



DEE J. KELLY ALUMNI & VISITORS CENTER

**Facility Policies and Procedures
2026-2027**

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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 2,000 meetings/events annually, this prohibits our ability to reserve space for undergraduate and graduate student organizations. This includes academic, social, and religious organizations that are chartered and maintained through Student Activities or academic departments. Student Leadership groups sponsored through Leadership & Student Involvement are reviewed and considered on a first-come, first-served basis; however, there is no guarantee of approval for student leadership groups within the Kelly Center. There are other facilities available on campus specifically for these groups, such as the Brown-Lupton University Union and King Family Commons Building.

1.02 Physical Address and Contact Information

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

Mailing address: 2820 Stadium Drive TCU Box 297430, Fort Worth, TX 76129.

General Kelly Center Telephone: 817-257-5578

Kelly Center Manager: 817-257-7778

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 Manager 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 Campus Environment & Conduct

The Kelly Center operates within a tobacco-free and weapons-free campus environment. The possession or use of tobacco products, firearms, explosives, fireworks, or hazardous materials is strictly prohibited, except as permitted under applicable university policies.

Disorderly or unsafe conduct—including running, horseplay, or the throwing of objects—is not permitted within the facility or surrounding areas. The use of recreational equipment such as rollerblades, scooters, skateboards, or bicycles is prohibited inside the building and on adjacent

pedestrian surfaces when used for recreational purposes. Violators may be asked to leave the premises.

2.02 Compliance with Laws & University Regulations

All visitors and guests are expected to comply with university policies as well as all local, state, and federal laws. This includes adherence to traffic and parking regulations, with parking permitted only in designated spaces. Driving or parking on unpaved areas is prohibited.

The possession, use, manufacture, or distribution of illegal drugs or controlled substances is strictly prohibited.

2.03 Safety & Emergency Procedures

Tampering with fire alarms, fire suppression systems, or firefighting equipment is strictly prohibited and may result in prosecution. In the event of a fire alarm, all occupants must immediately evacuate the building.

The Kelly Center reserves the right to require police, fire, or other security personnel for events, based on risk assessment. Required security must be coordinated through authorized university channels, and event organizers are responsible for associated costs.

2.04 Facilities Use & Protection

Any act of damage, theft, or vandalism, or the unauthorized removal of property, will be referred to the appropriate authorities. The use of fountains for swimming or wading is prohibited.

Unmanned aircraft systems (drones) are not permitted without [prior approval](#) through Risk Management.

The Kelly Center is not responsible for lost, stolen, or damaged personal property. Lost and found items are held for one week before being transferred to campus police.

2.05 Solicitation & Commercial Activity

Solicitation, sales, or promotional activities are prohibited without prior approval from the Kelly Center Manager. All requests must comply with university policies and applicable laws.

Approval will not be granted for activities that:

- Primarily benefit individuals rather than the university community
- Conflict with existing campus vendors or services
- Violate contractual agreements or university interests

University-sponsored activities may be permitted with prior authorization.

2.06 Media, Photography & Videography

All photography and videography within the Kelly Center require prior approval. Activities must respect the privacy and consent of all individuals. No individual may be recorded without their permission.

Use of university branding, including logos, is prohibited without authorization. Any complaints regarding recording activities may result in immediate termination of such activities.

2.07 Attire & General Expectations

All individuals must wear appropriate attire, including shirts and shoes, while in the facility. Individuals who do not comply may be asked to leave.

2.08 Event Safety, Capacity & Security

All events must comply with posted occupancy limits and fire code regulations. Event organizers are responsible for ensuring compliance at all times. Failure to comply may result in the suspension or termination of the event.

A security plan may be required and must be submitted in advance when applicable.

2.09 Decorations & Fire Prevention

To ensure safety and facility preservation, the following restrictions apply:

- Candles are prohibited unless specifically approved and must be enclosed in glass or water.
- All decorations and centerpieces must be non-flammable or flame-resistant.
- Materials such as hay, sand, confetti, glitter, rice, wax, powders, or similar substances are not permitted.
-

Groups may be charged for damages or excessive cleaning resulting from prohibited materials.

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. You can view the designated map for the Kelly Center at <https://publicsafety.tcu.edu/wp-content/uploads/2025/11/LM-Dee-J.-Kelly-Alumni-Center.pdf>.

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.

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 & Staffing Charges

The Kelly Center will be closed for all official University holidays, including any weekends directly adjacent to federal or university holidays.

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 or cancelled.

The regular operating hours of the Kelly Center are Monday through Friday, 8:00 AM to 5:00 PM. The Kelly Center can be reserved from 7:00 AM-10:00 PM each day of the week, with prior approval. For any events needing access to the Kelly Center outside of normal business hours, an hourly staffing charge will be applied. Staffing charges will be added to a received reservation request; however, the final invoice amount will be updated to reflect the actual hours worked by Kelly Center employees.

3.04a Early Morning Staffing (6:00 AM-8:00 AM)

Any event needing access to the Kelly Center prior to 8:00 AM requires approval from the Kelly Center Manager and will have an early morning staffing fee. The cost for early morning staffing before 8:00 AM is \$30.00/half hour.

3.04b 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 \$80.00/half hour.

3.04c 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. The cost for early morning staffing before 8:00 AM is \$30.00/hour.

