

Morris Cultural Arts Center Policy & Rates

The Joella & Stewart Morris Cultural Arts Center is a beautiful, state-of-the-art complex, including The Mary Ann & J. Bruce Belin Chapel & Recital Hall, the McNair Hall, and the Linda & Archie Dunham Theater. It is located in Southwest Houston on the campus of Houston Baptist University.

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 | 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 and Information Technology (audio/visual), Campus Services (facility set-up, equipment rental, summer lodging), Police (parking and security coverage), and Maintenance.

Venues & Rates:

Venue	Capacity	Rate (Per Hour)*	Minimum Rental	Security Deposit **
Linda & Archie Dunham Theater	1200	\$800	6 hours	\$800
Mary Ann & J. Bruce Belin Chapel & Recital Hall	365	\$350	4 hours	\$350
McNair Hall	Banquet Style: 250 Standing: 600	\$300	4 hours	\$300
Belin Green Room	Banquet Style: 24 Standing: 40	\$100	4 hours	\$200

Venue	Set Up Fee***
The Linda & Archie Dunham Theater	\$100
Mary Ann & J. Bruce Belin Chapel & Recital Hall	\$50
McNair Hall	\$100
Belin Green Room	\$25

*Fees are subject to change without notification, but reservations made with a deposit can hold a price.

**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 set up fees at any time.

Additional Facility Considerations: Your rental includes entrance and exit to the Belin Chapel & Recital Hall and/or Dunham Theater through McNair Hall. If you desire to use McNair Hall for a reception or any purpose other than entering and exiting, the rental fee for the hall will be added to your event proposal.

Dressing Rooms: Dunham Theater has three principal dressing rooms and two large chorus dressing rooms available with rental. Belin Chapel & Recital Hall has two small dressing rooms—one in the lobby area, the Sadie Hodo Bride’s Room, and one backstage left. The Morris Cultural Arts Center and HBU is not liable for items left in dressing rooms at any time. Dressing rooms must be cleared of all production materials at the end of the rental. At the request of the group, the Dunham Theater dressing rooms can be programmed with a unique keypad entry code. (One principal dressing room does not have this capability.)

Event Staffing: Staffing will vary based on the venue and technical requirements of the production. These costs need to be taken into consideration for the total event cost when considering booking an event in the Morris Cultural Arts Center. All staffing has a minimum requirement of at least four hours.

Linda & Archie Dunham Theater

Staff	Minimum Staff Required	Rate (Per Hour)*	Minimum Hours (Per Staff Member)**
Technical Staff: Sound	1	\$107.30 per hour, per person***	4 hours
Technical Staff: Lighting	1	\$107.30 per hour, per person***	4 hours
Stage Crew	0	\$50.40 per hour, per person***	4 hours
House Manger	1	\$20.80 per hour, per person***	5 hours
Ushers	4	\$15.60 per hour, per person***	4 hours
Police Officer	2	\$69.50 per hour, per person***	4 hours

Mary Ann & J. Bruce Belin Chapel & Recital Hall

Staff	Minimum Staff Required	Rate (Per Hour)*	Minimum Hours (Per Staff Member)**
Technical Staff: Sound & Lighting	1	\$107.30 per hour, per person***	4 hours
Stage Crew	0	\$50.40 per hour, per person***	4 hours
House Manger	1	\$20.80 per hour, per person***	5 hours
Ushers	0	\$15.60 per hour, per person***	4 hours
Police Officer	1	\$69.50 per hour, per person***	4 hours

McNair Hall

Staff	Minimum Staff Required	Rate (Per Hour)*	Minimum Hours (Per Staff Member)**
Technical Staff: Sound & Lighting	0	\$107.30 per hour, per person***	4 hours
House Manger	1	\$20.80 per hour, per person***	5 hours
Ushers	0	\$15.60 per hour, per person***	4 hours
Police Officer	1	\$69.50 per hour, per person***	4 hours

*Fees are subject to change without notification, but reservations made with a deposit can hold a price.

