

# DEE J. KELLY ALUMNI & VISITORS CENTER

## Regulations & Policies

(Revised 2/27/2017)

The Dee J. Kelly Alumni & Visitors Center was built primarily for TCU alumni events and also to provide meeting space for the University to host events involving the TCU community. Since the Kelly Center hosts over 1,000 meetings/events annually, this prohibits our ability to reserve space for academic and social student organizations. There are other facilities available on campus specifically for these groups.

It is not intended for non-TCU affiliated groups to use this facility. However, when outside groups are allowed to use the Kelly Center facility, after approval through Conference Services (817-257-7641), they are to adhere to all of TCU's regulations, policies and procedures, and all local, state and federal laws concerning health, safety and public order. The following guidelines apply to anyone using the Kelly Center:

- Requests for outside groups to use the Kelly Center are to be made through TCU's Conference Services office.
- The piano located in the Kelly Center's Ray Gallery may be used for events when available. Costs associated with moving the piano in and out of the banquet room are the responsibility of the group requesting the use of the piano since professional movers are required. The Kelly Center has the piano tuned twice a year, should you wish the piano tuned prior to your event, it will be your responsibility to pay for the additional tuning and only if there is time to schedule a tuning.
- If catering is desired, the group hosting the event is responsible for making the arrangements. TCU's food-service provider, Sodexo (817-257-5239), is available to assist with planning.
- If an outside caterer is used, a certificate of liability insurance is required reflecting TCU as an additionally named insured under the policy. Limits should provide not less than \$1,000,000 per occurrence and in the aggregate. A copy of the certificate of insurance must be supplied before the event and should be sent to TCU Box 297430, Fort Worth, TX 76129, Attn: Kelly Center Coordinator, or faxed to 817-257-7676, or emailed to [c.cobb@tcu.edu](mailto:c.cobb@tcu.edu). Please call 817-257-7755 with any questions. Outside groups must also provide a copy to Conference Services.
- No alcoholic beverages are allowed in the Kelly Center without written permission from the Vice Chancellor for Student Affairs Office. Contact their office at 817-257-7820 for the most current Request to Serve Alcohol form. This form must be on file at the Kelly Center before the date of the event. A minimum of two weeks is needed to process this request.
- Open flames are prohibited, except when used in religious ceremonies, as food warmers or for theatrical performances. If candles are to be used for any of the above mentioned reasons, they must be votives or placed within an enclosed container (i.e., a hurricane vase). All objects, such as plants and linens, should be kept away from any flames. The Kelly Center Coordinator must be aware of the use of any type of candle.
- No item should be adhered to the walls without permission from the Kelly Center Coordinator. No type of tape or adhesive is allowed as it could damage walls. Tape is

not permissible to cover cords on the floor, the Kelly Center has Velcro cord covers or mats that must be used to prevent damage to the carpeting.

