

FACILITIES USE POLICY Fall 2020



HARDIN-SIMMONS UNIVERSITY
Authored by: UNIVERSITY EVENTS

Operating Policy and Procedure

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the approval process for the use of any university-owned grounds, facilities, or event resources for faculty, staff, academic, administrative departments, and organizations outside of Hardin-Simmons University. The Student Handbook will reflect the use of space, facilities, and event resources by students, clubs and organizations outlined in this policy.

REVIEW: This OP will be reviewed when changes to the OP are desired. The review will be conducted by the Director of Facilities, University Events Coordinator, Vice President for Finance, Vice President of Student Life.

POLICY/PROCEDURE

The use of all University spaces and facilities must comply with the following requirements:

1. **Locations**

a. **University faculty and staff** may request to use a variety of university facilities for their school-sponsored events through 25Live. Any use of facilities for personal use must be approved by the Manager of Facilities Office, then input into 25live*.

**A nominal fee may be applied to cover staffing depending on the event and location for non university sponsored events.*

b. **Students and Student Organizations** are limited to reserving the following spaces for their on campus events:

Location Name	25live Scheduler
Connally Mission Center	Lisa Futrelle
Fletcher Fitness Center (Special Events Only)	Chantelle Berger
Intramural Fields	Lisa Futrelle
Johnson Building Multipurpose Room-JB 103	Lisa Futrelle
Logsdon Chapel and Reception Room	Lisa Futrelle
Moody Center Event Spaces-108, 227, 233	Lisa Futrelle
Moody Center Conference Rooms	Megan Teal
Moody Center-Lobby Tables (information tables)	Lisa Futrelle
Outdoor Spaces (Anderson lawn, Sid Rich Lawn, etc.)	Lisa Futrelle
All spaces not listed above	Lisa Futrelle
Calendar Announcements	Cassie Mattern
University Classroom Spaces	*See Below

**Students needing to book classroom spaces for meetings, or presentations can either have their advisor enter the reservation for them, or contact the University Event Coordinator's Office to make those reservations. Use of a classroom space requires faculty/staff advisor to approve the use in writing to the Events Coordinators Office prior to the reservation being placed.*

c. **Outside Organizations** may request use of university space outlined the 25live reservation Requirements Section Below.

All uses of Facilities and outdoor spaces are subject to proper request and approval through 25live and will be consistent with this Policy. Some University Facilities have additional policies that all users must comply with when reserving any university facility or space for use. This information will be sent to you via a confirmation of your reservation through 25live from the Facilities Department.

The University has the sole choice to approve or deny the use of any University Facility for any reason.

2. **25live Reservation Requirements**

All requests to use HSU Facilities must be made in 25live, and include the following:

- accurately identify the individual or group making the request.
- a detailed description of the proposed Event to be used on the University Calendar
- provide the expected number of attendees or participants (estimation is fine)
- a list of any resources that your event requires including any request for tables and chairs
- any set up needs for how resources will be set up in the room(s)
- information on any technological needs required for the event

For internal groups these requirements may be met by requesting the location through 25Live, the University's on-line space reservation system. The requested location, correct room resources and all other required information within that system will be the basis for the event.

For External Groups, requests should be directed to the University Events Coordinator for the spaces and resources to be requested.

3. **Timing of Requests**

a. **Faculty/ Staff**

i) **Facilities**-Requests may be made from no less than 4 days in advance to up to a year in advance by a faculty/staff member within 25live. Reservations for the next school year will open in April, and reservations will be approved by the facilities department, or scheduling department within 10 business days.

ii) **Resources**- Any item that may be brought into a facility or space to enhance the event. Requests for campus resources made within 25live are subject to approval of the group or department in charge of that resource.

(1) Tables, Chairs, and technology must be requested by item and item total in 25live. Changes to those totals will be made to the Facilities Office, in writing, no less than 24 hours prior to the start of your event. Failure to make changes will result in a \$50 fee per item charged to the department who holds the reservation. Items requested in 25live will be included in your event confirmation email from facilities, what is on that confirmation sheet is what will be set up in the room if no correction is made.

b. **Student Groups**

i) **Facilities**-Requests may be made from no less than 4 days in advance to the end of the current academic semester within 25live. Reservations for the next semester will open the week prior to classes starting, and reservations will be approved by the facilities department, or scheduling department within 10 business days. All student events will be approved by a member of the Student Life Staff before moving on in the approval process. Requests that are made less than 4 days in advance, will need the written approval of the faculty/staff advisor of the group, the building scheduler and a Student Life Representative before the event will be added into 25live.

ii) **Resources**- Requests for campus resources made within 25live are subject to approval of the group or department in charge of that resource.

