



HBU.EDU

## 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.

Office: 281.649.3047 | Email: [eventsintern@hbu.edu](mailto:eventsintern@hbu.edu) | Location: Morris Cultural Arts Center, #183

External and sponsored events must submit the [Event Inquiry form](#) to the Office of University Events & Conferences to be considered.

Upon consultation, the Office of University Events & Conferences provides the following services: reservations on the university master calendar for all use of campus space when not in use by academic courses or other university initiatives, event planning consultation, assistance with arranging services, and coordination of logistics. This includes ARAMARK Higher Education (food service, catering, linens, and custodial), Media Services (audio/visual), Campus Services (facility set-up, equipment rental, summer lodging), Police (parking and security coverage), Information Technology, and Maintenance.

The Office of University Events & Conferences is open from 8:00 a.m. to 6:00 p.m., Monday through Friday. During these hours, most buildings or sections of buildings will remain open and accessible to the public, staff, faculty, and students on campus. 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	\$60	2 hours	\$130
Large Classroom	41-72	\$100	2 hours	\$200
Conference Room	Up to 20	\$85	2 hours	\$200
Smart Conference Room	30-40	\$135	2 hours	\$270
Cullen Parlor	Up to 50	\$125	2 hours	\$250
Dillon I (Tiered Lecture Hall)	100	\$135	2 hours	\$270

Dillon II (Custom Parlor)	Banquet Style: 100 Theater Style: 120	\$150	3 hours	\$300
Mabee Teaching Theater	262	\$175	2 hours	\$300
Gymnasium: Sharp Gym	1000	\$200	3 hours	\$500
Gymnasium: Glasscock	Court Only, No Seats	\$130	2 hours	\$300
Glasscock Lobby	50	\$135	4 hours	\$270
Athletic Fields (Soccer, Baseball, Softball)	Up to 500	\$200	4 hours	\$500
Dunham Field (Football)	5000	\$300	4 hours	\$600
Holcombe Mall & Stage	Varies	\$200	4 hours	\$400
Morris Cultural Arts Center: The Linda & Archie Dunham Theater	1200	\$800	6 hours	\$800
Morris Cultural Arts Center: Mary Ann & J. Bruce Belin Chapel & Recital Hall	365	\$350	4 hours	\$350
Morris Cultural Arts Center: McNair Hall	Banquet Style: 250 Standing: 600	\$300	4 hours	\$300
Morris Cultural Arts Center: Belin Green Room	Banquet Style: 24 Standing: 40	\$100	4 hours	\$200
Hodo Residence College: Hatton Chapel	30	\$75	2 hours	\$150
Hodo Residence College: Parlor	30-40	\$200	4 hours	\$400

Venue	Set Up Fee**
Smart Conference Room	\$50
Cullen Parlor	\$50
Dillon II (Custom Parlor)	\$75
Morris Cultural Arts Center: The Linda & Archie Dunham Theater	\$100
Morris Cultural Arts Center: Mary Ann & J. Bruce Belin Chapel & Recital Hall	\$50
Morris Cultural Arts Center: McNair Hall	\$100
Morris Cultural Arts Center: Belin Green Room	\$25

\*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 incurred to the facility, overages in venue or labor time, and/or excessive cleaning needs. If there is no damage, the security deposit will be returned within 30 days of the event. If there is damage, the

amount of repairs, equipment damage, and excessive custodial clean-up will be deducted from the security deposit. The group is financially responsible for all damages including, but not limited to, damages to persons, patrons, facilities, and/or equipment. If damages exceed the deposit, the group will be billed for the remaining expenses. If more than one facility is used, you must pay all required deposits.

\*\*\*The Office of University Events & Conferences reserves the right to change these fees at any time.

All portions of sidewalks, entry ways, doors, passages, vestibules, halls, corridors, stairways, and all access to public utility spaces 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 has a minimum requirement of at least four hours.

**Athletic Facilities:** A staff designee will provide oversight individually for events in all athletic facilities at \$37.80 per hour.

**Mabee Teaching Theater, Dillon I, & Dillon II:** Technical staff for the sound and/or light board is \$31.50 per hour.

**Morris Cultural Arts Center:**

Technical Staff:

- Sound: \$107.30 per hour, per person\*
- Lighting: \$107.30 per hour, per person\*
- Stage Crew - \$50.40 per hour, per person\*

Hospitality Staff:

- House Manager: \$20.80 per hour, per person\*
- Ushers: \$15.60 per hour, per person\* (usher minimums based on venue)

If no technical staff services are required, a fee of \$379 will be imposed upon the group to have Morris Cultural Arts Center personnel present to oversee the production and use of Morris Cultural Arts Center facilities. An additional \$63 per hour will be charged if utilizing the facility beyond the six hour minimum rental requirement. Under supervision of the Morris Cultural Arts Center Technical Director, groups may bring their own sound systems to use/supplement current equipment in these facilities. Stage protection must be brought by the client and placed under any outside equipment used on the stage. Additional staffing fees related to supervision may be imposed. Staffing level decisions will be made by the Office of University Events & Conferences in consultation with Morris Cultural Arts Center Technical Director. The group is responsible for prepaying all crew costs, which will be agreed to and reflected in the event proposal. All Morris Cultural Arts Center equipment must be operated by a Morris Cultural Arts Center staff member, university designee, or approved contractor.

\*If the facility rental goes beyond the previously agreed upon time frame, for all staff members involved, there will be additional hourly rates as well as a 5% surcharge incurred.

