



# **DEE J. KELLY ALUMNI & VISITORS CENTER**

**Overview of Reservation Rates & Charges  
2025-2026**

## Room Charges

Events hosted by University departments and where the majority (50% or more) of the anticipated audience is TCU students, faculty, or staff may reserve rooms at no charge unless an admission/registration fee is charged. Events where admission is charged are subject to rental fees levied at the TCU-sponsored rate.

Events in which the majority of the anticipated audience is NOT TCU students, faculty, or staff or those in which an admission fee is charged will be charged an hourly room usage charge. The Manager of the Kelly Center can provide an overview of costs associated with reserving rooms at request.

Outdoor lawn spaces of the Kelly Center are also reservable at a fixed rate. There are restrictions for when these spaces can be reserved. Kelly Center lawn spaces are not reservable on days in which there are home football games. Reserving a lawn in the Kelly Center does not automatically provide access to the Kelly Center for bathroom usage and facility usage. If you would like to have access to the Kelly Center during your reservation, you must discuss this request ahead of time with the Kelly Center Manager.

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.

Audio/Visual (A/V) support that includes video projector and/or microphones is provided at no charge.

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. In order to begin the process of working with University Events, please fill out their event request form:

<https://forms.monday.com/forms/61193037b28223fbad3513242b0b3485?r=use1>.

Room rates are billed by the hour, with the the Cox Ballrooms and Justin Boardroom having a 4-hour minimum. These rates include the hours of your event and include any time needed to set-up for the event and time to tear down the event. At the time of submitting your reservation request, please consider how much time you will need for set-up and tear down.

Outdoor spaces including the Kelly Center Lawn, North Lawn, and South Lawn are billed at a flat fee for each event.

To inquire about specific room rates, please contact the Manager of the Kelly Center.

Room rental rates are subject to change.

## Staffing Charges

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 event contact to arrange with the Manager of the Kelly Center to have the building unlocked and staffed for your event at a fixed staffing rate depending on the needs of your event.

Kelly Center staff must be present whenever the building is in use. For any event that needs access to the building outside of normal business hours, a staffing charge will be invoiced to the event contact. A staff member must be present in the building 30 minutes before and after an event. The cost for those hours will be reflected in the invoice.

Note: the staff cost associated with any event that takes place outside of regular business hours ensures that a Kelly Center staff member will be present to unlock the building, assist with AV set-up, and answer any questions as it pertains to your event.

#### **Early Morning Staffing (6:00 AM-8:00 AM)**

Any event needing access to the Kelly Center prior to 8:00 AM Monday-Friday requires approval from the Manager of the Kelly Center and will have an early morning staffing fee. For events hosted by TCU departments with internal attendees, the early morning staffing charge is \$30.00/half hour. For conferences and external groups, the staffing charge from 6:00 AM-8:00 AM is \$60.00/half hour.

#### **Extended Morning Staffing (Prior to 6:00 AM)**

Should your event request access to the building prior to 6:00 AM, you will need approval from the Kelly Center Manager and the cost for staffing before 6:00 AM is \$80/half hour.

#### **Weeknight Staffing (5:00 PM-10:00 PM)**

An after-hours staffing charge will be added to any events that require access to the building after 5:00 PM Monday-Friday. For events hosted by TCU departments with internal attendees, the weeknight staffing charge is \$25.00/hour. For conferences and external groups, the staffing charge is \$50.00/hour.

#### **Extended Evening Staffing (After 10:00 PM)**

Please factor any tear-down time into your event to ensure your group is out of the building by 10:00 PM. Should Kelly Center staff need to stay beyond 10:00 PM as a result of a delay in your event groups leaving the building in a time manner, an \$80 half-hour charge will be added to your event.

#### **Weekend Staffing (Saturdays & Sundays)**

Any event occurring on the weekend will need prior approval from the Kelly Center Manager. There is a \$50 hourly staffing cost for any event taking place on Saturdays and Sundays.

#### **AV Student Assistant**

Should you want a staff member to be fully dedicated to your event and remain in room during the duration of your event to assist with AV, that will need to be requested and approved by the Manager of the Kelly Center. The cost of having a dedicated Kelly Center student worker present for your event is \$50 per hour. There is not a guarantee that a staff member will be available to provide on-site AV support depending on the time of your event and the availability of the Kelly Center Staff Members. Please coordinate in advance with the Kelly Center Manager if you are interested in having on-site support.

## Equipment Charges

### Stage:

The Kelly Center has two 6' x 8' x 16" stages available for event usage within the Kelly Center. They can be combined for a larger 8' x 12' or 6' 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. These stages are provided at a first come, first serve basis. Please include a stage in your reservation request if you have desire to utilize a stage.

### Cleaning Charges:

In order to maintain upkeep of the building, professional cleaning is contracted out by TCU Facilities for events of the following nature:

- Any event serving food
- Any event with 100+ attendees
- Any event taking place on the weekend

Please see the set cleaning rates for June 2025- May 2026:

0-50 Attendees: \$240.00

51-100 Attendees: \$270.00

101-200 Attendees: \$320.00

201-300 Attendees: \$465.00

301-400 Attendees: \$510.00

401-500 Attendees: \$610.00

501+ Attendees: \$810.00

An invoice will be forwarded to the primary event contact by the Kelly Center Manager following your event. The email will provide the invoice and contact information from the outside contractor. It is your responsibility to pay them directly.

For any event in which 50% or more of attendees are current TCU students, the cost of cleaning will be assumed by TCU Facilities.

## Misc. Fees

### 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 Manager 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 Manager will assist in the scheduling of the move in order to benefit all reservations. There is a flat rate of \$75.00 for use of the Kelly Center piano for events in addition to any associated costs with relocating the piano.

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.

### **Reconfiguration Fee**

May result if any furniture is moved without prior written permission from the Kelly Center Manager. If a change in setup is requested after the room is setup per prior information provided, a change in setup fee may be assessed.

### **Printing**

The Kelly Center staff can assist in printing documents needed for events hosted within the facility. While advanced notice is preferred, the Kelly Center can print at the time of an event in case of emergency. A charge will be assessed per sheet printed. The rates are factored for printing 8.5"x11" sheets. Any specialty printing will need approval and may incur a larger printing fee. Please see the cost of printing below:

- Black & White Copies- \$0.25 per page
- Color Copies- \$0.50 per page

### **Cancellation Fee**

Notice of cancellation must be given to the Kelly Center Manager 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.

### **Equipment Available At Request- No Charge**

- Rolling whiteboard & markers
- Rolling Coat Rack
- AV Equipment
- Tables
- Chairs
- Registration Table & Chairs
- Extension cords/power strips: in limited amount. Must be requested in advance

### **Not Provided by the Kelly Center**

- Linens for any tables
- Items for food service: serving utensils, plates, bowls, cutlery, etc.
- Pipe & Drape

- Table décor/centerpieces
- Extra AV components outside of what is included in each room
- Chargers for personal devices
- Moving carts or dollies for set-up/tear-down

## Invoice Process

Event invoices are processed through the Kelly Center Manager. Invoices include any extended hours, equipment hours, room rates, miscellaneous fees, damages, excessive clean up or changes in setup 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 Manager.

For any event working with University Events, an invoice detailing Kelly Center charges will be sent to the Director of University Events to submit for payment and communicate final billing to the event host.

Any event in which a cleaning fee is assessed will be forwarded an invoice from the Kelly Center Manager with instructions to submit payment directly to the contacted cleaning company.

Failure to submit payment for invoices will result in further follow-up and possibly removal of ability to reserve future events in the Kelly Center.