3.04d Extended Evening Staffing (After 10:00 PM)

Please factor any teardown 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 timely manner or should your event extend past 10:00 PM with prior approval from the Kelly Center Manager, an \$80/half-hour charge will be added to your event.

3.04e Weekend Staffing (Saturdays & Sundays)

Any approved event taking place on a Saturday or a Sunday between 8:00 AM and 10:00 PM will be charged an hourly staffing rate of \$50.00/hour. Should the event need access before 8:00 AM or after 10:00 PM, the same rates for the Early Morning Staffing (\$30.00/half-hour) and Extended Evening Staffing(\$80.00/half-hour) will apply.

3.04f AV Student Assistant

Should you want a staff member to be fully dedicated to your event and remain in the room during the duration of your event to assist with AV, that will need to be requested and approved by the Kelly Center Manager. The cost of having a dedicated Kelly Center student worker present for your event is \$50 per hour. There is no 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.

3.05 Kelly Center Building Access

A Kelly Center staff member is required to be present for the duration of an event. Access needed prior to your event should be arranged with the Kelly Center Manager. There may be special exemptions added in which full-time TCU employees will be granted temporary card access for the Kelly Center. All requests for card access and keys to the building must be submitted to the Kelly Center Manager and are subject to approval.

3.06 Maintenance

Please submit any and all building concerns to the reception desk, Kelly Center Manager, 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.

Section 4: Facility Reservations & Usage Policies

4.01 Event Reservations

Online reservations may be made through Mazévo at mymazevo.com by logging in with your normal TCU credentials. **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 817-257-7778.

4.02 Advertisement for Event

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

When marketing an event hosted in the Dee J. Kelly Alumni & Visitors Center, the full building name should be listed on all marketing materials, including flyers, graphics, emails, etc..

Dee J. Kelly Alumni & Visitors Center

4.03 Reservation Priorities

Kelly Center facilities are generally reserved on a first-come, first-served basis. Priority is given to high-profile University events and events hosted by Alumni Relations. 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 ensure comparable meeting space. If changes are necessary, you will be consulted in advance of the change.

4.03a **Special Events/Event Notification/Security Assessment**

You are required to submit a security assessment form so that any security needs can be identified and addressed. This form should be completed no less than 14 days before your event:

<https://police.tcu.edu/special-events/>

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 its attendees who are not TCU-affiliated must reserve space through University Events. 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 & Visitors Center:

- Cox Banquet Room (divisible into up to 3 separate rooms)
- The Ray Gallery
- Patio
- The Murphy Conference Room
- The Scharbauer Library
- The Tucker-Scully Conference Room
- The Parrish Conference Room
- The Wallace Business Center
- The Megan M. Boschini Conference Room
- The Irby and Miller Anteroom
- The Janice L. Kelly Conference Room
- The Justin Boardroom
- Kelly Center Lawn (not reservable during football season)
- Kelly Center north and front lawns (not reservable during football season)

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 375 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 an additional 12
- The Justin Boardroom (non-configurable space)
 - Seating for 65 in the audience
 - Additional 2 chairs at the dais
 - Additional chair at secretary desk
 - Additional 2 chairs at the AV desk

4.07 Post-Reservation Space Arrangements

Communication regarding your reservation request 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 setup, and other arrangements may be made.

You will be contacted by the Kelly Center staff two weeks prior to your event for your room and AV setup needs. Your prompt response to the final questions regarding your event details and set-up is appreciated. Failure to provide responses ahead of your reservation may result in the room being configured as is or the event being cancelled by Kelly Center staff.

Please see the **Room Capacities & Layout PDFs** on the Kelly Center website to review configurations and set-up examples (also available in Appendix II).

4.08 Food Service Policy & Associated Fees

When submitting the room reservation request, please select if you intend to cater for your event. If catering is desired, the group hosting the event is responsible for making the arrangements. Reservations in the Kelly Center are permitted to use external catering companies if they would like to explore options outside of TCU's food-service provider, Sodexo.

Should you like to cater through Sodexo, you can call their office (817-257-5239) or reach out via email (catering@tcu.edu) to begin the planning process. Should Sodexo have any specific table needs when catering your event, please communicate those in advance to the Kelly Center Manager. As TCU's contracted food-service provider, Sodexo has access to the Kelly Center and generally will not require the building to be staffed by Kelly Center employees should they need access to the building outside of regular business hours..

Any outside food or beverage not being catered through Sodexo needs to be communicated at least 48 hours in advance by the Kelly Center Manager. Any external catering used is expected to comply with the Kelly Center's catering policy, found in Section 9. Should your external caterer need access to your reserved rooms prior to your reservation, approval will need to be granted from the Kelly Center Manager. Should your caterer need access to the building outside of business hours, the staffing rates apply (see section 3.04).

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.

4.08A. A fee will be assigned for any group utilizing an external caterer (i.e. not Sodexo) in the Cox Banquet Hall. This new fee is assessed to cover the cost of the catering kitchen deep cleans that occur regularly throughout the year. For groups with over 20 attendees, catering meals (does not include light snacks or drinks only), the fee breakdown is included below:

One Section of the Cox Banquet Hall:	\$25.00
Two Sections of the Cox Banquet Hall:	\$50.00
Three Sections of the Cox Banquet Hall (full space):	\$75.00

Additional catering instructions can be found in Section 9.