(1) Tables, Chairs, and technology must be requested by item and item total in 25live. Changes to those totals will be made to the Facilities Office, in writing, no less than 24 prior to the start of your event. Failure to make changes will result in a \$50 fee per item charged to the department who holds the reservation. Items requested in 25live will be included in your event confirmation email from facilities, what is on that sheet is what will be set up in the room if no correction is made.

c. **External Groups**

a. **Facilities**-Requests may be made from no less than 7 business days in advance not to exceed the end of the current academic year within 25live by a representative of University Events or the Facilities Office. Events requiring major university space, including more than one university building, must be requested no less than 6 weeks in advance to the event start date. Reservations for the next academic year or time in the future must not interfere with established university events, and will be approved on a case-by-case basis by the University Events Coordinator and the Director of Facilities. The only exception to this rule will be Logsdon Chapel for the use of weddings and other religious ceremonies.

b. **Logsdon Chapel**- Logsdon chapel may be requested for weddings and other religious ceremonies via an on-line request form:

<https://hsutx.wufoo.com/forms/logsdon-chapelwedding-reservation-form/>

no less than 4 weeks prior to the event, and no more than 12 months in advance. Any request falling inside of the 4 week window will require approval from the Director of Facilities and will be dependent on staff availability for the date.

- HSU will not host events on university holidays where the university facilities are closed. This includes: Christmas Break, Martin Luther King Jr. Day, The last weekend of Spring Break (including Thursday-Sunday), Easter Weekend (including Good Friday), Memorial Day, Independence Day, Fall Break weekend, Thanksgiving Holiday.

Any events needing to take place on or during any of these breaks will need to be requested and approved by the University Events Coordinator, and will be based staff availability and size of event.

4. **Evaluation of Requests**

In the scheduling of the use of University Facilities/ spaces the following reservations will take priority:

1. Academic courses
2. Established University Events-an event that has been held for the past 2 or more years
3. Official Meetings called by the Board of Trustees, Faculty Senate, Staff Senate, Dean's Council and the Office of the President
4. Official Student Groups, Clubs or Organizations hosting university sponsored events
5. Faculty/staff and students hosting non university sponsored events
6. Outside organizations hosting events on campus.

The University will evaluate all requests to use University Facilities received by Outside Organizations based on the following criteria:

- Compatibility with the University’s mission and purpose;
- Potential for economic enhancement of the Abilene and surrounding areas;
- Opportunity to support University alumni, exes and current students, faculty and staff;
- Development of relationships among the Abilene Community and the University;

There is no established timeline for the evaluation of requests to use University Facilities or space for Groups Outside the University. The University Facilities Department will evaluate and respond to requests at its discretion, not to exceed 6 weeks from the original request date.

Pending requests may be deferred for any length of time or for any reason, requesters will be notified if this event was to occur.

5. **Reservations**

All reservations for the Use of University Facilities and spaces must be made using 25Live, the University’s on-line space reservation system. No reservation made with an office, or a person will be considered official until entered into 25live. It is the responsibility of the campus entity requesting the use of facilities or space to input their own reservation.

Outside Organizations must contact the University Events Coordinator listed in “Index of People” of this Policy for information on how to reserve a University Facility. If the Outside organization is coordinating their event through a university representative, the Events Coordinator must be included in the early stages of planning to make sure facilities, space, staffing and security needs are met by the university for the group. No reservation will be approved for an outside group without the consent of the University Events Coordinator.

6. Facility/ Space Usage Fees

The usage fees for University Facilities and spaces will vary by the specific location and resources being used. See chart for complete information:

Room Name	Outside Organization	HSU Faculty/Staff, Alumni (personal use, NON WEDDING)	Current HSU Student (personal use, NON WEDDING)
BEHRENS AUDITORIUM*	\$1000	\$1000	\$1000
CONNALLY MISSIONS CENTER	\$200	\$100	\$50
HOUSTON LANTRIP CENTER*	\$350	\$125	\$62.50
HOUSTON LANTRIP CENTER* (HALF ROOM)	\$125	\$62.50	\$31.25
JOHNSON MULTIPURPOSE RM*	\$350	\$125	\$62.50
JOHNSON MULTIPURPOSE RM* (HALF ROOM)	\$125	\$62.50	\$31.25
LOGSDON CHAPEL	\$1,500	\$1,500	\$1,500
LOGSDON RECEPTION ROOM	\$200	\$200	\$200
MABEE GYM COMPLEX*	\$1000	\$1000	\$1000
MOODY 108	\$350	\$125	\$62.50
MOODY 108 (HALF ROOM)	\$125	\$62.50	\$31.25
MOODY 227	\$150	\$75	\$37.50
A.B. SHELTON STADIUM*	\$1500	\$1500	\$1500
MOODY 233	\$200	\$100	\$50
General Room Prices			
CLASSROOMS	\$100	\$50	\$25
CONFERENCE ROOMS	\$50	\$25	\$12.50
OUTDOOR SPACES	\$100	\$50	\$25
Location Name			
	1 hour rental	4 hour rental	8 hour rental
INTRAMURAL FIELD (HALF FIELD)	\$60	\$240	\$480
INTRAMURAL FIELD FULL	\$120	\$480	\$960
FLETCHER INDOOR TURF	\$50	\$150	\$275
FLETCHER BASKETBALL COURT (COWGIRL OR COWBOY)	\$50	\$150	\$275
<i>*Subject to availability</i>			

