

DEE J. KELLY ALUMNI & VISITOR'S CENTER

Facility Policies and Procedures 2018

Table of Contents

Section 1: Introduction	Page 3
Section 2: General Guidelines	Page 3
Section 3: Operating Policies	Page 5
Section 4: Facility Reservations & Usage Policies	Page 6
Section 5: Kelly Center Rental Fees	Page 10
Section 6: Audio Visual/AV	Page 11
Section 7: Decorations Policy	Page 12
Section 8: Advertising & Publicity	Page 13
Section 9: Catering Instructions	Page 13
Section 10: Room & Event Billing Procedures	Page 14
Section 11: Sanctions	Page 14
Section 12: Parking	Page 15
Section 13: Insurance Requirements	Page 15
Section 14: Outdoor Policies	Page 15
Appendix	Page 17

Section 1: Introduction

Construction is underway at the Kelly Center! Phase one was completed June 2018. Phase two will consist of renovating the current atrium level of the Kelly Center with additional event space. This phase is projected to be completed by December 2018. During the second phase, only the Cox Banquet Rooms will be available. Please note that noise may be an issue, but we will be mindful of our events. A map of the new main visitor's and catering entrances can be found in Appendix I.

1.01 Intention

This manual is intended to facilitate the fair allocation and efficient use of facilities within the Dee J. Kelly Alumni & Visitor's Center (Kelly Center) and provide for the uniform and consistent administration of facility usage.

The Kelly 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.

1.02 Physical Address and Contact Information

Physical address: 2820 Stadium Drive; Fort Worth, TX 76129.

Mailing address: TCU Box 297430, Fort Worth, TX 76129.

Telephone: 817-257-7755

Email: kellycenter@tcu.edu

Website: <https://alumni.tcu.edu/new/our-facilities>.

1.03 Policy Amendments

The Kelly Center reserves the right to alter and/or amend this Facility Policies and Procedures document. The Kelly Center Coordinator shall determine all matters not expressly covered in the Facility Policies and Procedures. Specific events may be modified at the discretion of the Kelly Center staff, Chief of Police, and the sponsoring organization's advisor if they consider it in the best interest of the TCU community.

1.04 Guest Responsibilities

Groups using the Kelly Center shall obey all published TCU University and Kelly Center policies, regulations and guidelines, as well as all local, state and federal laws. Violations of these policies or laws by the group may result in the loss of facility use privileges in the Kelly Center.

Section 2: General Guidelines

2.01 Smoke Free Environment

TCU is a tobacco-free campus.

2.02 Recreational Equipment Restriction

No rollerblades, scooters, skateboards or bicycles are allowed in the Kelly Center. Horse play, throwing balls, throwing Frisbees, running, etc. is not allowed in the Kelly Center. Violators will be asked to leave the building.

Recreational use of rollerblades, scooters, skateboards, and bicycles (use other than for transportation through the plaza area) is not allowed on the pavers and sidewalks in the Amphitheatre. Violators will be asked to leave the facility.

2.03 Weapons-Free Campus

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.

2.04 Traffic Regulations

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.

Please note that the Kelly Center parking lot, Lot 6, is a visitor's only parking lot. Faculty, staff, and students should park in their normal parking spots on campus and either walk or take a shuttle to the Kelly Center. Parking in the Kelly Center lot can never be guaranteed as we share it with the BLUU, and it is the largest visitor's lot on the west side of campus. You may wish to inform your visitors that should this lot be full, there is additional parking in the Frog Alley Parking Garage which can be entered off Stadium Drive just north of the Kelly Center between our facility and Ranch Management. Remember faculty, staff and students are NOT considered visitors; the nearest faculty/staff and commuter parking lots are Lots 3 and 4.

2.05 Drugs/Controlled Substances

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.

2.06 Fire System

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 by the University as well as city authorities.

2.07 Explosive Devices

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.

2.08 Fountains

No swimming or wading is allowed in the Kelly Center Fountain. Violators can be prosecuted and fined. All violators are subject to prosecution and fine by the University.

2.09 Unmanned Aircraft Systems (Drones) Policy

TCU values the safety, security and privacy of our community. The personal use of 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/studenthandbook.pdf>; procedures and guidelines for commercial use may be found on www.mkc.tcu.edu. Go to the Resources tab then choose Location.

2.10 Proper Attire

For health and safety reasons, all persons entering the Kelly Center must wear proper attire including shirts and shoes. Persons not wearing proper attire will be asked to leave the building.

2.11 Lost and Found

The Kelly Center is not responsible for loss, theft or damage of personal or organizational property. Lost and found is located at the Kelly Center reception desk. All items found in the Kelly Center will be held for one week. Items remaining at the lost and found for more than one week will be released to the TCU Police and handled per their procedures.

2.12 Vending Machines

There is a drink machine located in the catering hallway behind the Cox Banquet Rooms. Vending machines located on the TCU campus are property of the vending company. TCU is not responsible for these machines.