4.09 Red Beverage Prohibition

Red beverages may not be served in the Kelly Center. Should carpet cleaning be required following an event, the cost to clean the carpets may be assumed by the event host.

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.

If your event is serving alcohol, an Event Notification/Security Assessment Form must be completed in order to determine any security needs and arranged: <https://police.tcu.edu/special-events/#tab-1j8x3ax9-event-notification-security-assessment>

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 Manager, 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 Cox Banquet Hall has the following table sizes available: 60" round tables or 8' rectangular tables.

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.

The Kelly Center has a limited number of easels that can be added to an event during the room reservation process at no cost.

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 for pickup after your event, a request should be submitted to the Kelly Center Manager.

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 Manager prior to its use. Costs associated with moving the piano in and out of the Cox Banquet Hall 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 three times 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 Staging Equipment

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 6' x 16' or 12' x 8' stage. A set of stairs and a handrail is also available, along with black skirting. A flat fee of \$75.00 per unit will be charged when used. These stages are provided on a first-come, first-served basis. Please include a stage in your reservation request if you have a desire to utilize a stage.

4.16 Movie & File Viewing

The Kelly Center facilities are considered public viewing areas, in regard to the purpose of showing films (movies) with copyrighted 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.

4.17 Final Setup Instructions

You will be contacted a week and a half prior to your event for room and AV setup needs. Prompt response to this communication is appreciated as the Kelly Center staff prepares for an event the week prior. Any changes to the setup should be submitted to the Kelly Center Staff by Wednesday, one week prior to an event. Should you have any necessary changes to your room configuration or your event details, please communicate with the Kelly Center Manager as soon as these changes are known. There is a minimum notice of two business days prior to the beginning of the event for any large changes to your reservation.

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

4.18 Permanently Set Space and Furniture

Some rooms have pre-determined setups that cannot be changed. Non-configurable rooms include the Justin Boardroom, the Janice Kelly Conference Room, the Scharbauer Library, and the Tucker-Scully Conference Room. 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 and for any damages that may have resulted.

4.19 Clean Up and Damage Charges

Housekeeping at the Dee J. Kelly Alumni & Visitors Center is overseen by TCU Facilities. Per TCU Facilities' event policy, in order to maintain upkeep of the building, professional cleaning is contracted for events of the following nature:

- Any event with over 20 attendees that is serving food
- Any event with 100+ attendees
- Any event taking place on the weekend

Please see the set cleaning rates, as set by TCU Facilities, for June 2026- May 2027:

- 0-50 Attendees: \$245.00
- 51-100 Attendees: \$275.00
- 101-200 Attendees: \$325.00
- 201-300 Attendees: \$475.00
- 301-400 Attendees: \$515.00
- 401-500 Attendees: \$620.00
- 501+ Attendees: \$812.00

4.19a Academic Events

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

All other events will receive a cleaning invoice forwarded by the Kelly Center Manager from one of the contracted cleaning companies that TCU Facilities partners with. It is the responsibility to ensure that any housekeeping invoices are paid in a timely manner.

4.19b General Clean-Up Policies

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 Manager.

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.

4.20 Guest Deportment

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

4.21 Event Timelines

All events must end within the event time frame. Please communicate immediately with the Kelly Center Manager if your event time has shifted after creating the reservation for your event. It is possible that time adjustments for an event may be denied by the Kelly Center Manager. Please refer to section 3.04 for business hours.

4.22 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 Manager.

4.23 Late Requests

The Kelly Center staff may not be able to fulfill reservation requests received less than 48 business 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. Last requests for events taking place outside of business hours

may be denied if a Kelly Center staff member is not available to work at the requested date and time.

4.24 Cancellations

Notice of cancellation must be submitted to the Kelly Center Manager no later than five (5) business days prior to the scheduled event start date. Reservations cancelled more than 5 business days prior to their scheduled event will receive no penalty. Event hosts can cancel their reservation in the Mazevo reservation software or by emailing the Kelly Center staff (kellycenter@tcu.edu).

4.24a Cancellation Fee

Reservations cancelled fewer than five (5) business days before the event will be subject to a cancellation fee. Exceptions may be granted for cancellations due to unexpected illness or official University closure (e.g., inclement weather).

Late cancellations for events scheduled in the Cox Banquet Hall will incur a fee equal to 50% of the room's minimum charge at the TCU rate, as outlined below:

- One Section of the Cox Banquet Hall: \$200.00 (50% of \$400.00)
- Two Sections of the Cox Banquet Hall: \$300.00 (50% of \$600.00)
- Full Cox Banquet Hall: \$550.00 (50% of \$1,100.00)

Late cancellations for all other conference rooms and lobby areas will incur a flat cancellation fee of \$25.00.

Failure to cancel a reservation in accordance with this policy may result in applicable charges and/or the suspension of future reservation privileges at the Dee J. Kelly Alumni & Visitors Center.

University departments are responsible for all costs incurred in connection with event commitments made on their behalf. Failure to pay assessed fees may result in the loss of facility usage privileges for the sponsoring department or organization.

Section 5: Kelly Center Rental Fees

5.01 Facilities Rental Costs

Events hosted by University departments 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/registration is charged are subject to rental fees levied at the TCU-sponsored rate.