7. **Written Agreements**

The University may require Outside Organizations to sign a written agreement or contract to use University Facilities. Once a request to use a specific University Facility or space is made and approved the VP for Finance will provide a written agreement to the Outside Organization along with any billing information that is required for the use of space. An event confirmation agreement and facility use guidelines will be sent to the reserving party after the signed agreement is returned. All written agreements must be signed by an authorized representative of the Outside Organization and returned to the Facility Department before the reservation will be confirmed. Agreements can be sent via email to cassie.mattern@hsutx.edu

- 50% Deposit Required to reserve the space. Payment must be received within 7 days of making reservation, otherwise the reservation will be canceled.
- Cancellations must be made in writing 7 days prior to the date of the event for a full refund. cancellations made less than 7 days in advance will forfeit their 50% deposit.
- Force Majeure clause: Neither party shall be held liable or responsible to the other party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any term of this Agreement to the extent, and for so long as, such failure or delay is caused by or results from causes beyond the reasonable control of the affected party including but not limited to fire, floods, tornado, other natural disasters, embargoes, war, acts of war (whether war be declared or not), acts of terrorism, insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, pandemics, acts of God or acts, omissions or delays in acting by any governmental authority or the other party.

8. **Parking and Security**

Due to the size and nature of certain Events, concerns relating to the safety of our surrounding Abilene community and the security of University property may arise. To address these concerns, the HSU Chief of Police will be notified of events over 50 participants and assess the event to determine whether the event requires parking attendants and/or security. In making a determination as to parking attendants and/or security needs, the Chief of Police may consider the following factors:

- The proposed location of the Event;
- The anticipated number of campus attendees;
- The anticipated number of off campus attendees;
- The time of day of the Event;
- The date of the Event;
- The proximity of the Event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented;
- The resources necessary to secure the Event;
- The anticipated weather conditions;
- The anticipated duration of the Event; and
- Any similar considerations relevant to the assessment of security needs.

If the Chief of Police determines that the Event requires parking attendants and/or security, they will notify the primary contact of the Event and indicate event parking (if outside of normal building parking areas).

If security is required campus police will staff accordingly at no additional cost to the campus community or outside organization.

9. **Logsdon Chapel**

a. **The Building and its Purpose:**

The University's campus and facilities cannot be used in a manner that would impair the accomplishment of the University's vision and strategic goals. The campus and facilities are not permitted to be used for purposes which are inconsistent with the standards of Christian morality and ethics advanced by the University. Some of the activities that would be inconsistent with those standards are activities which advocate, embrace, endorse, or incorporate sexually immoral lifestyles, sexually immoral acts, or other acts of moral turpitude, including sexual relations outside the context of a marriage between one man and one woman; sexual violence; and violence based on race. Use of drugs, alcohol, and/or tobacco is strictly prohibited on all University properties. No event related to a commercial enterprise or business activity may be held in the building. Hence, there must be no tickets sold or admission charges.

b. **Priority:**

Hardin-Simmons University has precedence over all other uses of the facility. Requests to use the Chapel from entities outside of Hardin-Simmons will be taken after the University sets the Academic Calendar for the following year.

c. **Scheduling:**

All uses of the Chapel and its related areas must be scheduled through 25live for HSU faculty, staff and students. Outside organization may contact the Facilities Office to place a request to use the space for a non wedding event. Weddings are addressed in a following section. Major events such as recitals, conferences, and weddings, should be placed on the calendar at least three months in advance. Logsdon chapel may be requested for weddings and other religious ceremonies via an on-line request form: <https://hsutx.wufoo.com/forms/logsdon-chapelwedding-reservation-form/> no less than 4 weeks prior to the event, and no more than 12 months in advance. Any request falling inside of the 4 week window will require approval from the Director of Facilities and will be dependent on staff availability for the date.

d. **Weddings:**

While the building is not designed as a "wedding chapel," the University is aware that it is a lovely place for a Christian couple to exchange wedding vows. However, the couple should recognize that using an educational facility for a wedding poses certain special requirements.

i. **Fees:** The standard wedding fee is \$1500.00. The fee includes use of the Chapel up to ten (10) total hours, a rehearsal one day and wedding on the next day. If the reservation is canceled the deposit of 50% for placing the wedding on the calendar is forfeited. It also includes the public address system, technician's fee, and the hostess fee. All normal cleaning costs are included.

ii. **Decorations:** Any decorations used in Logsdon Chapel should be brought in and taken down during The ten (10) hour reservation time. Decoration must be removed from the Chapel at the end of the reservation. Any decorations left at the conclusion of the reservation will be disposed by the University for an additional cleaning fee that will be issued the next business day which must be paid within seven (7) days of the wedding.