Section 3: Operating Policies

3.01 Emergency Procedures

In the event of an emergency, the Kelly Center staff will follow the procedures outlined in the Kelly Center Responding to Emergencies manual. During an emergency or a drill, building occupants are expected to follow all instructions given to them by the Kelly Center staff. Occupants who fail to obey instructions will be referred to TCU Police. In the event of fire, the building alarm and sprinkler system will activate; all occupants of the Kelly Center are expected to leave the building immediately. During an evacuation, all patrons and employees will be directed to the Frog statue on the east side of the Amon G. Carter Stadium.

3.02 AED Locations

The Kelly Center is equipped with one Automatic External Defibrillators (AED). The AED is in the Ray Gallery just outside of Cox Banquet Room B.

In the event of an emergency, the AED should be removed from the wall, taken to the patient and activated. AEDs are designed to be used by anyone, regardless of training or experience. Designated Kelly Center administrative and student members are trained in the use of the AED. Assistance is available at the Kelly Center reception desk.

3.03 Animal restrictions

Service animals and dogs used for law enforcement are always permitted in the Kelly Center. All animals in or around the Kelly Center must be on a leash.

3.04 Kelly Center Operation Hours (hours may change for special events & holidays)

The regular operating hours of the Kelly Center are Monday through Friday, 8:00 am until 5:00 pm. The Kelly 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 to have the building unlocked and staffed for your event.

Should the University be 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 whenever it is occupied. Any complaints regarding the Kelly Center and its operation should be addressed to the Kelly Center Coordinator.

If a need arises for staff to be available prior to 7:00 am or after 10:00 pm, any day of the week, a \$50 hourly fee will be charged for staff after hours for any portion of the hour. An hourly fee of \$25 will be charged for staff during events on Saturdays and Sundays.

3.05 Kelly Center Building Access

The Kelly Center Coordinator is charged with granting card access and keys for the Kelly Center. All requests for card access and keys to the building must be submitted to the Kelly Center Coordinator and subject to approval.

3.06 Maintenance

Please submit any and all building concerns to the reception desk, Kelly Center Coordinator, or any Student Employee. They may also be sent via email to kellycenter@tcu.edu. We will respond to any issue in a timely manner.

3.07 Damage, Theft & Vandalism

Persons responsible for any acts of damage, vandalism to the premises or unauthorized removal of items from the Kelly Center will be referred to TCU Police, Fort Worth Police, and/or other appropriate authorities for proper disposition.

3.08 Solicitation

Individuals and organizations may not solicit within the Kelly Center without first registering with the Kelly Center Coordinator. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourages support for, or membership in, any group, association or organization. Permission to solicit will not be granted for an activity that violates TCU policies, or local, state and/or federal laws. No merchandise will be approved that will be in conflict with merchandise sold by the TCU Bookstore or Spirit Shop. The Kelly Center has adopted the following protocol for solicitation:

- TCU department sponsored events will be allowed.
- No sales will be approved when an individual or a few individuals would benefit directly from the sale, unless Kelly Center staff determine that the service will benefit TCU employees and/or students.
- All sales that conflict with Sodexo's interest in the Kelly Center or the Bookstore's general interest will not be allowed.

3.09 Photography/Videography

The intent of this policy is to maintain respect for the rights and privacy of TCU employees, students and guests by preventing video imaging of them without their consent. The Kelly Center follows all policies & procedures of The Office of Marketing & Communications

The following must be completed in order to film or take pictures in the Kelly Center:

- Individuals wishing to take pictures or use a video tape recorder in the Kelly Center must have approval from the Kelly Center Coordinator.
- Permission will be granted for audio/video taping of the general facility only; no TCU logo may be included in any picture/footage.
- No individual may be singled out for videotape purposes without their consent.
- Complaints from employees, students or guests regarding any aspect related to the production of videotape in the Kelly Center will result in termination of the videotape process.

Section 4: Facility Reservations & Usage Policies

4.01 Event Reservations

On-line reservations may be made through <http://www.ressnet.com/tcu-kelly/>. Step by step instructions can be found in Appendix III. If you have a question or a problem, either email us at kellycenter@tcu.edu or call 817-257-7755.

4.02 Advertisement for Event

Advertising an event prior to event confirmation is prohibited and may result in denial of the request to use the Kelly Center.

4.03 Reservation Priorities

Kelly Center facilities are generally reserved on a first come, first serve basis. Priority is given to high profile University events and TCU departments. The actual space is assigned with consideration to the size of the event, event needs and space available. The Kelly Center reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate use of the facility space. Considerable care will be given to insure comparable meeting space. If changes are necessary, you will be consulted in advance of the change.

University departments are given exclusive rights to make fall and spring reservations for the first 30 days when reservations open. After 30 days, other University-related organizations (Extended Education, TCU Retiree groups and TCU Conference Services) may confirm fall and spring reservations for clients outside the immediate University Community.

4.04 Guest Categories

Only officially recognized departments and colleges of the University may reserve space in the Kelly Center. Student groups requesting space will be referred to the BLUU or other spaces on campus. Any group with more than fifty percent of their attendees who are not TCU affiliated must reserve space through Conference Services. See section 5.03 for more information.