- The Kelly Center does not provide or make arrangements for table decorations, linens or kitchen utensils. These items should be provided by the catering service or can be obtained through a rental company.
- The Kelly Center does not own any type of staging equipment. Stages may be rented through an outside vendor. It is TCU's policy that all stairs leading up to a stage require a handrail.
- If a need arises for tables and chairs to be used outside of the building, they may be rented through an outside vendor. No furniture in the Kelly Center is to be moved without prior written permission from the Kelly Center Coordinator. No furniture belonging to the Kelly Center is ever to be used outside of the Kelly Center (including the patio).
- The Kelly Center parking lot (Lot 6) is for visitors only. Parking availability in the Kelly Center parking lot cannot be guaranteed. There is ample visitor parking in the Frog Alley Parking Garage just north of the Kelly Center. Should both of these lots be full, remote parking with sufficient space is available, but a shuttle service is recommended to transport guests to and from the Kelly Center. Note: Shuttle service is not provided by the University or the Kelly Center. Any special arrangements for parking should be made with Campus Police (817-257-7930).
- After an event has been booked in the Kelly Center, the Kelly Center Coordinator (817-257-7755) should be contacted to coordinate the event. Any changes in setup require 24-hour notice.
- In extreme instances, the Kelly Center reserves the right, if necessary, to assign or reassign rooms or building locations in order to accommodate the combined needs of University events. Considerable care will be given to insure comparable meeting space. If changes are necessary, you will be consulted in advance of the change.
- The Kelly Center has projection screens available in all meeting rooms. When confirming your set up needs, audio-visual needs will also be discussed. For any equipment needed that is unavailable through the Kelly Center, you may contact Instructional Services (817-257-7121) or provide your own.
- The regular operating hours of the Kelly Center are Monday through Friday from 8:00 am until 5:00 pm. The Alumni Center will be closed for all official University holidays. Should your event be scheduled outside of the regular operating hours, it is the responsibility of your University contact to arrange with the Kelly Center Coordinator (817-257-7755) to unlock and lock the building for your event.
- If the University is closed due to inclement weather, the Kelly Center will also close. Any events booked on that day will need to be rescheduled.
- Kelly Center staff must be present in the Kelly Center during the times it is occupied. Any complaints regarding the Kelly Center and its operation should be addressed to such person.

- If a need arises for staff to be available prior to 7:00 am or after 10:00 pm, a charge of \$50 per hour will be charged for “staff after hours” for any portion of the hour.
- All groups are responsible for leaving the Kelly Center facilities clean and orderly after use and are responsible for any damages incurred. A cleanup charge may be assessed for meeting rooms/reception areas not left in satisfactory condition, as determined by the Kelly Center Coordinator.
- The Kelly Center is not responsible for lost, damaged, or stolen articles.

Kelly Center capacity:

- Justin Board Room (for TCU groups only): 61 chairs/tables + 4 chairs in back; no food or drink allowed in the Justin Board Room
- Monroe Conference Room: 16 chairs + 4 extra (if food is being served, prior notice must be given to the Kelly Center Coordinator so that table pads can be placed on the tables to prevent damage)
- Parrish Conference Room: 12 chairs + 3 extra (if food is being served, prior notice must be given to the Kelly Center Coordinator so that table pads can be placed on the tables to prevent damage)
- Tucker-Scully Dining Room: 12 chairs; this room to be used for formal dining only, no meetings
- Scharbauer Library: Seating for 15 in intimate living room style setup; often used for one-on-one meetings, small receptions, job interviews, etc.
- Cox Banquet Rooms: 600 maximum occupancy (stand up) per Fire Marshall  
A B C: 450 chairs lecture style; 39 rounds of 8  
One section: 120 chairs lecture style; 9 or 10 rounds of 8

Please make note of these additional campus-wide regulations:

- Smoking is prohibited in all buildings.
- TCU is a weapons-free campus and all firearms, whether openly carried or in a concealed manner, are strictly prohibited on the TCU Campus and other TCU property except in the limited exceptions identified in University policy 2.060.
- Attaching any object to any TCU premise by tape, nail, screw or alteration of the premises in any manner without prior written permission is not permitted. No signs are to be attached to the outside walls of any TCU facility without prior written permission.
- All visitors are expected to comply with TCU traffic regulations. Parking is allowed only in the white-lined spaces. Parking or driving on *any* unpaved area is prohibited.
- The illegal possession, manufacture, distribution, use or sale of any quantity of any drug, narcotic or any controlled substance or being illegally under the influence of any drug, narcotic or any controlled substance is prohibited.