Please note, if candles are used, they must be drip-less, in an enclosed container or a covering must be used to protect the carpet, flooring and other surfaces.

iii. **Damages:** The user also takes full responsibility for any damages incurred to the Chapel.

iv. **Musical instruments:** The Chapel contains a pipe organ and a grand piano which must be played by a skilled musician. Instruments are not intended for regular music practices. Use of the pipe organ requires a skilled musician and will only be available if the request is made during the initial reservation.

25live Schedulers

Below is a list of building schedulers within 25live. Be sure to select the correct scheduler for your selected room in order for your event to be processed correctly and quickly.

BUILDING, ROOM or LOCATION	SCHEDULER
Abilene Hall	Donna Snook
Athletic Fields and Courts	Lisa Futrelle
Behrens Auditorium	Victoria Spangler
Caldwell Hall	Jeff Cottrell
Connally Mission Center	Lisa Futrelle
Edwin Skiles Building	Chasity Jobe
Frost Art Center	Chasity Jobe
Fletcher Fitness Center	Chantelle Berger
Grace Compere Hall	Patrick Fenner
Hemphill Hall	Jeff Cottrell
Holland Health Sciences	Laura Seaton
Housing (Anderson RLC)	Francis Edwards
Intramural Fields	Chet Griffith
Johnson Building Classrooms	Serina Fairchilds
Johnnon Building Multipurpose Room-JB 103	Lisa Futrelle
Logsdon Classrooms	Lori West
Logsdon Chapel and Reception Room	Lisa Futrelle
Mabee Complex-Athletic Facilities	Lisa Futrelle
Mabee Complex-Group X room	Carrie Mae Bradrick
Mabee Complex-Hall of Fame Room	Carrie Mae Bradrick
Moody Center Event Spaces-108, 227, 233	Lisa Futrelle
Moody Center Conference Rooms	Megan Teal
Moody Center-Lobby Tables (information tables)	Lisa Futrelle
Outdoor Spaces	Lisa Futrelle
Richardson Library	Shannon Maynard
Sandfer Memorial-Room 300	Amanda Rodriguez
Sid Richardson	Laura Seaton
Van Ellis Theater	Victoria Spangler
Woodward Dellis Recital Hall	Jeff Cottrell
All spaces not listed above	Lisa Futrelle
Calendar Announcements (including off campus locations)	Cassie Mattern

General Facilities Usage Guidelines

Room Set-Up

- Changes to set up may not be made less than 2 hours prior to an event.
- Resources selected in 25live are what you will receive in the room, please make sure your request is complete and correct in number and in item.
- Items not requested in 25live, or in writing 24 hours in advance are subject to a **\$50 fee per item**.
- All technology must be requested through 25live (computers, projectors, microphones, etc). If you need an item that is not available in 25live, please contact the University Events Coordinator to see if the item is available on campus.

Meal Service/Outside Food

- You must contract with and order food from Aramark at least 2 weeks prior to your event, if you require food.
- No outside food or beverages are allowed to be served on university property without prior consent from University Events Coordinator via an outside food waiver available [here](#).
- Violations of the food policy can result in fee assessed by the University Events Coordinator, and restriction of use of university facilities and space. .

Room Clean-Up

- All organizations are required to return the room to its “walk-in” condition before departing. All trash and debris must be in or beside the trash bins. If the Facilities staff provide additional cleaning, a minimum charge of **\$50** will be assessed.
- Any decorations should adhere to the following rules: No tape, staples, tacks, nails, pins or hooks may be used to secure materials to walls, windows, flooring, ceilings, columns, doors, doorframes, staging, curtains or draperies or other surfaces without the consent of the Facilities Department. No glitter or confetti may be used in any facility. Open-flame candles are not allowed, unless it is approved for use through the University Events Department.
- Any damages that occur during your scheduled reservation time will result in up to a **\$500** maintenance and repair fee.

Changes and Cancellations

- Changes requested after event confirmation do not guarantee changes will be made.
- Please confirm final numbers for your event no less than 24 hours prior to the event with the Facilities Director.
- Cancellations must be made in writing to the University Events Coordinator.
- Cancellations made after the event is set up will result in a **\$150** cancellation fee.

The authorized use of HSU facilities is subject to University regulations and Federal, State and local laws. Failure to comply with the HSU scheduling policies may result in the cancellation of future reservations.