4.05 Event Spaces

The Kelly Center is responsible for reserving the following building spaces:

- **Dee J. Kelly Alumni & Visitor's Center:**
 - Cox Banquet Room (divisible in up to 3 separate rooms)
 - Ray Gallery
 - Patio
- **Kelly Center Lawn**

Due to the renovation of the Kelly Center, the Monroe Conference Room, the Justin Boardroom, the Scharbauer Library, the Tucker Scully Dining Room and the Parrish Conference Room are no longer available. The renovations are expected to be completed by December 2018. On or before that date additional rooms will be announced with room capacity and dates available for reservations.

To ensure the efficient ingress and egress to and from the Kelly Center, and to protect the safety of patrons, the entrances of the Kelly Center are generally not reserved for meetings, activities or events. The Kelly Center Administration may grant exceptions to this.

4.06 Room Capacity

- Cox Banquet Rooms – 600 maximum occupancy, stand up, per Fire Marshall
 - One Section – 120 chairs lecture style; 72 at rounds, 9 rounds of 8
 - Two Sections – 250 chairs lecture style; 160 at rounds, 20 rounds of 8
 - Three Sections – 450 chairs lecture style (the Kelly Center has 400 chairs) 264 at rounds, 33 rounds of 8. This allows for using the screens. If no AV is needed 312 at rounds, 39 rounds of 8 can be used in all three rooms.

4.07 Post-reservation space arrangements

Confirmation of your reservation will be provided within 48 business hours of your request. After a confirmation for a room reservation has been received, food service, A/V, room set up, and other arrangements may be made. You will be contacted by the Kelly Center staff the week prior to your event for your room and AV set up needs. Please see Appendix II for basic room setups.

4.08 Food Service Policy

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. A copy of the certificate of insurance must be provided prior to the event. A sample of what is required by TCU may be found in Appendix IV.

It will be the responsibility of the party providing the food to ensure the reserved space is clean, tables wiped down and trash removed.

Any outside food or beverage not being catered need to be approved at least 48 hours in advance by the Kelly Center Coordinator.

Additional catering instructions can be found in Section 9.

4.09 Red Beverage prohibition

Red beverages may not be served in the Kelly Center.

4.10 Alcohol Policy

Alcohol will not be served in the Kelly Center without the express written approval of the Vice Chancellor for Student Affairs. Requests should be submitted using the Request to Serve Alcohol Form to the Office of the Vice Chancellor for Student Affairs (817-257-7820) at least 10 business days prior to the event. This completed form must be on file at the Kelly Center prior to the event.

Sodexo (817-257-5239) is the exclusive alcohol vendor for the University and once approved must be purchased and served by them.

4.11 Event decorum

No group will be permitted to disturb scheduled programs. Singing, playing music or talking in a manner which may disturb another group should be scheduled in advance with the Kelly Center Coordinator, to avoid conflict. If a noise complaint is turned into the Kelly Center staff, the group creating the disturbance will be asked once to stop the disturbance. The second time a complaint is received, the event creating the disturbance will be terminated.

4.12 Tablecloths and Decorations

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.

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.

4.13 Audio/Visual Arrangements

Arrangements for use of Kelly Center Audio/Visual (A/V) equipment should be requested at the time the room set-up is obtained. Section 6 details available equipment at the Kelly Center.

It is recommended to arrive 30 minutes before the start of the event/meeting to allow time for connections, setting changes and final testing. The Kelly Center restricts the use of plugging outside equipment into the house sound systems without prior permission.

4.14 Piano

The piano located in the Kelly Center's Ray Gallery may be used for events when available. In order not to disturb other guests, arrangements must be made with the Kelly Center Coordinator prior to its use. 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. Professional piano movers are required to move the piano. The Kelly Center Coordinator will assist in the scheduling of the move in order to benefit all reservations.

The Kelly Center piano is tuned twice a year, it is the responsibility of the group to pay for additional tuning if desired, and only if there is time to schedule a tuning with existing reservations.

4.15 Movie & file viewing

The Kelly Center facilities are considered public viewing areas, in regard to purposes of showing films (movies) with copyright material. Therefore, any viewing a copyright material, unless expressly part of the instructional portion of a class, the sponsoring organization must obtain viewing rights to that material, prior to the event. Proof of those viewing rights must be provided to the Kelly Center staff prior to the event date.

4.16 Final setup instructions

You will be contacted the week prior to your event for room and AV set up needs. Any changes to the setup must be submitted to the Kelly Center Staff within one business day prior to the beginning

of the event. A fee may be charged for substantial changes in room configuration after the room has been setup. All event setup, tear down and housekeeping must be completed by the Kelly Center or Facility Services staff members to prevent damage to furniture and personal injury.

4.17 Permanently set space and furniture

Some rooms have pre-determined setups that cannot be changed. No groups are allowed to reconfigure these rooms. All furniture in public spaces within the Kelly Center is permanently placed. None of this furniture can be moved, rearranged or removed. If for any reason furniture is moved without prior written permission, a fee will be charged for resetting the furniture.

