

**Texas Woman's University
Special Event Request Form**

Event Name: _____ Estimated Attendance (REQUIRED): _____

TWU Department/Organization or External Company/Client Name: _____

Type of event: Reception / Banquet Ceremony Lecture Race Performance/Concert Other: _____

Affiliation: TWU Faculty/Staff TWU Student TWU Alumni Other

Event Date: _____ Set Up Time: _____ Event Start Time: _____ End Time: _____

Is \$ being exchanged at the event? Yes No If yes, time \$ will begin: _____ Time \$ will end: _____

Location: Denton Dallas Houston Building(s): _____ Room(s): _____

Will amplified sound be used (outdoor events only). Yes No If yes, give details: _____

Give details of any external components (speakers, attendees, etc.): _____

Has a funding source been identified to cover event costs? (TWU groups only) Yes No

Who will be attending the event? (check all that apply)

- The general public Current TWU students/faculty/staff
 Members of the requesting organization/entity Invited guests of the requesting organization/entity

Will alcohol be served? Yes No If yes:

*Alcoholic beverage to be served (select all that apply): Cash Bar Open Bar Keg Wine Other: _____

*What beverages will be served to guests under 21? _____

*What provisions will be made to ensure those under 21 will not be served or consume alcohol?: _____

I understand that it is illegal to consume or to possess with intent to consume an alcoholic beverage in a public place at any time after 12:15am until 7am, Monday-Saturday and from 1:00am – 12 noon on Sunday. I hereby agree to ensure compliance with applicable state laws and University policy governing the use of alcoholic beverages. I further understand that I, and the entity I represent, will be held liable for cleanup and/or damages to the facility, equipment, or furnishings of the University occurring from this event. I have received, read, and agree to comply with the policies and procedures of Texas Woman's University related to events.

Name: _____ Signature: _____ Date: _____

Email: _____ Phone: _____

Address: _____

STUDENT ORGANIZATIONS

Director of the Center for Student Development (Denton) or
Student Life Assistant Director (Dallas/Houston): _____

Signature

Date

TO AVOID CANCELLATION, PAYMENT FOR SECURITY MUST BE RECEIVED AT LEAST 15 WORKING DAYS IN ADVANCE OF THE EVENT.

OFFICE USE ONLY

Facilities Coordinator: _____
Signature Date

Administrative Officer: _____
Signature Date

TWU DPS: _____
Signature Date

Notes: _____

RECOMMENDATIONS

Number of Officers: _____

Charge Time **Start:** _____

Time **End:** _____

Number of Total Hours: _____

Amount Owed: _____

Texas Woman's University

Special Event Policy

Texas Woman's University defines a special event as any event with an anticipated attendance of 100 individuals or more, or an event where alcohol is served, or an event where money is exchanged, or an outdoor event with the use of amplified sound. This Special Event Policy, which includes guidelines designed to provide safety and risk management for special events, applies to all events of this size not specifically exempted by the Special Events Review Committee.

Facilities: Facilities to be used will be determined by the type of event and the projected attendance.

Exceptions: Events managed by University administrative components may be exempt. Additionally, the Special Events Review Committee may review events co-sponsored by the University and another organization, for exception and/or exemption.

Guidelines:

1. One DPS Employee per 100 participants is required to be present at all special events and at all events where alcohol is served unless the Special Events Review Committee reviews and recommends an exception to the policy. The sponsoring organization or individual is responsible for payment for security services, **and payment is due 15 working days prior to the event. The Large Event/Alcohol Usage request form must be returned to the facilities' coordinator before an event can be confirmed.**
2. All late night events must end by 1:00 am. Clean up must be completed by 2:00 am. For outdoor events, amplified sound must end by 10:00 pm. All events must comply with the city noise ordinances. The Special Event Committee must approve outdoor events with amplified sound that may conflict with events in nearby buildings. The University reserves the right to stop or reduce sound if complaints are received.
3. Estimates of attendance may be increased or decreased by the Special Events Review Committee.
4. Texas Woman's University, through the Special Events Review Committee, reserves the right to refuse the use of buildings, grounds, and facilities for any activity for reasons of priority use by university groups, calendar issues, non-payment, or concerns for community safety.
5. The sponsoring organization or individual is responsible for leaving the facility, grounds, and parking areas free of trash and litter. Forfeiture of all or part of the deposit or actual charges may be required if it is necessary to provide additional cleaning after an event.
6. Officers will make rounds through the buildings and nearby grounds, and additional officers may be assigned to parking areas. Officers will remain on duty at least 1 hour after the event ends and/or all guests have left the TWU campus.
7. The Special Events Review Committee will include: Director of the Student Center, Director of the Center for Student Development, Director of Public Safety, Director of Conference Services, Assistant Director of Conference Services, Coordinator of Academic Facilities, and Associate Vice President for Student Life and/or their designees. The committee meets on a regular basis to review reservation requests.
8. Texas Woman's University reserves the right to designate locations, times, and conditions under which alcoholic beverages may be served and under which persons of legal drinking age may consume or possess beer, wine, or distilled spirits in or on any property under the control or jurisdiction of the University.
 - a. Alcohol may not be served at any University academic or class event.
 - b. Texas Woman's University registered student organizations may not serve, sell, or consume alcoholic beverages at any organization meeting or function, on or off campus.
9. Pending approval of a special event form, amplified sound is allowed at Hubbard Oval and Amphitheater between 4 pm and 10pm Monday through Friday. All events must comply with city noise ordinances. The university reserves the right to stop or reduce sound if complaints are received.

Student Organizations

All student organizations requesting reservations for special events must first have the reservation signed in the Center for Student Development (Denton) or Student Life Office (Dallas and Houston) to indicate registration and calendar approval.