**The Office of University Events & Conferences reserves the right to change these minimum hour staff payout at any time.

***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.

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.

Additional Rentals: Technical equipment that is needed will vary based on the venue. These costs need to be taken into consideration for the total event cost when considering booking an event in the Morris Cultural Arts Center. If HBU does not own equipment (technical or basic) needed for a specific production, outside rentals must be coordinated through the Office of University Events & Conferences. Once the final payment is made, neither refunds nor substitutions for unused equipment will be made.

Set-up Equipment:

Tables: 60 & 72 inch rounds, serpentine serving, 8ft. banquet, cocktail, etc.	\$10 per table
Black orchestra chairs (up to 200)	\$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
Podium	\$50
Electric Organ	\$150
Pipe Organ	\$300

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.

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%

Ticketing: Any ticketing for seats in Dunham Theater or Belin Chapel & Recital Hall **must** be handled by HBU's approved ticketing vendor, Etix. The client agrees to the contract set forth between HBU and Etix. This includes fees charged by both Etix and HBU prior to the final check provided to the client. Ticketing will be setup through the Office of University Events & Conferences. All ticketing revenue will be paid to the client by HBU after the event. The Office of University Events & Conferences reserves the right to retain ten (10) tickets to each performance for its personal distribution. No standing room tickets may be sold. Handicap accessible seating may not be sold to an able-bodied person before all other seats have been sold.

Ticket booth: The ticket booth will be open and selling tickets to patrons prior to the show beginning and through intermission upon request. The ticket staff will sell tickets through equipment supplied by Etix and facilitate the pick-up of will-call tickets. Staffing for the ticket booth can be contracted through the Office of University Events & Conferences at \$37.80 per hour. Etix set-up will cost \$75.60 per hour.

Programs: The Office of University Events & Conferences reserves the right to be published in the official

performance program at no cost. It is the responsibility of the client to request the graphics/logos from HBU to meet the distribution deadline.

Capacity: The seating capacity of the Dunham Theater is 1,200. The client must notify the Morris Cultural Arts Center staff if the balconies or boxes are to be used, as this affects safe staffing levels and ticketing specifics. If the number of guests at your event reaches the maximum occupancy of the space, the Morris Cultural Arts Center Staff will close the doors and no one else will be allowed into the theater so as to comply with Harris County Fire Code.

Fire: Any special effects requiring pyrotechnics, flame, or radiation of any kind must be approved by the Office of University Events & Conference in consultation with the University Risk Manager. All applicable city, state and federal permits must be obtained by the client.

Access: No equipment or material may be delivered to Morris Cultural Arts Center prior to the first booked date, unless prior approval is obtained from the Office of University Events & Conferences. All equipment and materials must be removed immediately after the final performance, unless prior approval is obtained from the Office of University Events & Conferences. No one is allowed in the backstage, seating, or support areas of Dunham Theater without at least one university employee present.

Advertising: No advertising materials bearing the Joella & Stewart Morris Cultural Arts Center or Houston Baptist University in any way 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 the Joella & Stewart Morris Cultural Arts Center 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.

Food & Drink: Food and drink are not permitted in Dunham Theater nor Belin Chapel at any time. 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. This includes all concessions sold. No other products are permitted. If concessions are served by the group in the Morris Cultural Arts Center during a performance, the group must guarantee \$300 in sales. The concession area will be open prior to the start of the show and at intermission. If the group does not reach \$300 in sales, the balance will be billed or deducted from the security deposit(s).

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.

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.

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.

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.

- a. Arrangements for the unloading and parking of the client’s truck(s) must be made with the Office of University Events & Conferences no fewer than twenty (20) business days prior to the group’s scheduled arrival time.
- b. Busses used for transportation of audience members must park in lot 5—the spaces closest to the football field—unless other arrangements are made with the HBU Police Department.