4.18 Clean up and damage charges

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 group holding the reservation will be held financially responsible for any special clean-up, maintenance or repair resulting from their event or activity. The Kelly Center does not allow painting or the use of glitter. If prohibited items are found to be used, there will be a special clean-up fee assessed to the organization.

4.19 Security arrangements

The Kelly Center reserves the right to require fire, police or other security personnel for events in the Kelly Center. The need shall be determined based on the time, place and type of event. Events requiring security coverage will not be permitted if adequate security is unavailable. The group sponsoring the event is responsible for all applicable security charges. Security may NOT be provided from agencies outside TCU Police or their designee. The Kelly Center Coordinator must receive a security plan and details 48 business hours prior to the event. All TCU Conference Services events must have on-site security as determined and approved by TCU Police.

4.20 Occupancy Capacity

All events must comply with occupancy regulations. Groups in violation of the occupancy numbers, as written in the fire code, will be asked to take immediate measures to become compliant. Failure to achieve compliance may result in the immediate closing of the event.

4.21 Guest deportment

Groups holding a reservation will be held accountable for the actions of the participants while in the Kelly Center.

4.22 Event timelines

All events must end within the event time frame. Please refer to section 3.04 for business hours.

4.23 Sound amplification

Sound amplification equipment may not be used in areas other than in the Cox Banquet Rooms and meeting rooms. Any exceptions to this must be approved through the Kelly Center Coordinator.

4.24 Late Requests

The Kelly Center staff may not be able to fulfill reservation requests received less than 48 hours prior to the proposed event. If an appropriate room is available, it may be assigned, but special services may not be available. Special services include changes in room arrangements or requests for audio-visual equipment.

4.25 Cancellations

Notice of cancellation must be given to the Kelly Center Coordinator 24 business hours prior to the meeting time. Failure to cancel a reservation in accordance with this policy may result in charges and/or the loss of future reservation privileges in the Kelly Center. If a cancellation is made after the room setup is complete, the organization or department will be charged a setup fee for the

unused reservation. If a change in setup is requested after the room is setup per prior information provided, a change in setup fee may be assessed.

University departments will be held responsible for all charges incurred as a result of any commitments made to facilitate the event. Failure to pay assessed fees can result in loss of usage privileges for sponsoring organizations.

Section 5: Kelly Center Rental Fees

5.01 Facilities Rental Costs

Events hosted by University departments and where the majority of the anticipated audience is TCU students, faculty, or staff may reserve rooms at no charge unless an admission fee is charged.

Events where admission is charged are subject to rental fees levied at the TCU sponsored rate.

- Room Charges
 - Cox Banquet Room:
 - 1 Cox Banquet Room: \$100/hour with a minimum four hour charge.
 - 2 Cox Banquet Rooms: \$200/hour with a minimum four hour charge.
 - 3 Cox Banquet Rooms: \$300/hour with a minimum four hour charge.
- If at least 50% of the anticipated audience members are TCU community members, room charges are reduced by 50%.
- If the event includes a catered plated or buffet meal provided by Sodexo, room charges are reduced by 50%. Rent reductions can be cumulative.
- This rate structure applies to all TCU groups where an admission fee is charged regardless of audience make up or organizing group.
- The Kelly Center Coordinator may modify rates.
- Audio/Visual (A/V) support that includes video projector and/or microphones is provided at no charge.
- Space reserved for set up and decorating time is billed at the existing rates.

5.02 Rent rate changes

Room rental rates are subject to change.

5.03 Required use of Conference Services

If more than fifty percent of an event's attendees are non-TCU affiliates, groups must make a reservation through TCU Conference Services at 817-257-7641. See section 4.04 for more information.

5.04 Fronting off-campus organizations

Texas Christian University departments may not serve as fronts for off-campus organizations. If fronting is discovered, outside rental rates will apply. University departments may co-sponsor events with off-campus organizations, as long as the mission of the outside group relates to the on-campus group and the conditions in section 5.03 are met.

5.05 Rental fee payment deadline

All rental and service charges are due 10 days before an event. See Section 10 for more billing information.

Section 6: Audio Visual/AV

6.01 Audio Visual/AV

The following audio visual equipment is available in the Kelly Center

- Cox Banquet Rooms
 - Projector
 - Screen
 - PC
 - Presentative advancer
 - VGA cord for laptop hook-up
 - HDMI cord for laptop hook-up
 - Podium with microphone
 - Hand-held microphone – one per room, total of 3 if all three rooms are used
 - Lavalier microphone – one per room, total of 3 if all three rooms are used
 - Table-top microphones
 - Listening devices

The Kelly Center restricts the use of plugging outside equipment into the house sound systems without prior permission.

6.02 Presentation Formats

In order for power point presentations to fit properly on the screens, please design your presentation in either 16:9 format. If you try to resave a completed presentation in this format it will only stretch your image. The procedure is as follows:

Go to the design tab on the ribbon, click on Slide Size and select Widescreen (16:9)

Please note that it is NOT necessary to format your presentation in this manner, it will still play in the previous format, however presentations fit the screen better in the widescreen format.

