

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Rental of Facilities for Non-University  
Sponsored Events**

**Regulation and Procedure  
Number: URP: 01.280**

**Policy Owner: Student Life**

## **POLICY STATEMENT**

The purpose of this policy and related procedure is to establish uniform guidelines regarding the rental of University facilities and grounds.

## **APPLICABILITY**

This policy is applicable to TWU Staff, Faculty, Students, and Guests.

## **DEFINITIONS**

1. "Educational and General ("E&G") Space and Grounds" means space used for the generation of academic credit hours and related administrative support and is reported to the THECB in the Facilities Inventory Report as E&G space. All University grounds and outdoor sports facilities, except for the golf course and the outdoor pool, are E&G space.
2. "Non-Education and General Space" means all space other than E&G space that is reported to the THECB in the Facilities Inventory Report as Auxiliary space (the Little Chapel-in-the-Woods, Greenhouse, Hubbard Hall, the Gertrude Gibson House, the Student Center, the outdoor pool, the golf course and the residence halls).

## **REGULATION AND PROCEDURE**

### **I. General Guidelines**

- A. The facilities and grounds of the University are intended primarily for the use of the academic, administrative and student support services of the University. Other uses of the facilities and grounds, including cultural and public service events, must conform to the stated mission and objectives of the University. Such other use of grounds and facilities must adhere to this

policy, to specific rules and procedures governing the use of the individual facilities, and to local, state, and federal law.

- B. The University will, when renting its facilities, recover all direct and indirect costs. Rental rates are included as an attachment to this policy.

## II. Rental of Facilities and Grounds

- A. The University will not rent its educational and general facilities and grounds to non-University groups with limited exception. These exceptions include an event held in an E&G facility that is University co-sponsored or an event that relates to the mission and objectives of the University.

- 1. Rental of E&G facilities and grounds should generally be done in conjunction with rental of other non-educational and general space; i.e., summer camps using residence halls as well as educational and general space.

- 2. No specialized laboratories or research facilities will be rented.

- B. The University will make available for rental its non-education and general space to non-University groups.

- C. Conference Services is responsible for rental of University facilities to non-University users.

- D. Any proposed rental of a University facility must be appropriate to the size, structure, and purpose of the facility. Sponsors must demonstrate to the satisfaction of the appropriate University official that they have the staff, experience, contracting authority, financial status and other qualifications necessary for carrying out the proposed events in a satisfactory manner. It is at the sole discretion of the appropriate University official to determine whether the requesting sponsor meets these requirements.

- E. Rental rates must cover all direct costs, e.g., security, greenery, media, risers, tables, chairs, building attendant. Rental rates must take into consideration costs for wear and tear on the facilities.

## III. Event Request Process

- A. Reservations for facilities will be accepted up to one year in advance of the requested event date.

Time frame for identifying availability for rental of Margo Jones Performance Hall will be as follows:

- 1. January 2 for availability during Fall semester of that year

2. June 1 for availability during Spring semester of the following year

- B. Events requests will be submitted on the Facility Reservation Request form to the Office of Conference Services at least 30 days prior to the first day of the event, excluding University holidays. Requests submitted less than 30 days from the start of the Event will be considered on a case-by-case basis.
- C. Large Event Review Committee will review event rental requests where the anticipated attendance is greater than 100 and/or when alcohol will be served. This committee determines how many security/police officers must be present at each event.
- D. All groups requesting event approval are subject to the rental rates for the facilities as well as direct costs such as building attendants, food, damage to the facility, security, media, technical assistance, greenery, etc.
- E. All required deposits and/or full payment for rental and other fees must be paid before the reservation can be confirmed. Failure to return the signed contract, provide proof of insurance coverage, and pay the required rental and fees by the required date will result in the cancellation of the event request.
- F. The University will not guarantee the availability of services/equipment beyond that contracted for in the original user request.
- G. Requests for Event rentals that conflict with previously scheduled events will not be considered; however, the requestor may revise the request to apply for a different time, or location.
- H. Any Event rental request that does not comply with University guidelines for the proper use of facilities will be denied.
- I. The University reserves the right to approve or disapprove the suitability of any particular element of a proposed Event at its sole and absolute discretion.
- J. The University's decision on a request for an Event is final.
- K. All non-University sponsored events require the written approval of the Office of Conference Services.

#### IV. Rental, Deposits, and Other Fees

- A. The University will charge for the use of its facilities according to an established fee schedule. These fees include rental fees as well as fees to cover direct costs to support the event.

- B. The University is authorized to collect a non-refundable parking fee applicable to specific events for each vehicle parking at that event. Any parking fees will be determined by the Facility Scheduler and the TWU Department of Public Safety.
- C. The University may require a deposit from the requestor.
- D. The requestor will be notified of the estimated fees and the due date for payment of the deposit and/or fees.
- E. No refunds will be given for cancellations less than 30 days before the event unless otherwise noted in the specific venue reservation materials/contract. Specific refund policies can be found in the reservation material for each venue.
- F. No novelties, e.g., shirts, cups, CDs or other goods may be sold or distributed at events without written approval by the Office of Conference Services.