Events hosted or co-hosted by a TCU department or organization 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 room charges below reflect the TCU-Sponsored "Tier I" rate:

- One Section of the Cox Banquet Hall: \$100.00/hour with a 4-hour minimum
- Two Sections of the Cox Banquet Hall: \$150.00/hour with a 4-hour minimum
- Cox Banquet Hall (All Sections): \$275.00/hour with a 4-hour minimum
- The Justin Boardroom: \$100.00/hour
- The Scharbauer Library: \$20.00/hour
- The Tucker-Scully Conference Room: \$30.00/hour
- The Parrish Conference Room: \$20.00/hour
- The Wallace Business Center: \$20.00/hour
- The Kritser Lobby: \$20.00/hour
- The Murphy Conference Room: \$50.00/hour
- The Boschini Conference Room: \$40.00/hour

- The Irby & Miller Anteroom: \$15.00/hour
- The Kelly Conference Room: \$30.00/hour
- The Joiner Lobby: \$20.00/hour
- Patio: \$75.00/hour

Outdoor lawn spaces of the Kelly Center are reservable at a fixed rate. The Kelly Center lawn spaces are not reservable during football season. 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. The charges below reflect the TCU-Sponsored "Tier I" rate for outdoor spaces in the Kelly Center:

- The Kelly Center Lawn: \$500.00
- The North/South Lawns: \$250.00

Space reserved for set-up and decorating time is billed at the existing rates. When creating a reservation, please include any desired setup and tear-down time in your reservation notes. The Kelly Center Manager may modify rates.

5.01a Room Rental Rates for External Events

For any events hosted by external organizations, the cost for room usage will be charged either at the external rate (Tier III) or the non-profit rate (Tier II). The rates will be provided during a walk-through of your event with University Events' staff (see section 5.02).

5.02 Required Use of University Events

If more than 50% of an event's attendees are non-TCU affiliates, groups must make a reservation through TCU University Events at conferenceservices@tcu.edu. See section 4.04 for more information.

5.03 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. Events in which a University department is a co-sponsor, those events will be charged the internal, Tier I room rate.

5.04 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

Each of the conference rooms in the Dee J. Kelly Alumni & Visitors Center is equipped with the following audiovisual equipment:

- TCU Network PC, keyboard, mouse, and presenter remote
- TV or projector/screen
- HDMI cord for laptop hook-up
- Zoom Camera
- Cable TV services
- Blu-ray Player
- Air media – application installation required if accessing from a personal device

The following rooms have additional audiovisual equipment:

- Cox Banquet Rooms
 - Confidence monitor
 - Podium with microphone – available upon request
 - Hand-held microphones – two per room
 - Lavalier microphones – one per room
 - Table-top microphones – four per room
- The Murphy Conference Room
 - Hand-held microphone – one present in the room
 - Lavalier microphone – one present in the room
- The Justin Boardroom
 - Hand-held microphone- one present in the room
 - Lavalier microphone – one present in the room
 - Lectern microphone- 3 present in the room

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

The presenter's remote, wireless keyboard, and wireless mouse provided in the room are configured to the TCU Network PC and may not be available for personal devices should you use an outside laptop.

There are a small number of extra presenter remotes and HDMI to USB-C adapters available for check-out during the time of your reservation from the Kelly Center front desk.

6.02 Presentation Formats

In order for PowerPoint 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. Presentations fit the screen better in the widescreen format.

6.03 Apple Products

Presenters using Apple products are responsible for bringing any adapters necessary to allow it to communicate with either an HDMI or VGA cord. There are a small number of USB-C adapters available for check-out during the time of your reservation from the Kelly Center front desk.

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 Staffing

The Kelly Center staff will assist in setting up your audiovisual equipment and ensure 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.

6.06 Wi-Fi Access

Non-TCU guests will need to obtain a guest Wi-Fi account in order to access TCU's system. Guests can create an account on their device and register under TCU Guest, users will need to log in again after 4 hours of continuous use.

Should a group need several accounts for their guests, a list should be provided to the Kelly Center Manager at least three business days prior to the event. The Kelly Center staff can then create a

Guest Account, good for three days, that approved guests can use to provide continuous access on the eduroam network.

Section 8: Advertising and Publicity

8.01 Advertising

The Kelly Center does not allow the posting of any advertising or publicity in the facility. When creating marketing for any events hosted in the facility, the full building name should be used:
Dee J. Kelly Alumni & Visitors Center

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 signs may be disposed of.

Section 9: Catering Instructions

Should any event in the Kelly Center utilize an external caterer (i.e. not Sodexo), it is the expectation that the event host will communicate the following section to their contracted caterer. Events catering with Sodexo or events in which food is being delivered to the Dee J. Kelly Alumni & Visitors Center but not served/prepared on site, you may skip the following section.

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 those hours or on the weekend, it is the responsibility of your University contact to arrange with the Kelly Center Manager the times you will need the building unlocked for your event. Your event host will be responsible for communicating what time access is needed before an event, as well as how long the tear-down/clean-up is estimated to take following the event to ensure the building is staffed appropriately. If catering needs additional time for set-up or tear-down, that should be communicated 5 business days prior to the event. It is the responsibility of the event host to communicate with the caterer the time of arrival based on the reservation details.

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, a microwave oven, refrigerated storage units, an ice machine, and electrical outlets. There are also two metal tables for food preparation.

Due to storage needs, the inventory of banquet chairs is stored in the center of the preparation area. Please be aware that these chairs must remain in the preparation area before, during, and after an event.