6.03 Apple Products

Presenters using Apple products are responsible for bringing any adapter necessary to allow it to communicate with either an HDMI or VGA cord.

6.04 Additional AV needs

For any audio/visual equipment that is unavailable through the Kelly Center, you may contact Instructional Services at 817-257-7171 or provide your own.

6.05 Staging Equipment

The Kelly Center does not own any type of staging equipment. Stages may be rented through an approved outside vendor. It is TCU's policy that all stairs leading up to a stage require a handrail.

6.06 Staffing

The Kelly Center staff will assist in setting up your audio visual equipment and insure that it is running correctly prior to the event. Staff will also assist with troubleshooting during the event should a problem arise. It is the group's responsibility to run their presentation. It is recommended to arrive 30 minutes before the start of the event/meeting to allow time for connections, setting changes and final testing.

6.07 Wi-Fi Access

Non-TCU guests will need to obtain a guest Wi-Fi account in order to access TCU's system. Should a group need several accounts for their guests, a list should be provided to the Kelly Center Coordinator at least two business days prior to the event.

Section 7: Decorations Policy

7.01 Decoration Plans

In order to accommodate the timeline of all of our events, decorating plans must be discussed and approved with the Kelly Center Coordinator the week prior to the event when the room set up is discussed. The Kelly Center staff must approve any special needs for decorations, exhibits and displays beyond the scope of this policy.

7.02 Decoration damage avoidance

No tape, glue, tacks or nails are permitted on the walls, doors, floors, ceilings, glass, woodwork, draperies, moveable walls or any painted surface in the Kelly Center. Groups that cause damage to the ceiling, floors or walls by taping or adhering items to the facility or furnishings will be assessed a damage fee or the actual cost of repair, whichever is greater.

7.03 Ingress and Egress

Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.

7.04 Fire hazards

Light bulbs may not be placed where heat from the bulbs might create a fire hazard. The Kelly Center does not allow any special effects equipment, such as smoke, fog and fire machines, sparklers, etc.

7.05 Banners and Displays

Banners and displays made with flammable materials may be used only where no danger of fire exists, as determined by the Kelly Center Coordinator. Banners must be flame resistant.

7.06 Decoration Labor

Groups utilizing decorations, exhibits or displays must arrange for labor to setup and remove materials. If a ladder is being used, groups will need to arrange for a TCU Facility Services staff to assist at their expense.

7.07 Loss of event supplies

The Kelly Center is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building. See section 2.11 for more information about Lost and Found items.

7.08 Event breakdown

A one hour time frame is allowed for the breakdown and clean-up of the room once the event time is completed. Decorations, exhibits and displays must be removed immediately following the event or activity, unless the Kelly Center staff has approved other arrangements.

7.09 Candles

Use of candles is generally not allowed and must be approved by the Kelly Center Coordinator. All candles must be enclosed in glass or floated in water to prevent a fire hazard.

7.10 Centerpieces

All table centerpieces must be non-flammable or constructed of flame resistant materials.

7.11 Decoration prohibitions

The Kelly Center does not permit hay, sand weights, confetti, rice, dance wax, powder or similar materials, including glitter, sequins paint, and glue. If these items are used, groups will be charged for any excessive cleanup.

Section 8: Advertising and Publicity

8.01 Advertising

The Kelly Center does not allow posting of any advertising or publicity in the facility.

8.02 Off-campus media

Non-TCU media requests should be directed to the TCU Office of Marketing & Communications.

8.03 Windows

Nothing may be affixed to windows in the Kelly Center without authorization. This includes paint, posters, flyers and other items.

8.04 Signs with stakes (Yard signs)

Yard signs may be used to direct attendees to the Kelly Center. These may be posted one day in advance of the event.

It is the responsibility of the department to remove the signs within one business day following the event's completion. If the signs are not removed by the required date, the department may be billed for removal.

Section 9: Catering Instructions

9.01 Kelly Center Hours

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 (817-257-7755) the times you will need the building unlocked for your event.

9.02 Catering Entrance

The catering entrance is located on the northwest side of the Kelly Center. A map showing the location can be found in Appendix I.

9.03 Prep Area

The catering prep area has a sink, a residential-size stove and oven, refrigerated storage units, an ice machine and electrical outlets. There are also two metal tables for food preparation.

9.04 Supplies

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.

9.05 Staffing

Any additional wait staff needed is the responsibility of the caterer.

9.06 Conference Rooms

Further information to be provided once rooms are available.

9.07 Justin Boardroom

Further information to be provided once room is available.

9.08 Tables

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.

9.09 Clean-Up

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. Due to construction there are bins located outside the kitchen entrance of the Kelly Center within the construction fence. If the area is left unsatisfactory, the caterer will be charged an additional fee.

9.10 Lost and Found

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.

