



FACILITIES RESERVATIONS STUDENT ORGANIZATION GUIDELINES MANUAL

Scheduling

All events shall be scheduled through the Office of Facilities Reservations. If you are scheduling a room or other space for a student organization, you must email the Office of Facilities Reservations a completed reservation form to facilitiesreservations@stthom.edu. Registration of an event on the University Calendar or publicity for an event does not constitute a reservation for a facility.

- We encourage student organizations to send a completed reservation form request via email; this ensures both parties have the request and confirmation in writing.
- Failure to include all of the information on your request to reserve space will result in an incomplete reservation and the reservation will not be confirmed.
- Please have an alternate time, date and location if the first choice of venue is not available.
- Please do not advertise or send out printed materials until you have received confirmation of your reservation.
- Make sure that when you are making reservations for an outside location that you also choose either an option for another date or place in case of inclement weather.
- Any chairs brought into any venues from outside resources must be removed at the end of each meeting/event.
- Organizations with outstanding financial obligations to the University will be denied future use of the facilities until such obligations are met.
- Room reservations are not transferable. A student organization may not turn over a reserved facility for use to another student organization or individual.
- Student Organization members may not reserve facilities under the organization name for individual or personal use.

Furniture Request

If your student organization is requesting tables and chairs for any meeting space inside or outside of any buildings, please fill out the Student Event Equipment Request Form and send with a completed diagram via email to facilitiesreservations@stthom.edu. In order to request tables for the Crooker Corridor, please contact studentaffairsdirect@stthom.edu to reserve the space before filling out Student Event Furniture Request Form. If the furniture you are requesting is needed for after hours outside, it is the student organization's responsibility to fold up the tables and chairs and put them in an adjacent building before vacating the area so that the set up crew can pick them up the following day. Failure to do so will result in rental charges for set up and breakdown. If you are using the stage outside after hours, it is the student organization's responsibility to request a tarp and bungee cords through the Office of Facilities Reservations to cover the stage if left outside overnight. Failure to do so may result in damage charges. If your event requires a tent, you must first fill out the Required Vendor Tent Form and get approval from the office of Facilities Reservations. Once confirmed you must set up a meeting with the Office of Facilities Reservations to discuss guidelines four (4) weeks in advance of the event.

Outside Rental Companies: It is not the responsibility of the Office of Facilities Reservations and Facilities Operations to meet any rental company on campus for your event. If the student organization orders pipe and drape, extra seating, outside lighting, tables, linens, dance floors and tents for an event, the contact person from the student organization must coordinate a time with the rental company and be present during drop off and pick up at the location that has been reserved for the event. Facilities Operations does not provide storage, tools, dollies or ladders for any outside rental companies. You must also let the Office of Facilities Reservations and UST Police know you have a rental company dropping off, setting up, and picking up the rental items so that there is no conflict in timing with the next reservation using that same space.

Large Events: If a student organization is hosting a large event of more than 100 people, you will need to request a meeting four (4) weeks before the event with the Office of Facilities Reservations. You will also be required to send the Office of Facilities Reservations a detailed timeline of when all set ups are needed, special requests for carpentry, plumbing, custodial, etc. two (2) weeks in advance of event. A large event includes, but is not limited to, Fall Carnival, Fall and Spring Club Fair, Around The World Event, I-FEST etc.

Setups/Breakdown

If an event requires set up outside of the Office of Facilities Reservations business hours the student organization will be charged for setup/breakdowns and custodial charges. **All set ups must be submitted to the Office of Facilities Reservations via email with a Department Furniture Request Form and Diagram no later than 48 hours prior to your event. We do not make changes to any set ups 24 hours prior to your event.**

Outside of the Office of Facilities Reservation business hours are before 7:30 am and after 4:00 pm Monday through Friday- All day Saturday and Sunday.

Charges for setup/breakdown: \$22.50 per man hour.

After business hours: \$22.50 per hour per person/three (3) hour minimum.

Cleaning Up

Once the event is over, it is the responsibility of the student organization to return the facility back to its original condition. The room should be clean and presentable at the start of an event and in return it should be left the way it was found. Plan to have a crew of volunteers to help clean up. In some cases, tables may need to be rearranged and trash should be deposited in or next to available receptacles. The custodial charges are determined on how the room is left after the event.

