DEE J. KELLY ALUMNI & VISITOR'S CENTER

Facility Policies and Procedures

2023-2024

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Section 1: Introduction

The Dee J. Kelly Alumni & Visitors Center's mission is to support TCU colleges and departments by providing services and facilities that enhance the campus community with integrity and to offer general information about TCU programs and services to prospective students, parents, alumni and visitors.

1.01 **Intention**
This manual is intended to facilitate the fair allocation and efficient use of facilities within the Dee J. Kelly Alumni & Visitors 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 approximately 1,800 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: 817-257-5578
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 Assistant Director of Kelly Center Operations and/or 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. Violators will be asked to leave the area.

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, as 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 shirt 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 Building Emergency Response Plan. 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 designated rally point which is located on the Kelly Center lawn, near the Amon G. Carter Stadium.

3.02 **AED Locations**
The Kelly Center is equipped with two Automatic External Defibrillators (AED). One AED is in the Ray Gallery just outside of Cox Banquet Room B. The other is located on the second level in the Alumni offices by the elevator.

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 Assistant Director of Kelly Center Operations and/or 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 be closed. 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 Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator.

If a need arises for staff to be available prior to 7:30 am or after 10:00 pm, any day of the week, a $60 half-hourly fee will be charged for staff after hours for any portion of the half hour. An hourly fee of $40 will be charged for staff during events on Saturdays and Sundays.

3.05 **Kelly Center Building Access**
The Assistant Director of Kelly Center Operations 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 Assistant Director of Kelly Center Operations and subject to approval.

3.06 **Maintenance**
Please submit any and all building concerns to the reception desk, Assistant Director of Kelly Center Operations, Kelly Center Coordinator, or any Student Employee. They may also be sent via email to kellycenter@tcu.edu. We will respond to all issues 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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 https://tcuunions.emscloudservice.com/web/. 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 817-257-4965.

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.

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
- The Murphy Conference Room
- The Scharbauer Library
- The Tucker-Scully Conference Room
- The Parrish Conference Room
- The Wallace Business Center
- Megan M. Boschini Conference Room
- The Irby and Miller Anteroom
- Janice L. Kelly Conference Room
- The Justin Boardroom
- Kelly Center Lawn
- Kelly Center north and front lawns

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** (See Appendix II for Setup Suggestions)

- Cox Banquet Rooms (configurable space) – 600 maximum occupancy, stand up, per Fire Marshall
  - One Section – 125 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 may be used in all three rooms.
- The Murphy Conference Room (configurable space)
  - Conference – 18
  - Luncheon - 48
  - Open Square - 24
  - U-Shape – 22
  - Workshop - 40
- The Scharbauer Library –(non-configurable space)
  - living room type setting, seating for six
- The Tucker-Scully Conference Room –(non-configurable space)
  - conference table, seating for 18
- The Parrish Conference Room (configurable space)
  - Conference – 10
  - Luncheon - 24
  - Open Square - 16
  - U-Shape – 12
  - Workshop – 16
- The Wallace Business Center (non-configurable space)
  - seating for 5
- Megan M. Boschini Conference Room (configurable space)
  - Conference – 18
  - Luncheon - 36
  - Open Square - 20

    - U-Shape – 14
    - Workshop - 22
- The Irby and Miller Anteroom (non-configurable space)
    - seating for 4
- Janice L. Kelly Conference Room (non-configurable space)
    - Conference – 18
    - Lounge area seating for additional 12
- The Justin Boardroom (non-configurable space)
    - Seating for 65 in audience
    - Additional 2 chairs at dais
    - Additional chair at secretary desk
    - Additional 2 chairs at AV desk

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 TCU's requirements 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 from the catering kitchen. Please see section 9.09 for further cleaning policies and fees.

Any outside food or beverage not being catered need to be approved at least 48 hours in advance by the Assistant Director of Kelly Center Operations

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. https://studentaffairs.tcu.edu/wp-content/uploads/2022/03/Request-To-Serve-Alcoholic-Beverages.pdf This completed form must be on file at the Kelly Center prior to the event.