9.11 Alcohol

Alcohol will not be served in the Kelly Center without the express written approval of the Vice Chancellor for Student Affairs. Requests should be submitted using the Request to Serve Alcohol Form to the Office of the Vice Chancellor for Student Affairs (817-257-7820) at least 10 business days prior to the event. This completed form must be on file at the Kelly Center prior to the event. Sodexo (817-257-5239) is the exclusive alcohol vendor for the University and once approved must be purchased and served by them.

9.12 Certificate of Liability Insurance

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 submitted to the Kelly Center Coordinator prior to the event and should be sent to TCU Box 297430, Fort Worth, TX 76129, Attn: Kelly Center Coordinator or emailed to kellycenter@tcu.edu. Please call 817-257-7755 with any questions. Outside groups must also provide a copy to Conference Services. A sample of what is required by TCU may be found in Appendix IV.

Section 10: Room and Event Billing Procedures

10.01 University Departments

Event invoices are processed through the Kelly Center Coordinator. Invoices include any extended hours charges as well as damages, excessive clean up or changes in setup fees within 48 hours of the event. Payment from University-affiliated groups is due in full to the Kelly Center upon receipt of invoice and may be paid by university department transfer. Checks should be made payable to TCU, and such payment should be submitted to the Kelly Center office. Please submit a copy of the transfer request to the Kelly Center Coordinator.

10.02 Non-University Rentals and/or Charges

All non-University related business is processed through the TCU Conference Services.

Section 11: Sanctions

11.01 Non-payment sanctions

Any group that violates any section of this manual or fails to pay all charges or debts incurred from a scheduled event and owed to the Kelly Center within 30 days after receiving an invoice may be denied the privilege of using the Kelly Center for a period of time deemed appropriate by the Kelly Center Coordinator.

11.02 Appeal Process

Any questions or appeals concerning billings for the usage of the Kelly Center must be submitted in writing to the Kelly Center Coordinator no later than 10 business days after a bill is received.

Section 12: Parking

12.01 General guidelines

Users and guests must abide by all TCU parking/traffic requirements, including but not limited to passenger and equipment loading/unloading, observance of authorized parking locations, and display of parking permits. Payments of citations for parking/traffic violations are the sole responsibility of the user and their guests.

The Kelly Center 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 services is recommended to transport guests to and from the Kelly Center. Shuttle service is **NOT** provided by the University or the Kelly Center.

12.02 Catering Entrance

The catering entrance is located on the northwest side of the Kelly Center. A map showing the location can be found in Appendix I.

12.03 Special parking arrangements/Valet

All special parking arrangements for on-campus events must be made with TCU Police. Valet parking must be arranged through the Kelly Center Coordinator. Valet expenses are paid directly to the Valet service provider by the organizer and organizer must use Rent-A-Frog, a valet company approved to work on TCU's campus.

Section 13: Insurance Requirements

13.01 Non-TCU Insurance Coverage

All non-University organizations reserving space in the Kelly Center must work with TCU Conference Services to ensure the proper insurance coverage.

13.02 Insurance exemption

All TCU University departments are exempt from this section unless the planned event is determined by TCU Police, Risk Management or the Kelly Center Coordinator to present enough risk or is of such magnitude to merit additional insurance.

Section 14: Outdoor Policies

14.01 Kelly Center Lawn

The lawn area to the west of the Kelly Center should be reserved through the Kelly Center Coordinator.

14.02 Rain site

It is recommended that an indoor location be reserved as a rain/weather site for all outdoor events.

14.03 Outdoor programming considerations

In planning an outdoor event, consideration must be given for concerns such as trash cans, mowing and watering schedules, as well as availability of electrical power. Organizers must work with the Kelly Center Coordinator to secure these requirements.

The sponsoring organization is responsible for the timely removal of all equipment and trash. The client that reserves the lawn is responsible for returning that area to the same condition it was in prior to its use. In order to be courteous to TCU's neighbors, any and all events **MUST** be completely finished, including tear-down and clean-up, no later than 10:00 pm.

14.04 Restroom Facilities

It is recommended that for parties of more than 100, portable restroom facilities be provided. The Kelly Center facilities are not available to accommodate attendees of events held on the Kelly Center Lawn.

14.05 Fire

Fire of any kind is prohibited without prior written confirmation from the Kelly Center Coordinator.

14.06 No on-campus camping

No campouts will be allowed on-campus without express permission from the Kelly Center Coordinator, TCU Police, TCU Physical Plant, TCU Conference Services and any other applicable departments. Issues such as restroom facilities, security and lighting must be addressed. Only TCU-affiliated groups will be considered for an on-campus campout. A faculty/staff member will be required to be on-site at all times during the event

14.07 Signage

No signage or ropes of any kind may be attached to trees. Absolutely no posting is allowed on trees, plants or objects in the landscape, lamp posts, exterior or interior walls, sidewalks, benches, windows or other surfaces not specifically designed for posting printed materials.

14.08 Furniture

If a need arises for tables and chairs to be used outside of the building, they may be rented through a TCU approved vendor. No furniture belonging to the Kelly Center is to be moved outside the building, including the patio, without prior written permission from the Kelly Center Coordinator.