There is another catering prep area between the Janice L. Kelly Conference Room and the Megan M. Boschini Conference Room. It has a sink, a residential-size refrigerator, an ice machine, a 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.

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 configurable conference rooms, as well as Tucker-Scully and Kelly Conference Room.

9.07 Justin Boardroom

Food is not allowed in the Boardroom. Drinks with lids 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 used for food preparation and/or plating and taking all trash from the catering kitchen to the dumpster. If the area is left unsatisfactory, the caterer will be charged an additional fee.

9.09a Dumpster

There is a designated dumpster for the Dee J. Kelly Alumni & Visitors Center near the catering entrance. All catering trash should be taken to the dumpster by the catering staff following an event.

9.11 Alcohol

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.

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 Manager prior to the event and should be sent to TCU Box 297430, Fort Worth, TX 76129, Attn: Kelly Center Manager or emailed to kellycenter@tcu.edu. Please call 817-257-4965 with any questions. Outside groups must also provide a copy to University Events. 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 Kelly Center Manager. Prior to hosting an event in the Dee J. Kelly Alumni & Visitors Center, a confirmation of your event will list any anticipated costs associated, including room charges, staffing costs, and any other relevant costs that are overseen by the Kelly Center staff.

Following your event, the final costs will be updated to reflect the actual cost and real event time. The event host, or their delegate, will receive the final invoice from the Kelly Center Manager with instructions for payment and the due date. Payment from University-affiliated groups is due in full to the Kelly Center upon receipt of the invoice and may be paid by university department transfer. Checks should be made payable to TCU, and such payment should be mailed or delivered to the Dee J. Kelly Alumni & Visitors Center.

10.02 Non-University Rentals and/or Charges

All external events will receive their final invoice through the TCU University Events Department. The final invoice will incorporate all relevant charges for facility usage at the Dee J. Kelly Alumni & Visitors Center and any other costs that were associated with hosting this event on campus.

10.03 Housekeeping Invoices

For any event in which a contracted cleaning company is utilized for a reservation, the Kelly Center Manager will forward the invoice from the contracted company. It is the responsibility of the event host, or their delegate, to submit this invoice for payment in a timely manner. Any questions regarding housekeeping invoices should be sent to the Manager for Facility Services Operations, Deuntae Finklea (d.d.finklea@tcu.edu).

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 Manager.

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

Parking may be limited on campus, especially when TCU athletic events are occurring, most notably football and basketball games. Please be aware of any athletics conflicts that may exist on the day of your event.

12.02 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 Manager. Valet expenses are paid directly to the Valet service provider by the organizer, and the 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 Manager 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 Kelly Center Manager.

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 Manager to secure these requirements.

The sponsoring organization is responsible for the timely removal of all equipment and trash. The event host 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. Portable restrooms must be reserved at the expense of the event host. 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 Manager and Campus Police.

14.06 No On-Campus Camping

No campouts will be allowed on-campus without express permission from the Kelly Center Manager, 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 to use tables and chairs outside 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 Manager.

14.09 Outdoor Staging

If a need arises for a stage to be used outside the building, it may be rented through a TCU-approved vendor. The Kelly Center Manager will communicate with the TCU Grounds Team and the event host may be charged additional charges for lawn care following the stage removal.

14.10 Outdoor Equipment Rental

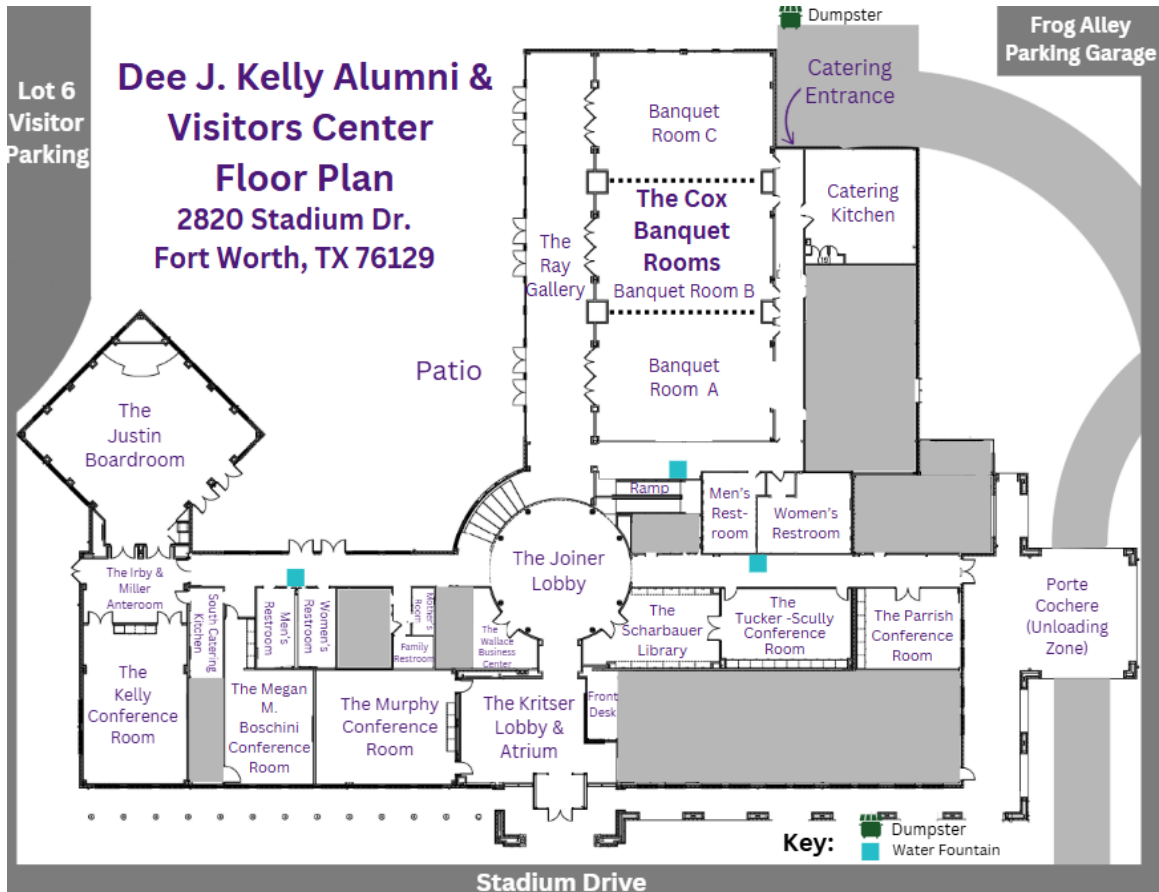
All outdoor equipment such as tents, grills, tables, etc., not reserved through Facility Services must be provided by a licensed and insured vendor and approved by the Kelly Center Manager. Tents are not to be staked into the ground. Any outdoor tenting should be coordinated with Physical Plant's groundskeeping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