Sodexo (817-257-5239 or catering@tcu.edu) is the exclusive alcohol vendor for the University and once approved must be purchased and served by them. Sodexo requires a 25 guest minimum for a beer and wine only bar. If you have an outside caterer there is a minimum of 50 guests with a beer and wine only bar. A full bar (liquor, beer and wine) has a 100 guest minimum. Any exceptions are on a case by case basis and should be directed to TCU Catering at catering@tcu.edu.

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 Assistant

Director of Kelly Center Operations and/or 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 plan 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 has a limited supply of purple table coverings for an 8' registration table. They are NOT to be used with food or beverages. Should they be soiled a $25 cleaning fee will be charged.

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.

4.12a **Storage**
The Kelly Center has limited facilities for storage purposes. Should a need arise to have items delivered prior to your event, or to be held pickup after your event, arrangements must be made with the Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator.

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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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. Please see section 9.09 for further cleaning policies and fees.

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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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: $200/hour with a minimum four hour charge.
    - 2 Cox Banquet Rooms: $400/hour with a minimum four hour charge.
    - 3 Cox Banquet Rooms: $600/hour with a minimum four hour charge.
  - The Justin Boardroom: $400/hour with a minimum four hour charge.
  - The Scharbauer Library: $150/hour charge
  - The Tucker-Scully Conference Room: $180/hour charge
  - The Parrish Conference Room: $150/hour charge
  - The Wallace Business Center: $150/hour charge
  - The Kritser Lobby and Atrium: $150/hour charge
  - The Murphy Conference Room: $180/hour charge
  - Megan M. Boschini Conference Room: $150/hour charge
  - The Irby and Miller Anteroom: $150/hour charge
  - Kelly Conference Room: $180/hour charge
  - The Joiner Lobby: $150/hour charge
  - Blackmon/Mooring Patio: $200/hour charge
- If at least 50% of the anticipated audience members are TCU community members, room charges are reduced by 50%.
- This rate structure applies to all TCU groups where an admission fee is charged regardless of audience make up or organizing group.
- The Assistant Director of Kelly Center Operations 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.
- Kelly Center Lawn – a flat fee of $500 will be charged for each event.
- Kelly Center north and south lawns – a flat fee of $250 will be charged for each event.

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 will be billed after the 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
  - TCU Network PC, keyboard, mouse, presenter remote
  - VGA cord for laptop hook-up
  - HDMI cord for laptop hook-up
  - Confidence monitor
  - Podium with microphone
  - Hand-held microphone – one per room, total of 3 if all three rooms are used
  - Lavaliere microphone – one per room, total of 3 if all three rooms are used
  - Table-top microphones
  - Listening devices
  - Teleconference capabilities
  - Video conference capabilities
  - Cable TV services
  - Air media
  - Catch Box microphone
- The Murphy Conference Room
  - TCU Network PC, keyboard, mouse, presenter remote
  - HDMI and/or VGA cords
  - Teleconference capabilities
  - Video conference capabilities
  - Cable TV services
  - Air media
- The Tucker-Scully Conference Room
  - TCU Network PC, keyboard, mouse, presenter remote
  - HDMI and/or VGA cords
  - Teleconference capabilities
  - Video conference capabilities
  - Cable TV services
  - Air media
- The Parrish Conference Room
  - TCU Network PC, keyboard, mouse, presenter remote
  - HDMI and/or VGA cords
  - Teleconference capabilities
  - Video conference capabilities
  - Cable TV services
  - Air media
  - Writeable wall
- Megan M. Boschini Conference Room
  - TCU Network PC, keyboard, mouse, presenter remote
  - HDMI and/or VGA cords
  - Teleconference capabilities
  - Video conference capabilities
  - Cable TV services
  - Air media
- Janice L. Kelly Conference Room
  - TCU Network PC, keyboard, mouse, presenter remote
  - HDMI and/or VGA cords

    - Teleconference capabilities
    - Video conference capabilities
    - Cable TV services
    - Air media
- The Justin Boardroom
    - TCU Network PC, keyboard, mouse, presenter remote
    - HDMI and/or VGA cords
    - Blu Ray Player
    - Teleconference capabilities
    - Video conference capabilities
    - Cable TV services
    - Air media
    - Hand-held microphone
    - Lavaliere microphone
    - 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. To set this format, 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 817-257-7121 or provide your own.

