event, and will automatically result in a forfeiture of one-half of the User's fee.
- Cancellations without a 30 day notice before the event will result in forfeiture of the entire fee.

Parking:

There is limited parking available in front of the Alumni House and only those with a TWU parking sticker will be allowed. For non-TWU clients, a temporary parking pass will be given to you for your event. No parking passes are needed on weekends. There are several handicapped parking spaces. Do not park in state vehicle or handicapped parking without proper credentials.

General Information: Americans with Disabilities:

- The User is responsible for notifying all event participants that advanced requests must be made for provision of assistance to disabled guest. If a reasonable amount of notice is given, requests for assistance such as signers, assisted listening devices, or any service which allow the participation in the programs offered, under Title I and II of the Americans with Disabilities act (ADA) must be provided by User and all costs for such services paid by the User. TWU will provide only those requested services that are already available and can normally be accommodated.

Liability:

- In consideration for permission to use the facilities, the User, or "authorized representative" from the Organization or Group, as set out in Reservation Form, shall each indemnify the Texas Woman's University, 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 on such premises during the time of occupancy of the facility by the User under this agreement or which may occur to or be caused by participants during such use of the facilities.

Lost Items:

- It is the responsibility of the User to ensure all items are removed upon conclusion of the event. TWU and its representatives do not assume responsibility for any lost, stolen, or misplaced items prior to, during, or after an event. Lost items will be turned in to the Department of Public Safety.

Supervision:

- It is understood that Users and all persons under their invitation 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 Denton Campus, property and grounds of TWU. It is further understood that the Users will withdraw, remove or expel any person associated with or participating in the event upon request of TWU for good cause. Moreover, the Users agree to cease and desist any activity, function, program, etc., upon the request of TWU for good cause. The term "good cause" as used herein shall include but not be limited to violations of future reservations.
- I understand that events at the Alumni House may involve risks. These include risks involved in traveling to and within, and returning from, the Alumni House; different standards of design, safety and maintenance of utilities, facilities, and weather conditions; and other matters. I have made my own investigation, including a review of the facility and am willing to accept these risks.

Miscellaneous:

- Decorations must be table top only. Nothing can be attached to the wall or door. Linens for your event are not provided. There is a refrigerator, small microwave, and coffee pot for your use. No alcoholic beverages are allowed.

Smoking Policy:

- TWU is a smoke free campus. This policy was effective as of August 15, 2013.