Appendix II – Setup Suggestions & Room Capacity

Capacity Overview with TCU-Sponsored (Tier I) Pricing

Cox Banquet Hall	Hourly Room Rate: Tier 1 (TCU Sponsored)	Square Footage	Rounds Capacity	Crescent Rounds Capacity	Lecture Capacity	U-Shape Capacity
1 Section of the Cox Banquet Hall (4-hour minimum)	\$100.00	-	72	54	125	34
2 Sections of the Cox Banquet Hall (4-hour minimum)	\$150.00	-	176	132	250	48
The Cox Banquet Hall + Ray Gallery (4-hour minimum)	\$275.00	4,147	264	198	400	-
Configurable Conference Rooms	Hourly Room Rate: Tier 1 (TCU Sponsored)	Square Footage	Workshop Capacity	Luncheon Capacity	U-Shape/ Open Square Capacity	Conference Capacity
The Murphy Conference Room	\$50.00	975	40	48	22/24	18
Megan M. Boschini Conference Room	\$40.00	719	22	36	14/20	16
The Parrish Conference Room	\$20.00	721	16	24	12/16	10
Non-Configurable Conference Rooms		Hourly Room Rate: Tier 1 (TCU Sponsored)		Square Footage	Capacity	
The Justin Boardroom		\$100.00		1,743	65	
The Tucker-Scully Conference Room		\$30.00		635	18	
Janice L. Kelly Conference Room		\$30.00		1,016	18 (10 additional lounge chairs along the perimeter of the room)	
Non-Configurable Rooms		Hourly Room Rate: Tier 1 (TCU Sponsored)		Square Footage		
The Wallace Business Center		\$20.00		214		
The Scharbauer Library		\$20.00		557		
The Irby & Miller Anteroom		\$15.00		459		
Lobby Spaces		Hourly Room Rate: Tier 1 (TCU Sponsored)		Square Footage		
The Kritser Lobby & Atrium		\$20.00		848		
The Joiner Lobby		\$20.00		1,381		
Outdoor Spaces				Tier 1 (TCU Sponsored)		
Patio				\$75.00 (Hourly Rate)		
Kelly Center Lawn				\$500.00 (Flat Fee)		
Kelly Center Front/North/South Lawns				\$250.00 (Flat Fee)		
Full Building Day Rate (8:00 AM-5:00 PM)				\$15,000.00		

Dee J. Kelly Alumni & Visitors Center

Room Capacities

COX BANQUET ROOM

						
	Lecture	U-shape	Rounds 8 or 10 Chairs	Crescent Rounds 8 or 10 Chairs	Open Square	Workshop
1 Banquet Room	125	34	72	54	44	45
2 Banquet Rooms	250	48	176	132	.	104
3 Banquet Rooms	450*	.	264/312	198/284	.	.
*The Kelly Center has 400 banquet chairs						
		U-shape	Luncheon	Open Square	Conference	Workshop
Boschini Conference Room		14	36	20	18	22
Murphy Conference Room		22	48	24	18	40
Parrish Conference Room		12	24	16	10	16
Tucker-Scully Conference Room		18	→ conference table			
Kelly Conference Room		18	→ conference table and 10 additional lounge chairs			
Scharbauer Library		6	→ living room setting- no AV			
Justin Boardroom		65				

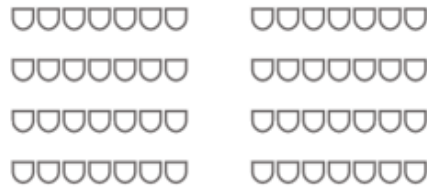
Cox Banquet Room

Please note: diagrams are *not* to scale

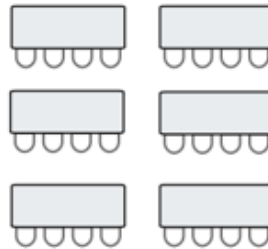
These are basic setups that are available for you to choose for your event. The number of tables per room varies by room size. Please refer to section 4.06 for room capacity per room.