6.05 **Staging Equipment**
The Kelly Center has two 4′ x 6′ x 16″ stages available for event usage within the Kelly Center. They can be combined for a larger 4′ x 12′ or 8′ x 6′ stage. A set of stairs and a handrail is also available along with black skirting. A flat fee of $100 per unit will be charged when used.

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 Assistant Director of Kelly Center Operations 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator (817-257-4965) 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 behind the Cox Banquet Rooms has a sink, a residential-size stove and oven, microwave oven, refrigerated storage units, an ice machine and electrical outlets. There are also two metal tables for food preparation.

There is another catering prep area between the Janice L. Kelly Conference Room and the Megan M. Boschini Conference Room. It has a sink, residential-size refrigerator, ice machine, toaster oven and a microwave oven. There are outlets for two catering hot boxes. There is also counter space 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. The Kelly Center has a limited supply of purple table coverings for an 8' registration table. They are NOT to be used with food or beverages. Should they be soiled a $25 cleaning fee will be charged.

9.05 **Staffing**
Any additional wait staff needed is the responsibility of the caterer.

9.06 **Conference Rooms**
Food and drink are allowed in all conference rooms.

9.07 **Justin Boardroom**
Food is not allowed in the Boardroom. Drinks may be served as long as coasters are used at all times.

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. If the area is left unsatisfactory, the caterer will be charged an additional fee.

Effective 6/1/2020, all events serving food will be charged a cleaning fee. An invoice will be sent from an outside contractor. It is your responsibility to pay them directly.

21 – 50 attendees - $220.00
51 – 100 attendees - $250.00
101 – 200 attendees - $295.00
201 – 300 attendees - $440.00
301 – 400 attendees - $480.00
401 – 500 attendees - $595.00
501 + attendees - $745.00

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. https://studentaffairs.tcu.edu/wp-content/uploads/2022/03/Request-To-Serve-Alcoholic-Beverages.pdf This completed form must be on file at the Kelly Center prior to the event.

Sodexo (817-257-5239 or catering@tcu.edu) is the exclusive alcohol vendor for the University and once approved must be purchased and served by them. Sodexo requires a 25 guest minimum for a beer and wine only bar. If you have an outside caterer there is a minimum of 50 guests with a beer and wine only bar. A full bar (liquor, beer and wine) has a 100 guest minimum. Any exceptions are on a case by case basis and should be directed to TCU Catering at catering@tcu.edu.

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 Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator prior to the event and should be sent to TCU Box 297430, Fort Worth, TX 76129, Attn: Assistant Director of Kelly Center Operations or emailed to kellycenter@tcu.edu. Please call 817-257-4965 with any questions. Outside groups must also provide a copy to Conference Services. A sample of TCU's requirements may be found in Appendix IV.

Section 10: Room and Event Billing Procedures

10.01 **University Departments**
Event invoices are processed through the Assistant Director of Kelly Center Operations. 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 Assistant Director of Kelly Center Operations.

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 Assistant Director of Kelly Center Operations

11.02 **Appeal Process**
Any questions or appeals concerning billings for the usage of the Kelly Center must be submitted in writing to the Assistant Director of Kelly Center Operations 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/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**
All lawn areas surrounding the Kelly Center should be reserved through the Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or 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 Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator and Campus Police.

14.06 **No On-Campus Camping**
No campouts will be allowed on-campus without express permission from the Assistant Director of Kelly Center Operations, 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 Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator.