**Police:** HBU Police policy requires that an off-duty police officer is hired for events. Due to capacity levels, specific police staffing minimums will vary based upon the facility used and specific event details. Police staffing is \$69.50 per hour, per person with a four hour minimum. The group is responsible for providing all necessary safety instructions to all participants and attendees of their event. In the event of an emergency, HBU police will need to be contacted at 281.649.3911. Non-emergency HBU Police officers can be reached at 281.649.3314.

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

**General Media Services:**

LCD Projectors: Most Classrooms, Mabee Teaching Theater, Dillon I, Dillon II, Cullen Parlor, & Most Conference Rooms (Group must provide their own laptop/VGA cable.)	\$200 per day
<u>Sound systems:</u> Sharp Gym, Glasscock, Mabee Teaching Theater, Dillon I, and Dillon II, and Cullen Parlor	\$100 per day
TVs: 2 65" TVs (exclusive to the Morris Cultural Arts Center)	\$140 per TV, per day

**Set-up Equipment\*:**

Tables: 60 & 72 inch rounds, serpentine serving, 8ft. banquet, cocktail, etc.	\$10 per table
Black orchestra chairs (up to 200) (exclusive to the Morris Cultural Arts Center)	\$3 each
Gray folding chairs	\$1.50 each
Pipe & Drape	\$25 per section
Music stands	\$1 each
Risers: standing (three-step/six sections)	\$20 per section
Risers: seated (twenty sections/4 heights @ 8 inch increments)	\$30 per section
Podiums	\$50 each
Acoustic Shell (lighting not included)	\$400
Piano	\$200
Piano tuning	\$220
Piano relocation (per piano)	\$100
Stanchions	\$13

\*This list is not meant to be all inclusive.

A facilities set up will be created in conjunction with the Office of University Conferences & Events. The 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 for the set-up which will be in place prior to a group's arrival. Groups are not permitted to move any internal or external furniture into/around the facility without prior approval from the Office of University Events & Conferences. If it is discovered after an event that furniture has been moved without prior approval, the group will be charged an additional fee. 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 on the day of the performance, arrangements with the Office of University

Events & Conferences must be made at least 30 days in advance. An applicable tuning fee will be added to the event proposal for any tuning needs. If you wish to have a piano moved to McNair Hall for an event, a Morris Cultural Arts Center piano will be moved to the hall and a one-time tuning fee and relocation fee will be imposed.

**Payment:** All payments are due 10 business days prior to the event or sooner. No unused facilities will be credited once the final payment has been made. Payments may be made by a credit card, check, money order, or cashier's check made payable to Houston Baptist University and sent to:

Attention: University Events & Conferences  
Houston Baptist University  
7502 Fondren Rd  
Houston, TX 70774

Credit card payments can be completed online by clicking [here](#).

**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 proposal and the university will not be held liable for any injuries to their guests at their event.

**W-9 Forms:** Presenter must submit a copy of their W-9 to the Office of University Events & Conferences when submitting their deposit. W-9 forms are required for all events.

**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 in 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 Dunham Theater nor Belin Chapel at any time. To have food in all other facilities, written permission from the Office of University Events & Conferences is required. ARAMARK Higher Education Food Service has exclusivity and first right of refusal on campus for all food service needs. All catering equipment will be provided by ARAMARK. In addition, linens can be ordered through ARAMARK for an additional cost if desired. The Catering Director has a variety of preset options that can be found [here](#), but can also work with your specific desires to create a personal, one-of-a-kind event. All food charges will be added to the final invoice and must be paid 10 business days prior to an event or sooner. All catering or concessions must be provided by ARAMARK, unless a waiver has been obtained by ARAMARK. No alcohol of any kind is permitted on campus. If permission to bring outside food and drink is granted to a specific group by ARAMARK, all drinks must be products of PepsiCo. No other products are permitted.

**Custodial:** Custodial pricing is per hour, per custodian. Groups inside buildings should expect: 2 custodians for 1-300 guests, 3 custodians for 301-600 guests, and 4 custodians for 601-900 guests. The Office of University Events & Conferences reserves the right to adjust these numbers in conjunction with ARAMARK Higher Education at any time. Custodial for outdoor spaces will be determined by ARAMARK Higher Education at their discretion. Custodial staffing is \$29 per hour, per person with a 15% service fee added to 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 own discretion and risk.

**Maintenance:** Use of an open flame must be approved by the Operation (Maintenance) Department and comply with instructions of the Fire Marshall. 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 the fair market replacement or repair rate, based upon the university's selection of vendors and contractors.

**Cancellations:** HBU can cancel an event at any time at the university's 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 time that was utilized, 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.

**Event cancellation  
refunds:**

90+ days prior	100%
61-89 days	75%
60 or less days	0%

**University Guarantee:** The university will 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 by the Office of University Events & Conferences. The university reserves the right to refuse any advertising that does not represent any university facilities or the university itself 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 University Events & Conferences 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 or in the 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 available at no additional charge. On certain occasions there are scheduled Wi-Fi outages. If your event requires Wi-Fi access, please communicate with the Office of University Events & Conferences to ensure that it will be available. 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.

Address: 7457 Southwest Fwy Suite 200  
Houston TX, 77074  
Phone Number: 713.271.6311

**Auxiliary Services:** The HBU mailroom is open Monday through Friday, 8 a.m.-4 p.m. and is located inside the Brown Administration Complex/MD Anderson Student Center. Before utilizing the HBU Post Office services, prior arrangements must be made with the Office of University Events & Conferences.