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

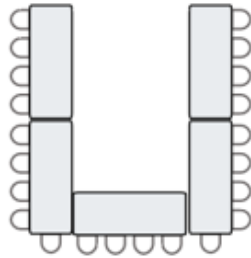
Lecture



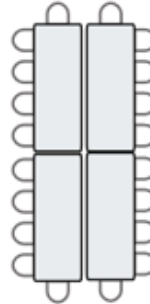
Workshop



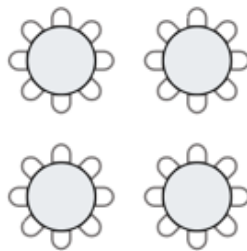
Open U



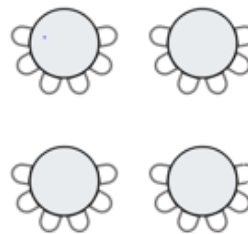
Conference



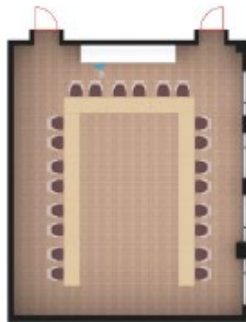
Rounds



Speaker Circle



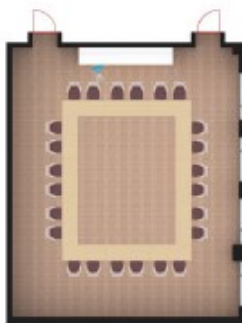
The Murphy Conference Room Setup Suggestions



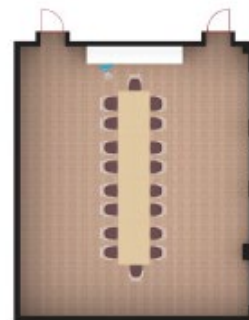
U-Shape – capacity 22



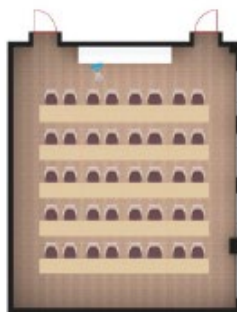
Luncheon – capacity 48



Open Square – capacity 24

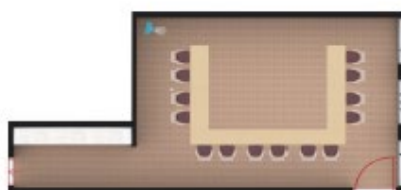


Conference – capacity 18



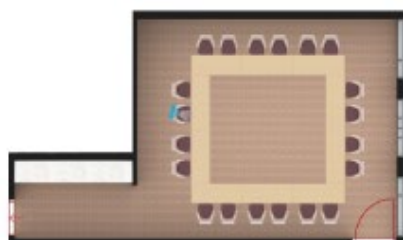
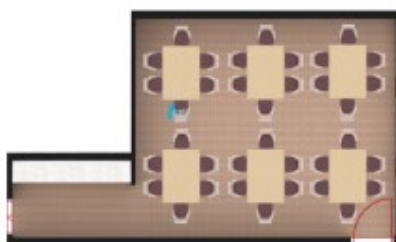
Workshop – capacity 40

Megan M. Boschini Conference Room Setup Suggestions



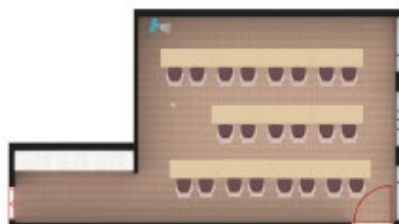
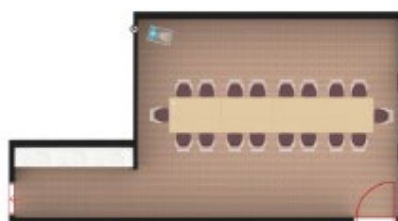
U-Shape – capacity 14

Luncheon – capacity 36



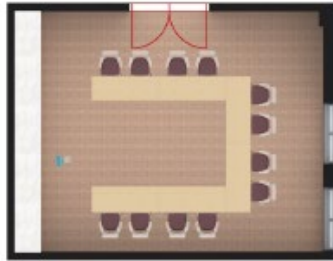
Open Square – capacity 20

Conference – capacity 18

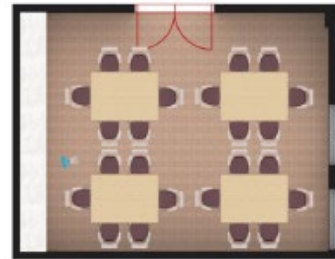


Workshop – capacity 22

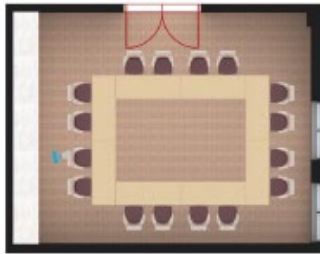
The Parrish Conference Room Setup Suggestions



U-Shape – capacity 12



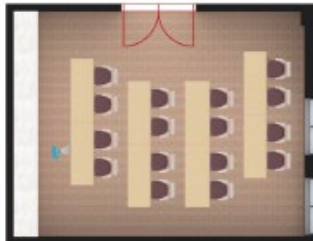
Luncheon – capacity 24



Open Square – capacity 16



Conference – capacity 10



Workshop – capacity 16

Appendix III – Reservation Request Process

Step by Step Instructions.