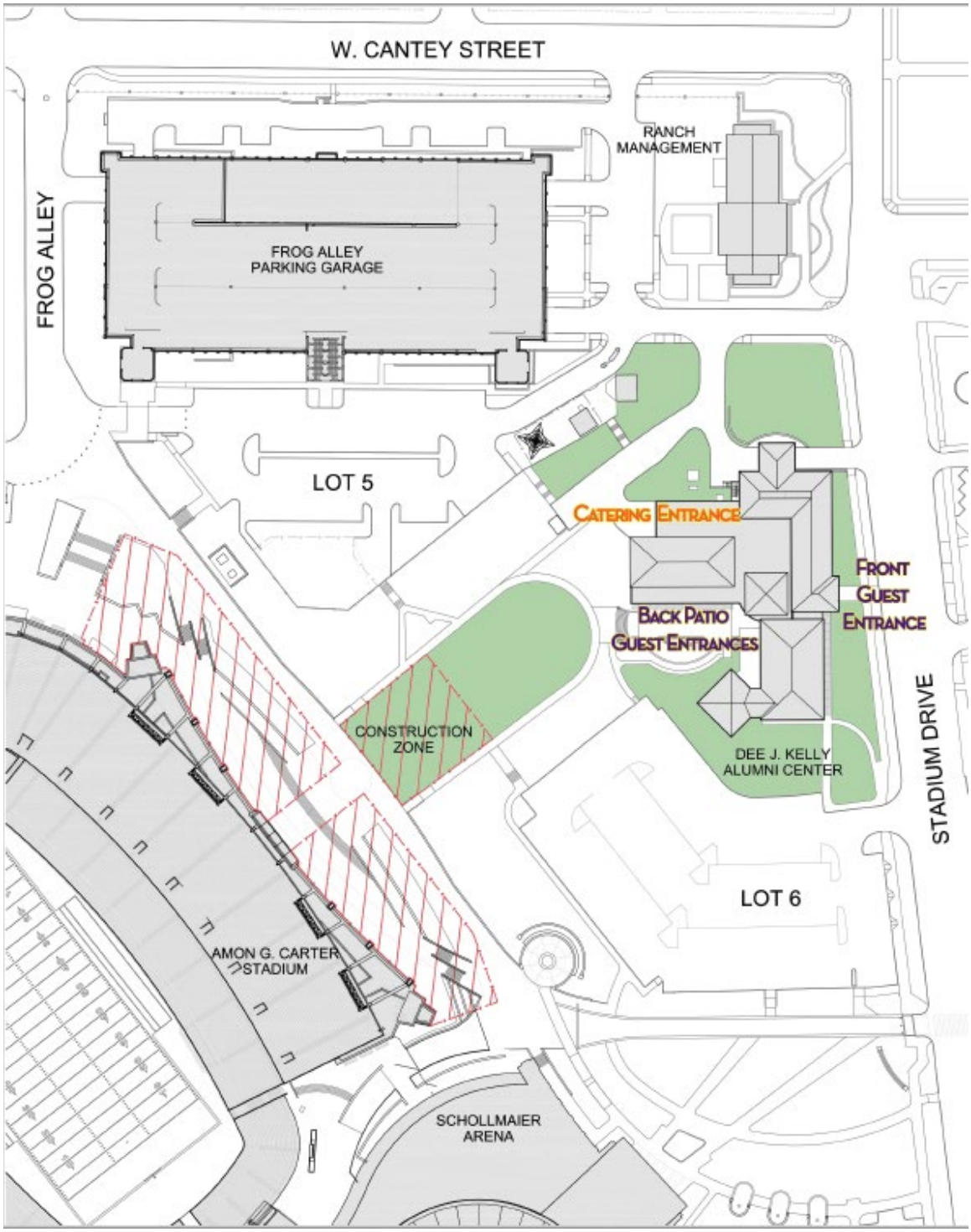
14.09 **Outdoor Staging**
If a stage is needed for an outdoor event, please contact the Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator to discuss the event.

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 Assistant Director of Kelly Center Operations and/or the Kelly Center Coordinator. Tents are not to be staked into the ground. Any outdoor tenting should be coordinated with Physical Plant's groundskeeping 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


W. CANTEY STREET
RANCH MANAGEMENT
FROG ALLEY
FROG ALLEY PARKING GARAGE
LOT 5
CATERING ENTRANCE
FRONT GUEST ENTRANCE
BACK PATIO GUEST ENTRANCES
CONSTRUCTION ZONE
DEE J. KELLY ALUMNI CENTER
STADIUM DRIVE
LOT 6
AMON G. CARTER STADIUM
SCHOLLMAIER ARENA

Appendix II

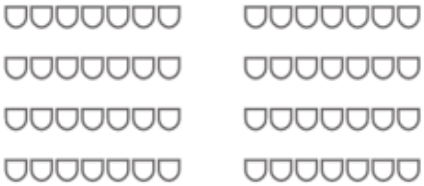
Cox Banquet Room
Setup Suggestions

Please note: diagrams are *not* to scale

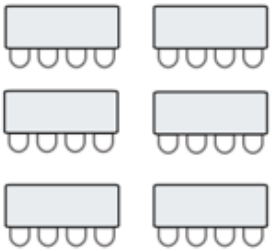
These are basic setups that are available for you to choose for your event. The number of tables per room varies by room size. Please refer to section 4.06 for room capacity per room.