- Tampering with the fire system or with firefighting equipment is a violation of the Fort Worth City Ordinance. EVERYONE MUST evacuate the building when an alarm sounds. All violators are subject to prosecution and fine (\$400) by the University as well as city authorities.
- Possession, ignition or detonation of any explosive device, fireworks liquid or object that is flammable or could cause damage by fire or explosion to person or property is prohibited.
- No swimming or wading is allowed in the Kelly Center Fountain. Violators can be prosecuted and fined.
- Unmanned Aircraft Systems Policy (Drones) TCU values the safety, security and privacy of our community. The personal use of any unmanned aircraft systems (i.e., drones) is prohibited on campus, unless approved by the Vice Chancellor for Student Affairs (or his/her designee); commercial use by the Vice Chancellor for Marketing and Communications (or his/her designee); or the Provost (or his/her designee) specifically for research and educational purposes. Approval must be obtained two weeks prior to the event in order to implement security measures. Any individual found in violation may be fined up to \$500, as defined by Texas law, in addition to other sanctions deemed appropriate by proper authorities. Any operator of a UAS must also follow all applicable state and federal laws pertaining to such operation. Detailed information regarding federal regulations on the use of UAS is available on the Federal Aviation Administration website at <http://www.faa.gov/uas/>. Further, any operator of an unauthorized UAS will be held responsible for any injuries or damage caused by the UAS. Procedures and guidelines for personal student use of drones may be found in the Student Code of Conduct at [http://www.studenthandbook.tcu.edu/student\\_handbook.pdf](http://www.studenthandbook.tcu.edu/student_handbook.pdf); procedures and guidelines for commercial use may be found on [www.mkc.tcu.edu](http://www.mkc.tcu.edu). Go to the Resources tab then choose Location.

The Kelly Center reserves the right to change or modify these Regulations and Policies as it deems necessary without notice to any other party, which such changes shall be binding upon the individuals and organizations using the facilities at the time of change.

## DEE J. KELLY ALUMNI & VISITORS CENTER

### Caterer Instructions

1. The Kelly Center is open from 8:00 a.m. – 5:00 p.m. Monday through Friday. If your event is held after office hours or on the weekend, it is the responsibility of your University contact to arrange with the Kelly Center Coordinator what time you need the building unlocked and locked for your event.
2. The catering entrance is located at the northwest corner of the building. The catering prep area is the first door on the left as you enter.
3. The catering prep area has a sink, residential-size stove and oven, refrigerated storage units, ice machine, and electrical outlets. There are also two metal tables for food preparation.
4. Any other needed supplies should be furnished by the caterer.
5. Any additional wait staff needed is the responsibility of the caterer.
6. If food is to be served in either the Monroe Conference Room or the Parrish Conference Room, prior notice must be given to the Kelly Center Coordinator so that a table pad can be placed on the table. When the pad is on the table, it looks better when it is clothed; however, the Kelly Center does not provide linens. Coasters will be provided only if drinks are being served.
7. If drinks are to be served in the Justin Boardroom, coasters must be provided. No food is allowed in the Justin Boardroom.
8. Any tables that are moved by the caterer for serving or any other purpose must be cleaned and returned to the storage room when finished.
9. After an event, it is the caterer's responsibility to leave the event area and prep area in the condition in which it was found. This includes wiping down all tables and taking all trash to the dumpster (located outside the kitchen entrance of the Kelly Center). If the area is left unsatisfactory, the caterer will be charged an additional fee.
10. Should any items be found during clean up, they should be brought to the front desk of the Kelly Center and left with the staff on duty. It will be the responsibility of Kelly Center staff to connect the lost item with its owner.
11. No alcoholic beverages are allowed in the Kelly Center without written permission from the Vice Chancellor for Student Affairs Office. Contact their office at 817-257-7820 for the most current Request to Serve Alcohol form. This form must be on file at the Kelly Center before the date of the event. A minimum of two weeks is needed to process this request.
12. A certificate of liability insurance is required reflecting TCU as an additionally named insured under the policy. Limits should provide not less than \$1,000,000 per occurrence and in the aggregate. A copy of the certificate of insurance must be supplied before the event and should be sent to TCU Box 297430, Fort Worth, TX 76129, Attn: Kelly Center Coordinator, or faxed to 817-257-7676, or emailed to [c.cobb@tcu.edu](mailto:c.cobb@tcu.edu). Please direct any questions to 817-257-7755. Outside groups must also provide a copy of this insurance to Conference Services.