14.09 Outdoor Staging

If a stage is needed for an outdoor event, please contact the Kelly Center Coordinator to discuss the event.

14.10 Outdoor equipment rental

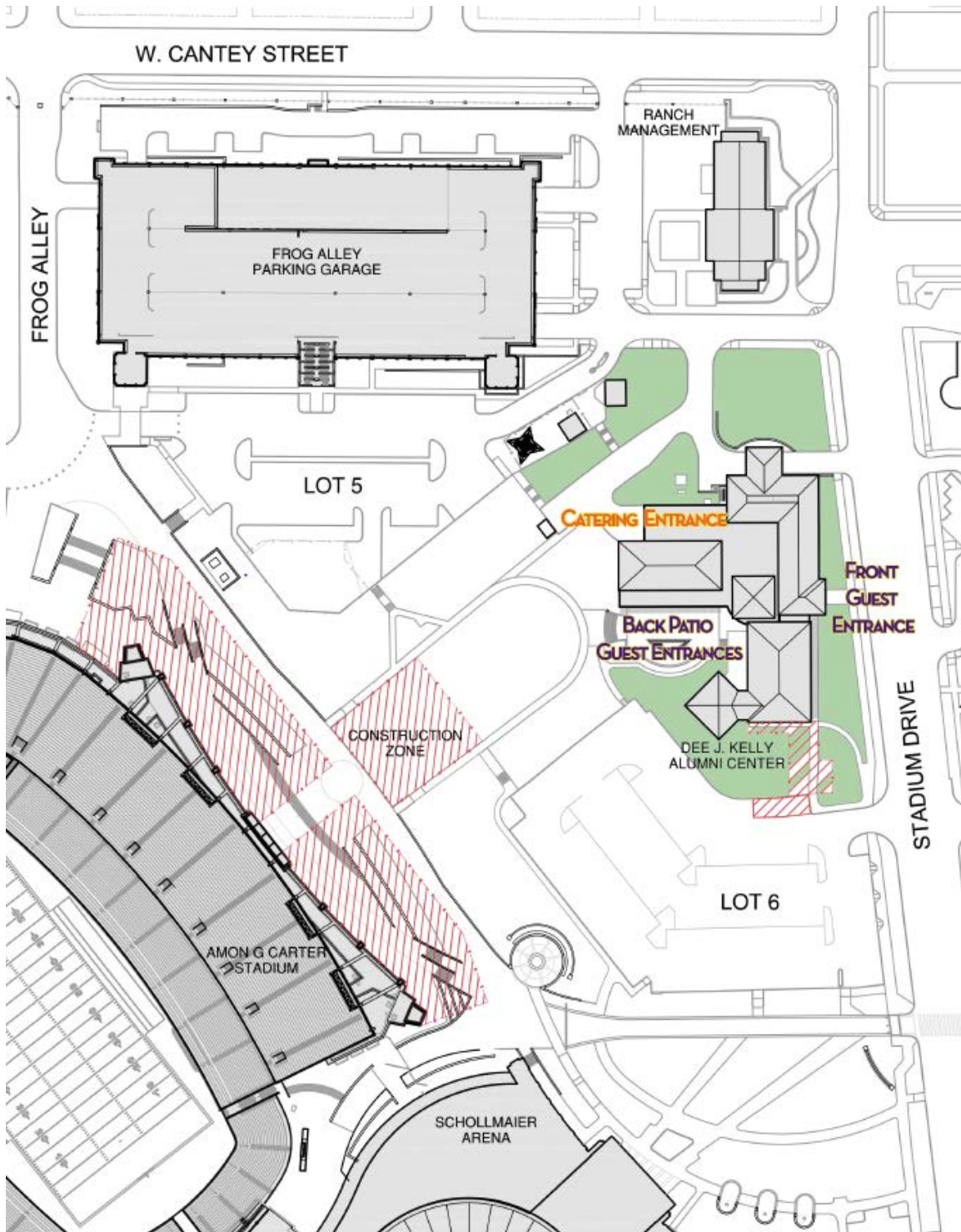
All outdoor equipment such as tents, grills, tables, etc., not reserved through Facility Services must be provided by a licensed and insured vendor and approved by the Kelly Center Coordinator. Tents are not to be staked into the ground. Any outdoor tenting should be coordinated with Physical Plant's grounds keeping department.

14.11 Noise

For outdoor events, all Fort Worth ordinances must be followed, including the Noise Ordinance (Fort Worth City Code Section 23.8). Per this ordinance, all bands and loud noise must cease between the hours of 10:30 pm and 7:00 am Monday through Saturday and all day on Sunday.

APPENDIX

Appendix I



Appendix II

Cox Banquet Room Setup Suggestions

Please note: diagrams are *not* to scale

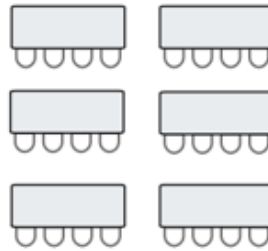
These are basic setups that are available for you to choose for your event. The number of tables per room varies by room size. Please refer to section 4.06 for room capacity per room.