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

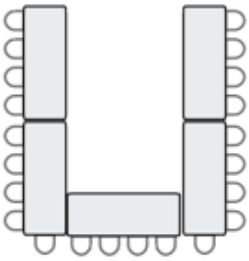
Lecture



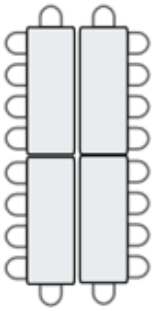
Workshop



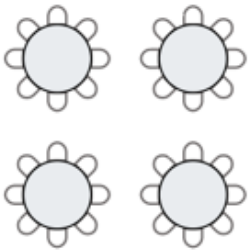
Open U



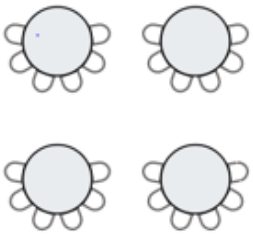
Conference



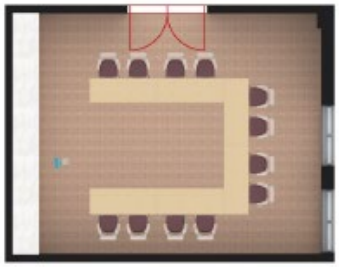
Rounds



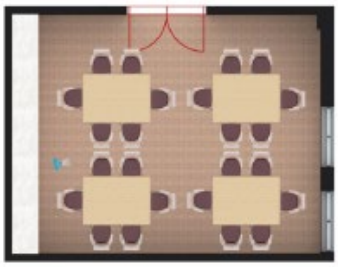
Speaker Circle



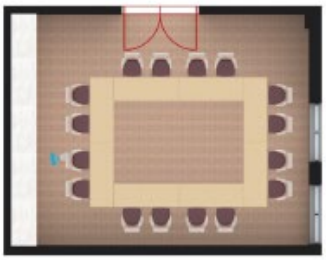
The Parrish Conference Room
Setup Suggestions