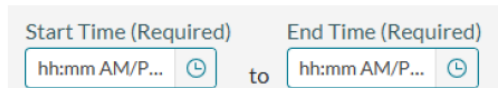
1. Go to <https://mymazevo.com>. Sign in using your TCU credentials (works best in Google Chrome).
2. Click **Add New Request** under the “Requests” section on the home page.
3. Under **EVENT INFORMATION**, enter the following:

- a. Event Name
- b. Event Type: Pick the most applicable event type
- c. Select your organization (if applicable)
 - i. If you are not associated with an organization, leave this field blank
- d. Number of People

4. Click **Next >** when all fields have been completed

5. Enter the specific date & time for your event:

- a. Select Your Start Time & End Time



- i. Note: the system will automatically build in set-up time and tear-down time. Please do not account for that time here.

- b. If this is a recurring event, select the pattern needed under **Repeat**. Otherwise, leave this field as is.

- c. Using the calendar, select all dates that you would like for this event.

- i. If you selected a date incorrectly, either click that date again or “Clear All Dates”

6. Click **Next >** when all fields have been completed

7. “Where”

- a. Select the building(s) you would like to book.

- b. Click **Find Rooms**

- i. View the available & unavailable rooms.
- ii. Click on the room name to view more information about that space



- c. To select a room, click the check box

- i. Select the preferred room set-up
- ii. If the room is unavailable for any of the dates you selected, you will be taken to a pop-up where you can either choose a different room or skip that day’s booking

KELLY CONFERENCE ROOM - SOME DATES ARE UNAVAILABLE
×

Would you like to pick a different room?

Thu 8/6/26	Assign Room	Skip
Sun 9/20/26	Assign Room	Skip

- iii. If you have any specific notes or set-up needed, add that to the “Add Notes” under the “Notes” section

d. Once you have all desired rooms selected, click Next >

8. Service Providers

SERVICE PROVIDERS

Select	Service Provider
☐	DJK Equipment
☐	DJK A.V.
☐	DJK Catering

Cancel
Skip

- a. In this section you will add any relevant event needs including catering, A.V., furniture, general equipment. Select all desired service providers and click Next >

9. Resources

- a. This section will allow you to select the specific resources needed within each service provider.
 - i. Review all resources and click the check box to “select” the resource for your booking.
- b. Once you have added all of your resources, click Next >

10. Questions:

QUESTIONS

Please provide a brief description of your event. (Required)

What percentage of attendees will be current TCU students, faculty, or staff? (Required)

Will minors (under age 18) be brought to campus to attend your event/meeting? (Required)

Are you accepting donations (monetary or items) associated with this event? (Required)

Is this an academic, student event? This question pertains to housekeeping cost coverage. As described by TCU Facilities, an academic event is one in which academic credit is awarded for attendance or those events that are mandatory for students of a certain major, class, or D2L course. (Required)

Is there an entry fee or registration cost for this event? (Required)

Cancel
Submit

- a. The last section of the booking will list the corresponding questions for a booking. The questions may vary slightly depending on which venue on campus you book. Complete all required questions and click “Submit”
11. Your event request will now be listed under “My Events” under a “Pending” status.
- a. You can click into the event to review the event details, contact information (and to add a secondary contact), review event questions, and see any messaging that pertains to this event.

Cancel/Edit a Reservation

To edit/cancel your booking request, click into your event under your “My Events” section.

- b. To edit/cancel specific rooms/days in an event, click in the check box

☐	Change ▾	Cancel
☒	Mon 8/10/26	8:00 AM 10:00 AM Dee J. Kelly Alumni & V... Kelly Conference Room Pending  
☒	Wed 8/19/26	8:00 AM 10:00 AM Dee J. Kelly Alumni & V... Kelly Conference Room Pending  

- i. Select an option from the drop-down bar under “Change” to change the room, date, time of the event
 - ii. By selecting “Cancel,” you are canceling the booking. The effect will be immediate.
- c. You can cancel the entire booking in the top right-hand corner under “Cancel Event”
- i. A confirmation will pop up to verify you wish to cancel the entire event. Select “Yes” or “No” as appropriate.

Appendix IV – Certificate of Liability Example

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: _____ FAX: _____ (A/C, No, Ext): _____ (A/C, No): _____ E-MAIL: _____ ADDRESS: _____																
INSURED Name and address of Insurance vendor		INSURER(S) AFFORDING COVERAGE <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Liability Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B: Automotive Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C: Excess Insurance Company</td> <td></td> </tr> <tr> <td>INSURER D: Workers' Compensation Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER E: _____</td> <td></td> </tr> <tr> <td>INSURER F: _____</td> <td></td> </tr> </tbody> </table>			INSURER	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: _____	
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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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)														
A	GENERAL LIABILITY																	
	☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR																	
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC																	
B	AUTOMOBILE LIABILITY																	
	☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS																	
C	UMBRELLA LIAB	☐ OCCUR																
	EXCESS LIAB	☐ CLAIMS-MADE																
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY																	
	☐ ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N																
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			CANCELLATION															
Texas Christian University Attn: Risk Management Department Box 297110 Fort Worth, Texas 76129			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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