Inappropriate Behavior: Inappropriate behavior on the part of the client, performers, and/or audience may result in the cancellation or cessation of the event at the discretion of the Office of University Events & Conferences or another university official. Inappropriate behavior includes, but is not limited to, the following:

- a. Obstruction of aisles, exits, doorways, stairwells, or passageways.
- b. Willful destruction of and/or damage to university facilities, property, or equipment.
- c. Failure to abide by any of the rules, procedures, or policies stipulated in this contract.
- d. Perceived danger to staff, patrons, or performers.
- e. The event running one (1) hour over its scheduled end time.

Merchandising: No merchandise may be sold without prior consent from the Office of University Events & Conferences. The Morris Cultural Arts Center reserves the right to charge a fee of 15% of the proceeds of all merchandise sold on university property. This does not include food and beverages consumed in McNair Hall and sold from the concessions area by ARAMARK Higher Education Food Service alone.

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.

Technical Specifications for the Dunham Theater

Seating Capacity:

House Capacity	1200
Orchestra Seating	663
Parterre Seating	214
Balcony Seating	237

Wheelchair Accessible Seating*	12
Mezzanine Box Seating	54
Balcony Box Seating	32

*The box seats of the balcony, first row of the balcony, left mezzanine box seats, and orchestra seats are accessible without the use of stairs. The Mezzanine and Balcony are accessible by one of two elevators and can be used for wheelchair-bound individuals.

Stage Dimensions:

Proscenium Opening	55½'(w) x 28'(h)
Front to Main Curtain	14'(d)
Main Curtain to Back	37'(d)
Manual Orchestra Pit	36'(w) x 10'(d) @ center
Stage Wing (SR)	17½'(w) x 37'(d)
Stage Wing (SL)	20½'(w) x 37'(d)

Dressing Rooms: All dressing rooms are equipped with audio monitors, independent volume controls, and restrooms (not including showers).

Belin Green Room: The Belin Green Room is located just off the right theater hallway. It is equipped with an audio monitor, independent volume controls, and a piano. This space is not included with the rental of Dunham Theater, Belin Chapel, or McNair Hall, but can be reserved for an additional fee.

Concert Hall Shell: The Morris Cultural Arts Center owns ten Wenger Diva Full-Stage acoustical towers. They are available for both back and side walls on the Dunham Theater stage. There are three Diva Full-Stage acoustical ceilings. All are hung on line sets.

Rigging:

Battens:

Total number of line sets	29
Batten Length	63' 9"
Batten Capacity	1700 lbs.
Electric Batten Capacity	2500 lbs.

The W10 x 22 beams at the bottom chords of the roof trusses can support as much as a 3500# point load at mid-span. The capacity increases moving the hanging point away from mid-span.

The loft beams over the stage were designed to support 450 plf of rigging. If rigging is not being used, that capacity can be used to hang light trusses or other elements.

The Loading Bridge is located on Stage Right and is 6'10" wide and equipped with balance weights.

The lifting lines are ¼" 7 x 19 A.C. cable (900 lb. working load limit) (8:1 safety factor), breaking strength is 7200 lbs.

Line Set:

#1	Proscenium Border & Legs	2' 1.5"
#2	Grand Curtain	2' 9.5"
#3	Electric #1	4' 9.5"
#4	Cloud #1	6' 9.5"
#5	Open	8' 9.5"
#6	Open	9' 5.5"
#7	Open	10' 1.5"
#8	Border	11' 5.5"
#9	Legs	12' 1.5"
#10	Electric #2	13' 5.5"
#11	Open	14' 1.5"
#12	Open	14' 9.5"
#13	Cloud #2	16' 9.5"
#14	Open	19' 5.5"
#15	Open	20' 1.5"

#16	Border	21' 5.5"
#17	Legs	22' 1.5"
#18	Open	23' 5.5"
#19	Electric #3	24' 1.5"
#20	Cloud #3	26' 9.5"
#21	Open	28' 9.5"
#22	Open	29' 5.5"
#23	Border	30' 9.5"
#24	Open	31' 5.5"
#25	Open	32' 1.5"
#26	Electric #4 Cyc	33' 5.5"
#27	Upstage Traveler	34' 9.5"
#28	Open	35' 5.5"
#29	Cyclorama	36' 1.5"

Sound System:

Stage Power:

Quantity: Item:

1	3 Phase 120/208 Company Switch
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On Stage Power:

Quantity: Item:

1*	60 A, 3 Phase, 4W+G
1*	200 A, 3 Phase, 4W+G

*Both are located Upstage Stage Left.