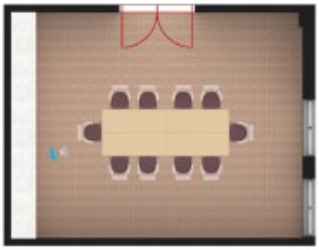
U-Shape – capacity 12



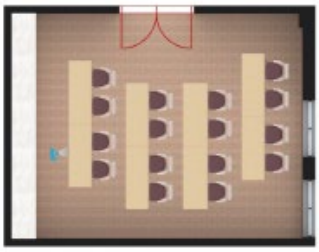
Luncheon – capacity 24



Open Square – capacity 16

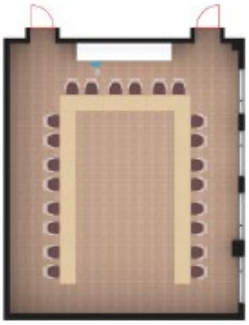


Conference – capacity 10



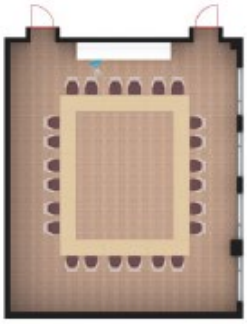
Workshop – capacity 16

The Murphy Conference Room
Setup Suggestions



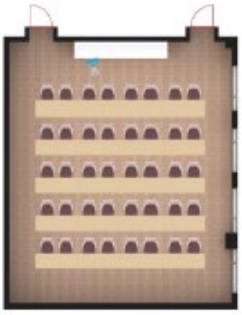
U-Shape – capacity 22

Luncheon – capacity 48



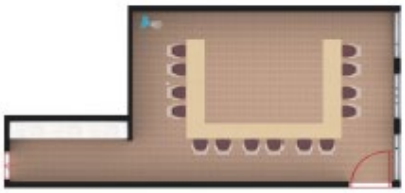
Open Square – capacity 24

Conference – capacity 18



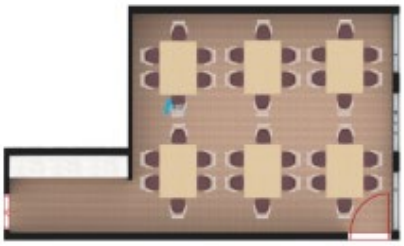
Workshop – capacity 40

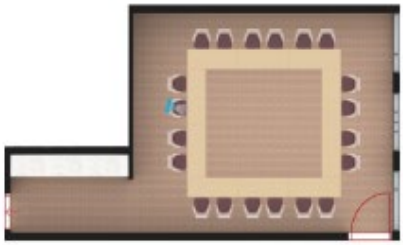
Megan M. Boschini Conference Room
Setup Suggestions



U-Shape – capacity 14

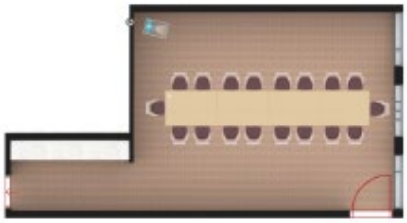
Luncheon – capacity 36

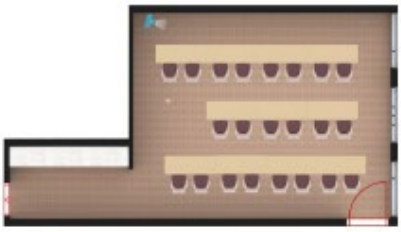




Open Square – capacity 20

Conference – capacity 18





Workshop – capacity 22

Appendix III

Reservation Request Process
Step by Step Instructions

1. Copy and paste this link: https://tcuunions.emscloudservice.com/web/ in your browser. It is best to use Chrome as your browser. Sign in using your TCU credentials.

2. The last category under "My Reservation Templates" is "Reserve space at the KELLY CENTER", click the "book now" box.

3. Select the date and time frame you wish for your event. Please select the event time only, setup time and tear down time is allowed for each room. Should you need more time than designated, you may request that in the special items/notes section.

4. 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 then click on the "Recurrence" box to the right of the original date.

5. Click on the blue box "Let Me Search for A Room". If you wish, you may select the setup type requested. The default number of people is 9999. You will need to adjust this number in order to locate a room that best fits your needs.

6. When you click search it will bring you to a schedule screen showing available rooms for the date and time requested. A box will pop up if you click on the name of the room. It gives room details, setup types and capacities for each, features of each room, images of the space along with suggested setup diagrams.

7. Select the room you want (along the left side of the grid), and click the "+" sign. Then click "add room".

8. You will see the number of attendees you requested. If you have not selected a setup type, the drop down list will give you the setups available for the particular space selected. Click on Next Step.

9. The Services page will walk you through the available AV equipment for the room selected, catering and alcohol needs, furniture and special items. There is a space to type in notes and special requests. Once you have selected everything you need to click the "^" to return to the top of the page and click the next step button.

10. This takes you to the Reservation Details tab where you will input your event name and further information. Be sure to check that you've read and agree to the terms and conditions. The link will take you to the current Kelly Center facility policies and procedures.

11. This will then direct you to the Reservation Created page where you will have an option to add this to your outlook calendar and edit your reservation.

You will receive a confirmation email summary of your reservation request once it has been approved. 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 817-257-5578 or email kellycenter@tcu.edu. Thank you in advance for your cooperation.

Appendix IV

ACORD

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

Vendors Insurance Agent Information

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
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 :		

INSURED

Name and address of Insurance vendor

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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC						EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$
								$
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
C	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

Occurrence box must be checked

Will the Certificate expire before the work is completed?

limits can be higher

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate holder (TCU) is named as an additional insured or evidence of a blanket additional insured reflected.

A Waiver of Subrogation stated in favor of the certificate holder or evidence of blanket Waiver of Subrogation reflected.

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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Must be issued on this Acord form