If an event takes place outside of the Office of Facilities Reservations business hours, student organizations will be charged overtime charges for custodial services.

Outside of the Office of Facilities Reservations business hours are before 7:30 am and after 4:00 pm Monday through Friday-All day Saturday and Sunday.

Charges for custodial: \$15.00 per man hour.

After business hours: \$15 per hour per person/three (3) hour minimum.

Cancellations

While we understand that cancellations are a part of the nature of events, last minute job cancellations can be costly. A minimum of 24 hours is required for cancelling an event. Examples of such charges are preparatory work performed, commitments to vendors or contractual staffing minimums. Early notice may allow us to cancel or redirect some of these resources. In case of an event cancellation, the Office of Facilities Reservations must be notified no less than 24 hours of the scheduled event via email. **Failure to notify the office within 24 hours prior to the scheduled date, a setup/breakdown fee will be charged to the account supplied at the original request of the reservation.**

Denials

The reservation staff reserves the right to deny the use of facilities for a group or event if it is programmatically or operationally difficult to accommodate.

Special Accommodations

Please make the Office of Facilities Reservations aware of any attendee that will need special accommodations due to a disability at the booking of the event or as soon as possible.

Scheduling of Facilities

Although the majority of spaces on campus are reserved through the Office of Facilities Reservations, there are a few exceptions. See the table below for reservation information.

Crooker Corridor	Rebekah Sherman- Brown 713-525-3570 studentaffairsdirect@stthom.edu
Jerabeck Gymnasium	Assistant Director of Recreational Sports 713-942-5036
Basilian Board Room	Seth Romo- CSB Activities Coordinator 713-525-6978 romos@stthom.edu
Cullen Hall	Cynthia Everett – Administrative Assistant 713-525-3159 everetcc@stthom.edu
Chapel	Fr. Chris Valka Chaplain- Campus Ministry Arlene Leggio, Coordinator of Campus Ministry leggioa@stthom.edu 713-525-3589
ALL OTHER FACILITIES NOT LISTED ABOVE	Michelle Clayton- Facilities Reservations Manager Eileen Perkins – Facilities Reservations Coordinator 713-525-3574 eileen@stthom.edu facilitiesreservations@stthom.edu

Advertising for Events

No advertising materials bearing the name of the University of St. Thomas or referring to any building on the UST campus in any way may be distributed until a reservation has been confirmed and materials have been approved for content and suitability. The University reserves the right to refuse any events or advertising that does not meet the mission and vision of the University of St. Thomas. Student Organizations may not use UST's name, seal or imply UST's endorsement of support without express written permission from an authorized UST official.

The Office of Student Activities will serve as the main contact for postings. All flyers should start at the Office of Student Activities in Crooker Center. There are ten glass cases and 45 plastic flyer covers around campus. A total of 45 flyers can be submitted to the Office of Student Activities to be posted.

- Flyers will not be posted more than a month in advance.
- Flyers cannot be taped to any windows or doors; they will be placed in the plastic holders.
- Flyers will be marked to expire the day of the event or one month from the date of posting.
- Flyers must represent a department or recognized student organization, no outside organizations.
- Flyers posted without the Student Activities stamp of approval will be removed.

The Office of Student Activities will post flyers once a week (Fridays at 10 am). When flyers are posted, expired or tattered flyers will be removed. The Office of Student Activities, Facilities Reservations, and the recognized deputies for each designated building have the discretion to remove flyers at any time (outdated, offensive, unapproved, outside organizations).

Decorations

- Tape, tacks, nails, or screws, etc., may not be used to affix items to any surface in or outside of any facilities.
- **No open flame is allowed for any venues on campus. You may use battery operated candles for any ceremonies or events.**
- Use of Smoke/Fog machines must be approved by Facilities Reservations and Campus Police.
- There may be no rice, rice bags, confetti, flower petals, or glitter utilized on the premises, including the facility rental venues outside on the UST Campus.
- There is no storage available before or after the event. Any items brought into the facilities must be removed at the close of the event.
- The student organization is responsible for the return of the facilities to regular use in the same condition as received.