FOH Mix:

Quantity: Item:

1	Yamaha CL5 72 Channel Digital Soundboard
1	Yamaha Rio3224-d I/O

Monitors:

Quantity: Item:

12	EAW SM129zi
4	EAW JFX88
2	EAW JFX260i
2	EV ETX-12P

House Speakers:

Quantity: Item:

3	EAW AX296
3	EAW AX364
2	EAW SB180zP
2	EAW SB250zP

Upper Balcony:

Quantity: Item:

2	EAW MK8196
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Mezzanine & Balcony Box:

Quantity: Item:

10	EAW UB125e
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Microphones:

Quantity:

Item:

2	Shure ULXD4Q Wireless Receiver
8	Shure ULXD1 Belt Pack
8	Shure ULXD2 Handheld (Beta87 Capsule)
10	Countryman Over the Ear
4	Shure Beta58
4	Shure Beta57
4	Shure SM58
4	Shure SM57
1	Shure Beta52

1	Shure SM91
4	Sennheiser 421 MKII
3	Sennheiser e604
4	AKG C451B
4	Shure Beta87C
8	Radial ProDI
4	Whirlwind Director
4	Whirlwind HotBox
4	Whirlwind Imp 2

Intercoms:

Quantity:

Item:

1	Clear-Com PL Pro MS-440
1	Clear-Com PL Pro RM-440
1	Clear-Com CM-944
10	Clear-Com RS-601
5	Clear-Com RS-701
4	Clear-Com CP-942A

Lighting System:

On Stage Power:

Quantity:

Item:

1	400 A, 3 Phase, 4W+G
1	100 A, 3 Phase, 4W+G

Lighting Control:

Quantity:

Item:

1	ETC Gio Console
350	ETC Dimmers
4	Portable 2-Port Nodes

Lighting Fixtures:

Quantity:

Item:

9	Altman 2000S
14	Philips PLCYC1 MKII
14	K9 Pup
76	Par 750
95	Source Four 750
10	Source Four 10 Lens
13	Source Four 14 Lens

34	Source Four 19 Lens
12	Source Four 26 Lens
14	Source Four 36 Lens
17	Source Four 50 Lens
2	Canto 1200msd/msr Follow Spots
4	Martin MH 1 Profile Plus
24	Blizzard ProPar z19 RGBW

Video Systems:

Quantity:

Item:

1	Panasonic PT-RZ12KU
1	Blackmagic ATEM TV Studio Pro HD*
1	Blackmagic HDL-SMTVHD
1	Tascam BD-10U

*Equipped with a 24-foot wide projection screen.

Cyc can be used as an effect screen

Technical Specifications for the Belin Chapel & Recital Hall

Audio System:

FOH Mix:

Quantity:	Item:
1	Yamaha M7CL-32

House Speakers:

Quantity:	Item:
2	EAW LA325
2	Bag End D12E-I

Front Fills:

Quantity:	Item:
4	Renkus-Heinz TRX42

Monitors:

Quantity:	Item:
4	EAW SM129zi
4	EAW JFX88

Microphones:

Quantity:	Item:
2	Shure ULXD4Q Wireless Receiver
8	Shure ULXD1 Belt Pack
8	Shure ULXD2 Handheld (Beta87 Capsule)

Lighting System:

Quantity:	Item:
1	ETC Gio @5
6	Source Four 750 (Stage Wash)

Video System:

Quantity:	Item:
1	Panasonic PT-RZ21KU
1	Blackmagic ATEM TV Studio HD
1	Tascam BD-10U
1	Retractable Projection Screen