



DEE J. KELLY ALUMNI & VISITORS CENTER

**Overview of Reservation Rates & Charges
2026-2027**

Room Charges

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.

Room rates are billed by the hour, with the Cox Banquet Hall 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.

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:

Cox Banquet Hall- Tier 1 (TCU Sponsored)			Conference Rooms- Tier 1 (TCU Sponsored)	
Room	Hourly Room Rate	Notes	Room	Hourly Room Rate
1 Cox Banquet Room	\$100.00	4 Hour Minimum	The Justin Boardroom	\$100.00
2 Cox Banquet Rooms	\$150.00	4 Hour Minimum	The Scharbauer Library	\$20.00
3 Cox Banquet Rooms + Ray Gallery	\$275.00	4 Hour Minimum	The Tucker-Scully Conference Room	\$30.00
			The Parrish Conference Room	\$20.00
Outdoor Spaces- Tier 1 (TCU Sponsored)			The Wallace Business Center	\$20.00
Room	Hourly Room Rate	Notes	The Krister Lobby & Atrium	\$20.00
Patio	\$75.00		The Murphy Conference Room	\$50.00
Kelly Center Lawn	\$500.00	Flat Fee For Event	Megan M. Boschini Conference Room	\$40.00
Kelly Center Front/ North/South Lawns	\$250.00	Flat Fee For Event	The Irby & Miller Anteroom	\$15.00
			Janice L. Kelly Conference Room	\$30.00
			The Joiner Lobby	\$20.00

Outdoor lawn spaces are billed at a flat fee for each event. Kelly Center lawn spaces are not reservable for four days leading up to and after a home football game. 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 more than fifty percent of an event's attendees are non-TCU affiliates and the event is being funded by an external organization or company, groups must make a reservation through University Events. The

room rates for external events are priced at different tiers for the fully external tier and the non-profit tier. Pricing estimates will be provided by University Events staff members following an event walkthrough. 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>.

Staffing Charges

The regular operating hours of the Kelly Center are Monday through Friday, 8:00 AM to 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 of \$30.00/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 \$75.00/hour.

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

An after-hours staffing charge of \$30.00/hour will be added to any events that require access to the building after 5:00 PM Monday-Friday.

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, a \$75.00/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 \$50.00 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 the 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 \$50.00 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.

Equipment Charges

Stage:

The Kelly Center has two 6' x 8' x 16" stages available for event usage within the Kelly Center for \$75.00/segment. They can be combined for a larger 8' x 12' or 16' 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 on a first come, first serve basis. Please include a stage in your reservation request if you have a 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 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: \$820.00

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 attending for academic purposes (i.e. course credit or program requirement), 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 set up 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" x 11" 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 submitted to the Kelly Center Manager no later than five (5) business days prior to the scheduled event start date. Exceptions may be granted for cancellations due to unexpected illness or official University closure (e.g., inclement weather). Reservations cancelled more than 5 business days prior to their scheduled event will receive no penalty

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.

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.
- Acrylic Sign Holders
- Reserved table signs & reserved seat covers

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 the 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 University Events staff members assigned as your primary contact 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 contracted cleaning company. For TCU entities, the housekeeping invoice will be submitted through Jaggaer.

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.