V. Special Electrical Needs

Any special electrical needs must be provided to the Office of Conference Services 30 days prior to the event. The University reserves the right to charge for providing special electrical needs.

VI. Compliance With University Policies and Federal and State Laws

Event facility sponsors must agree to comply with all University policies and procedures and state, federal or local laws, regulations, and ordinances applicable to the event. All events must meet the public safety criteria of TWU's Department of Public Safety.

VII. Conduct at Events

Offensive language and gestures, reckless driving and unruly conduct will not be tolerated on any property owned by Texas Woman's University. Event sponsors are responsible for the actions of all spectators, visitors, guests, participants or invitees to an event. Students who violate the Student Code of Conduct are subject to the disciplinary process as stated in the Student Handbook.

VIII. Noise

The University reserves the right to require the event sponsors to reduce the volume of public address systems and broadcast speakers. Failure to comply may cause the event to be terminated immediately.

IX. Food Service and Distribution of Alcoholic Beverages

- A. All plans to serve food during an event must be approved by the Director of Conference Services. Provision of food service to non-University groups is at the discretion of the University.
- B. All food service must be provided by the University contracted food service provider, currently ARAMARK Corp., or a caterer from the approved caterer list available in the Office of Conference Services.
- C. All requests for food service to be provided by the University contracted food service must be requested through the contracted food service provider at least five (5) working days prior to the date of the event.
- D. Beer and wine may be served through ARAMARK or sold under their alcoholic beverage license. Beer and wine can only be served in Hubbard Hall. All other campus facilities are alcohol free. Any proposed service of alcoholic beverages must be reviewed and approved by the Large Event Committee. The Large Event Committee reserves the right to decide the number of police officers needed to be present during the event.

The University does not permit any liquor to be brought to events. Any questions regarding food and/or alcoholic beverage distribution should be directed to the Director of Conference Services at (940) 898-3644 or the Vice President for Student Life at (940) 898-3615.

#### X. Permits

All licenses, permits or other authorizations necessary to conduct an event must be secured and maintained at the requestor's cost. The Office of Conference Services must be provided a copy of all such required licenses, permits or authorizations at least ten (10) days prior to the beginning of the event.

#### XI. Clean Up

The event sponsors are responsible for leaving the facility, the grounds, and the parking areas free of trash and litter. Forfeiture of all or part of the deposit or actual charges for cleanup may be assessed.

#### XII. Advertising and Promotions

TWU reserves the right to approve all banners, signage, and advertisements that will be used for or distributed at events. Event sponsors must obtain written approval 30 days prior to publication or broadcast. All requests must be submitted to the Office of Conference Services.

#### XIII. Events Where Money will be Collected

No event sponsors will be permitted to sell tickets without prior written approval of the Office of Conference Services who will coordinate the request with the Department of Public Safety.

XIV. Insurance and Indemnification

- A. Event sponsors must obtain and maintain at their own expense general and public liability insurance naming Texas Woman's University as an additional insured. This coverage must be obtained from an insurance carrier approved by Texas Woman's University, and must be in effect at least 72 hours prior to the event. The coverage must be an amount of at least \$1,000,000 per occurrence for personal injury, bodily injury and property damage. The policy must be in a form acceptable to Texas Woman's University and must require the insurer to give the University at least three (3) days prior written notice of any modifications or cancellations. A copy of the certificate of insurance must be provided to the Office of Conference Services at least three (3) days prior to the event.
- B. Event sponsors must indemnify, defend and hold Texas Woman's University, its Regents, Directors, Agents, Representatives and Employees harmless from and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney's fees and court costs, arising out of bodily injury or property damages arising out of or in connection with the event.

XV. Deposit of Revenue

- A. All rental fee revenue from rental of E&G facilities is to be deposited in the University rental revenue account (10.100.00.0000.6461.50000100). Monies deposited in this account cannot be used for direct operations or repair of facilities or for replacement of equipment.
- B. All rental fee revenue from rental of non-E&G facilities is to be deposited into the appropriate facility account; i.e., Little Chapel revenue account, Hubbard Hall revenue account, etc. Rental revenue from the Gertrude Gibson House will be deposited 100% to account 12.400.45.2110.
- C. Revenue above the rental amount collected by the Athletics Department will be deposited in the Athletics Scholarship Account: 19.600.40.3502.7406.61001086.
- D. Direct cost revenue for services such as security, custodial, technical support, media equipment, etc. are to be deposited or transferred to the specific departments. Fees for electricity are to be deposited or transferred into the Utility account (10.100.35.2402.)

XVI. Right to Change Policy

Texas Woman's University reserves the right to modify this policy and procedure or any regulation, restrictions, etc., relevant thereto, without advance notice.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

None

## **FORMS AND TOOLS**

[TWU Reservations and Information Website](#)

**Publication Date:**

**Next Review:**