Please see the Kelly Center coordinator for any special room arrangements.

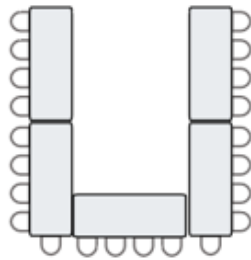
Lecture



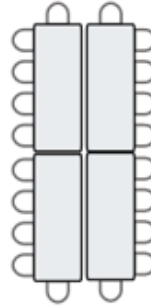
Workshop



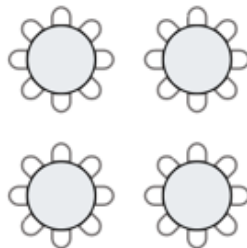
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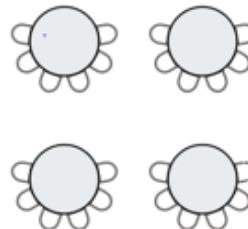
Conference



Rounds



Speaker Circle



Appendix III

Reservation Request Process Step by Step Instructions

1. Copy and paste this link: <http://ress.tcu.edu/tcu-kelly/> in your browser.
2. To begin select "Request a Room" at the top of the page.
3. On the calendar to the right, select the month of the event for which you wish to request a room. Use the arrows to the right and left side of the month on the calendar to select the month.
4. When you get to the month you need, select your specific date by clicking on it in the calendar.
5. Select the room you want (along the left side of the grid), then slide your mouse across the grid to the time that your event will begin. Click on the intersection of the event start time and the room.
6. You will be directed to a screen where you will need to select your department and enter your email address. Enter your information and click submit.
7. The contact information sheet will pop up. You will need to complete this form ONLY one time. Enter your contact information and click submit.
8. Finally you will be led through the request process step by step. Enter the information using the best information that you currently have as you proceed through the process.

You will almost immediately get an email summary of your reservation request – **this is only a summary, it is not a confirmation.** You will later receive an email that says, "This is your confirmation . . . "Please wait until you receive an email confirmation before you advertise or make further plans for your event.

If you have a question or a problem, please call the Kelly Center office at 817-257-7755 or email kellycenter@tcu.edu. Thank you in advance for your cooperation.

Hints before You Begin

- Reservations can be made through July 31, 2019.
- Please make sure the actual event times are on the Event Start/Stop Times. If you need more than 30 minutes for your set up, please enter that information in the box that asks: "Is there anything else that we need to know about your event (AV and set up)?"
- If you need to make multiple reservations that will all be at the same time and in the same location, enter the first date that you need as you begin the request process and then enter the additional dates when you get to the "Multiple Dates Needed" section.
- Please do your best to determine what the need of your event will be, i.e., attendance numbers, AV needs, etc., but remember that these needs can be tweaked as your event nears.

Appendix IV

<b style="font-size: 1.2em;">CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)																				
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.																						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).																						
PRODUCER <div style="text-align: center; font-size: 1.1em;">Vendors Insurance Agent Information</div>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext):</td> <td>FAX (A/C, No):</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS:</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A:</td> <td>NAIC #</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		CONTACT NAME:		PHONE (A/C, No, Ext):	FAX (A/C, No):	E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE		INSURER A:	NAIC #	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURED <div style="text-align: center; font-size: 1.1em;">Name and address of Insurance vendor</div>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <tr> <td colspan="2">INSURER A: Liability Insurance Company</td> </tr> <tr> <td colspan="2">INSURER B: Automotive Insurance Company</td> </tr> <tr> <td colspan="2">INSURER C: Excess Insurance Company</td> </tr> <tr> <td colspan="2">INSURER D: Workers' Compensation Ins. Co.</td> </tr> <tr> <td colspan="2">INSURER E:</td> </tr> <tr> <td colspan="2">INSURER F:</td> </tr> </table>		INSURER A: Liability Insurance Company		INSURER B: Automotive Insurance Company		INSURER C: Excess Insurance Company		INSURER D: Workers' Compensation Ins. Co.		INSURER E:		INSURER F:									
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INSURER E:																						
INSURER F:																						
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:																						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.																						
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																
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	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (if a occurrence) \$																
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						PERSONAL & ADV INJURY \$																
						GENERAL AGGREGATE \$ 2,000,000																
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/PROP AGG \$																
	POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/>																					
B	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT \$ 1,000,000																
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D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS \$																
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	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 500,000																
						E.L. DISEASE - POLICY LIMIT \$ 500,000																
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)																						
<p>The Certificate holder (TCU) is named as an additional insured or evidence of a blanket additional insured reflected.</p> <p>A Waiver of Subrogation stated in favor of the certificate holder or evidence of blanket Waiver of Subrogation reflected.</p>																						
CERTIFICATE HOLDER Texas Christian University Attn: Risk Management Department Box 297110 Fort Worth, Texas 76129				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.																		
AUTHORIZED REPRESENTATIVE Signature of Vendor's Insurance Agent																						

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this Acord form