Catering/Food Service

Aramark is the preferred catering service that provides linens, food and drinks (including alcohol) for events held on the University of St. Thomas Campus. Aramark Dining Services may be reached at 713-525-3573 to make an appointment or contact one of the following Aramark personnel listed below.

Sean Manbode –Aramark Dining Services Director - manbode-sean@aramark.com – 713-525-3873

Tammy Earthly – earthly-tammy@aramark.com

Christopher Nolde - nolde-christopher@aramark.com

Outdoor Venues

Users cannot hang banners, signage, etc. on building surfaces without prior approval from the Office of Student Activities.

Users or their guests may not block any access ways, pathways, handicap ramps, doors, fire lanes or other areas.

Outdoor events involving radio stations, bands, DJ's or other sound amplification must be identified at the time of the reservation request with Office of Facilities Reservations and are subject to City of Houston sound ordinances.

All tables and chairs for outdoor facilities must be requested from Facilities Reservations by completing the Student Event Request Form via email and are delivered by Facilities Operations.

The Office of Facilities Reservations is to be notified of any major props (blow-ups, tents, portable stages, etc.) at the time of the reservation request.

Cooking Outside on Campus Property

Student organizations wanting to cook outside, fish fry, bbq, etc. must let the Office of Facilities Reservations know at the time of scheduling a reservation. In order to cook outside on our outside venues you will need the following items:

- The student organization who has reserved a venue outside to cook will need to supply a tarp for the ground and ply wood to go over the tarp so that grease does not seep into the ground or concrete surface.

Food Trucks

Student organizations using Food Trucks must contact the UST Police Department for parking information on campus. All food trucks must supply a tarp and plywood that needs to be placed under the motor so that oil does not seep on to the concrete or grounds. The Food Trucks must have current liability insurance.

The Seal Plaza

The Office of Facilities Reservations does not reserve The Seal since it is first come first serve. All tables and chair set ups must be submitted to the Office of Facilities Reservations using a Student Organization Furniture Request Form 24 hours in advance of your event and **NOT** the same day. Please note that there may be other student organizations or other departments using the Seal at the same time.

Media Services

The Office of Facilities Reservations does not set up any type of media for an event. If your event requires media services, including microphones and/or other audio. Please contact Media Services.

Media Services

Email: media@stthom.edu

713-525-6966 or x6966 on campus

Emergencies

UST Police are on campus 24 hours a day, 7 days a week. They provide regular security and regularly patrol the campus. In the event of an emergency, call 713-525-3888 or 911. UST is not responsible for the loss or damage of any personal property.

Alcohol

Any event serving alcohol is required to apply for an alcohol permit and hire security through the University of St. Thomas Police Department. Please contact police@stthom.edu to inquire about an alcohol permit and security for your event.



STUDENT EVENT FURNITURE REQUEST

UNIVERSITY SPECIAL EVENTS

Event Date: _____

Event Location: _____

ALL REQUESTS FOR EQUIPMENT MUST BE RECEIVED AT LEAST 20 DAYS PRIOR TO THE EVENT DATE.

Set Up

Deliver

Setup/Deliver Time: _____

Start Time: _____

Pick up Time: _____

Name of Requester/Point of Contact: _____

Organization Name: _____

Organization Account# _____

(Account number is required in the event the equipment is damaged or not returned)

Phone: _____

Email: _____

(Email address must be a UST email address)

Specify the amount of equipment:

Tables

Rectangular 6' _____ (97 in stock)

Rectangular 8' _____ (6 in stock)

Round 60" _____ (80 in stock)

Round 72" _____ (5 in stock)

Bar High 25.5" _____ (10 in stock)

Bar High 32" _____ (10 in stock)

Chairs

Folding _____

Other

Podium _____

Stage _____ (24 sections)
(4x8 section)

Stairs to Stage _____
(2 sets of stairs)

Trashcans _____ (7 in stock) Orange Fencing outside (for events with an alcohol permit) _____

Tarp for stage _____ (2 in stock when using outside overnight) bungee cords for tarp _____ (10 in stock)

* All cancellations must be made in writing at least 2 days prior to the event.

Setup Instructions must be included with **diagram**.

DIAGRAM ATTACHED YES NO

USING DIAGRAM PROVIDED YES NO

Organization officer's signature & title: _____

Advisor's Signature: _____

Date: _____



University of St. Thomas Student Organization Reservation Form

Point of Contact Name* _____

Email* _____
(UST EMAIL ONLY)

Phone Number:* _____

Student Organization: _____

Advisor Name, email and phone number *

Is this event outside of Facility Business hours? _____

**Outside of the Facility Reservations business hours are before 7:30 am and after 4:00 pm Monday through Friday
Saturday and Sunday all day**

Account Number for Organization:* _____
(Account number is required in the event the room or furniture is damaged or not returned. It is also required for all overtime events.)

Name of the Event:* _____

Please describe the event* _____

Date of Event:* _____

Start time:* _____

End time:* _____

Number of Attendees:* _____

Are you having alcohol at your event?* _____ yes _____ no
Please contact the Police Department regarding the required Alcohol Permit and Policy.

Are you having food catered at your event?* _____ yes _____ no

Does your event require media? _____ yes _____ no
Please contact Media Services if the event requires media at media@stthom.edu.

*** FIELD MUST BE FILLED OUT IN ORDER TO RESERVE SPACE.**

CONFIRMATION: Acceptance of this form does not constitute a confirmation of your request. A confirmation of the date, time, and location will be sent to the contact person via email. It is the contact person's responsibility to notify Facilities Reservations at facilitiesreservations@stthom.edu of any corrections or additions that need to be made to the reservation within 24 hours of the event.

Failure to fill out the form properly will void any reservation request.

Event Reservation: If your event requires a set up for 25 people or more for example; Fall Club Fair, I-fest, Orientation, SCA Fall Carnival etc, you will need to meet with the Office of Facilities Reservations and the Office of Facilities Operations to discuss set ups.

SET UPS: If your event requires a set up, you will have an option to choose from the meeting room layouts that the Office of Facilities Reservations offers or **you must submit a diagram with your completed Student Event Equipment Request** via email to the Office of Facilities Reservations after receiving confirmation of your request within 24 hours. **We will not accept a work order set up without a diagram.** Requests for setups will not be accepted the **DAY** of the event.

CANCELLATIONS: Notice of a cancellation must be received no later than 24 hours prior to the date of the event. **Failure to cancel a room reservation within this time frame, may result in charges to the organization's account number for any labor and custodial fees.**

CHANGES TO WORKORDER SET UP:

NO CHANGES will be made to any work orders for set ups within 24 hours of set up.

RESPONSIBILITY OF ORGANIZATION: It is expected that you will exercise proper care of the facility, furniture and media equipment. Make sure all trash is properly disposed of and not left on tables and chairs.

ALTERATIONS AND DAMAGES: The student organization/reserving party shall use reasonable diligence in care of the assigned location (s), its furnishings and in the facility's common areas. The student organization/reserving party may not make alterations to University property without the specific written consent of the Facilities Operations Associate VP or designee. The student organization/reserving party agrees to pay for damage caused to University property as a result of negligence, carelessness, accident or abuse. By signing and submitting this form, you verify that your student organization is solely responsible for fees assessed due to damage, inappropriate room usage, or cleaning fees and labor services which include setups/breakdown of furniture outside of regular operating hours and non-cancelled events that require setup and custodial services.

Student Organization: _____

Date: _____

Student Organizer Signature



Room preferences:

Please select the venue you would like to reserve for your event:

Please note the quantity needed for each type of space

Classrooms:

Seating for 10 - 20 _____ 17 - 49 _____

Computer Labs:

Seating for 10 - 24 _____ 20 - 42 _____

Multipurpose Meeting Space (i.e. Ahern, COC, Art Gallery):

Seating for 15 - 49 _____ 50 - 216 _____

Halls (i.e. Jones, Anderson):

97 - 295 _____

Please contact the people below for the other spaces you would like to reserve.

Basilian Room – Seth Romo at romos@stthom.edu or x 6978

Cullen Hall - Cynthia Everett at everetcc@stthom.edu x 3159

Crooker Hallway – Rebekah Sherman-Brown – studentaffairsdirect@stthom.edu x 3570