

Reservation Request Process

1. Go to <https://tcuunions.emscloudservice.com/web/>. Sign in using your TCU credentials. (works best in Google Chrome)
2. Click **book now** to the right of "Reserve space at the KELLY CENTER".
3. Select the date and actual time for your event. **DO NOT** include setup time and tear down time. This will be automatically included.
 - a. To make multiple reservations at the same time and same location, enter the first date then click . **Recurrence**
4. Click on **Let Me Search For A Room**
 - a. Add the setup type if known.
 - b. Enter the number of attendees.
5. Click **Search** to view available rooms for the date and time requested.
6. Click on a room name to see details including setup types, capacity, room features, images, suggested setup diagrams and room location within the facility.
7. Click **+** next to the room you would like to reserve.
8. Review the number of attendees and select a Setup Type if not previously completed.
9. Click **Add Room**
10. Repeat until you have added all desired rooms for your event.
11. Click **Next Step** in the top right corner.
12. Select the Services needed for the reservation. Be as specific as possible to ensure the Kelly Center staff is aware of furniture needs, set-up requests, and any additional information for this event. Any Notes/Special Requests can be added at this time (this is where you can add any requested set-up & tear-down time for your event).
13. Click **Next Step** in the top right corner.
14. Complete the required Reservation Details. You must read and agree to the Terms and Conditions, which is linked to the current Kelly Center facility policies and procedures.
15. Click **Create Reservation** in the bottom right corner.

On the Reservation Created page you will have an option to add the reservation 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 email kellycenter@tcu.edu or call the Kelly Center office at 817-257-7778.

Frequently Asked Questions

- ***What are the Kelly Center's operating hours?*** The regular operating hours of the Kelly Center are Monday – Friday, 8:00 am – 5:00 pm. The Kelly Center will be closed for all official University holidays, and weather closings. We will stay open and staff for events outside of regular business hours by reservation only. Fees will be incurred for staffing needs for events that require access to the building outside of normal operating hours (see Fee section below).
- ***Once I receive my confirmation, will my reservation ever be canceled?*** 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. If changes are necessary, you will be consulted in advance of the change.
- ***Can I bring in alcohol for my event?*** Sodexo is the exclusive alcohol vendor for the University. Request to Serve Alcohol Form must be submitted at least 10 business days before the event to the Office of the Vice Chancellor for Student Affairs. <https://studentaffairs.tcu.edu/wp-content/uploads/2022/03/Request-To-Serve-Alcoholic-Beverages.pdf>.
- ***I'm hosting a special event on campus, who do I need to notify?*** An Event Notification and Special Assessment Form is required to be submitted to Campus Police so any security needs can be identified and arranged. This form can be found <https://publicsafety.tcu.edu/special-events/>
- ***Does the Kelly Center supply tablecloths?*** The Kelly Center does not provide linens, table decorations, or kitchen utensils. These items should be provided by the catering service or can be obtained through a rental company.
- ***What else do I need to know about decorating?*** No tape, glue, tacks or nails are permitted on the walls, doors, floors, ceilings, glass, woodwork, draperies, moveable walls or painted surface in the Kelly Center. Groups that cause damage to the facility may be assessed a damage fee for the actual cost of repair.
 - Candles must be enclosed in glass or floated in water to prevent a fire hazard
 - All centerpieces must be non-flammable or constructed of flame resistant materials
 - 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 fee.
- ***I just found out I have a meeting tomorrow; how can I make a reservation on short notice?*** Reservations through the EMS reservation system must be made at least 48 hours prior to any event. Should you have a short turnaround time, please call our office at 817-257-7778 and we will make every effort to accommodate your event.

- I booked an event months ago and no longer need the space, how do I cancel my reservation?*** You can either log in to EMS and cancel through the reservation system, call or email us. Notice of cancellation must be given to our office 24 business hours prior to the meeting time. 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 set up per prior information provided, a change in setup fee may be assessed.
- In what format do I need to set my PowerPoint?*** In order for PowerPoint presentations to fit properly on our screens, please design your presentation in 16:9 format.
- I'm going to bring in my own laptop to present, what else do I need?*** Presenters using Apple products are responsible for bringing any adapter necessary to allow it to communicate with either and HDMI or VGA cord. There is a small number of USB-C Adapters and extra presenter remotes available for check-out during the time of your reservation from the Kelly Center front desk. These items are checked out on a first-come, first-served basis
- Does the Kelly Center have a stage I can use for my event?*** The Kelly Center has two 6' x 8' sections of staging available for event usage within the Kelly Center. They can be combined as either a 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 \$100/per section will be charged for usage.
- Where does my caterer need to unload?*** The catering entrance is located on the northwest side of the Kelly Center. This is easy access to the Cox Banquet Rooms. Should your caterer be dropping off food for other areas in the building, they can drive through the porte cochere on the north side of the building to unload.

 - There is a catering prep area behind the Cox Banquet Rooms with a sink, residential-size stove and oven, microwave oven, refrigerated storage units, and ice machine.
 - There is a small catering prep area near the Boschini Conference Room, with a sink, toaster oven, microwave oven, refrigerator, and ice machine.
- We have a meeting scheduled in the Justin Boardroom, where can I serve our lunch?*** Food is not allowed in the Justin Boardroom. Drinks may be served as long as the provided coasters are used at all times. The Kelly Conference Room or one of our meeting rooms can be booked for food service.
- Where do I park for my event?*** 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. Faculty, staff, and students should park in their normal parking spots and walk to the Kelly Center. Please arrange with the Kelly Center Manager if you wish to drop off items prior to your event, to be stored in the Kelly Center.

- **What fees are involved with using the Kelly Center?**

- Cleaning Charges

- The Kelly Center abides by the TCU Facilities cleaning policies. All **non-academic** events with food service and all non-academic events taking place during a weekend (Friday evening through Sunday evening) will be charged a cleaning fee. **An event is considered academic if students are present at the event.**

- 21 - 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

- Staffing Charges

- Staffing prior to 8:00 AM or after 5:00 PM will be charged at \$50.00 per hour
- Staffing prior to 6:00 AM or after 10:00 PM will be charged at \$80.00 per half hour
- Weekend staffing will be charged at \$50.00 per hour.

- Stage Usage: \$100 per 6'x8' section. Two sections available (indicate stage usage in your reservation request).

- Copy charges

- Black - \$0.25 each
- Color - \$.50 each

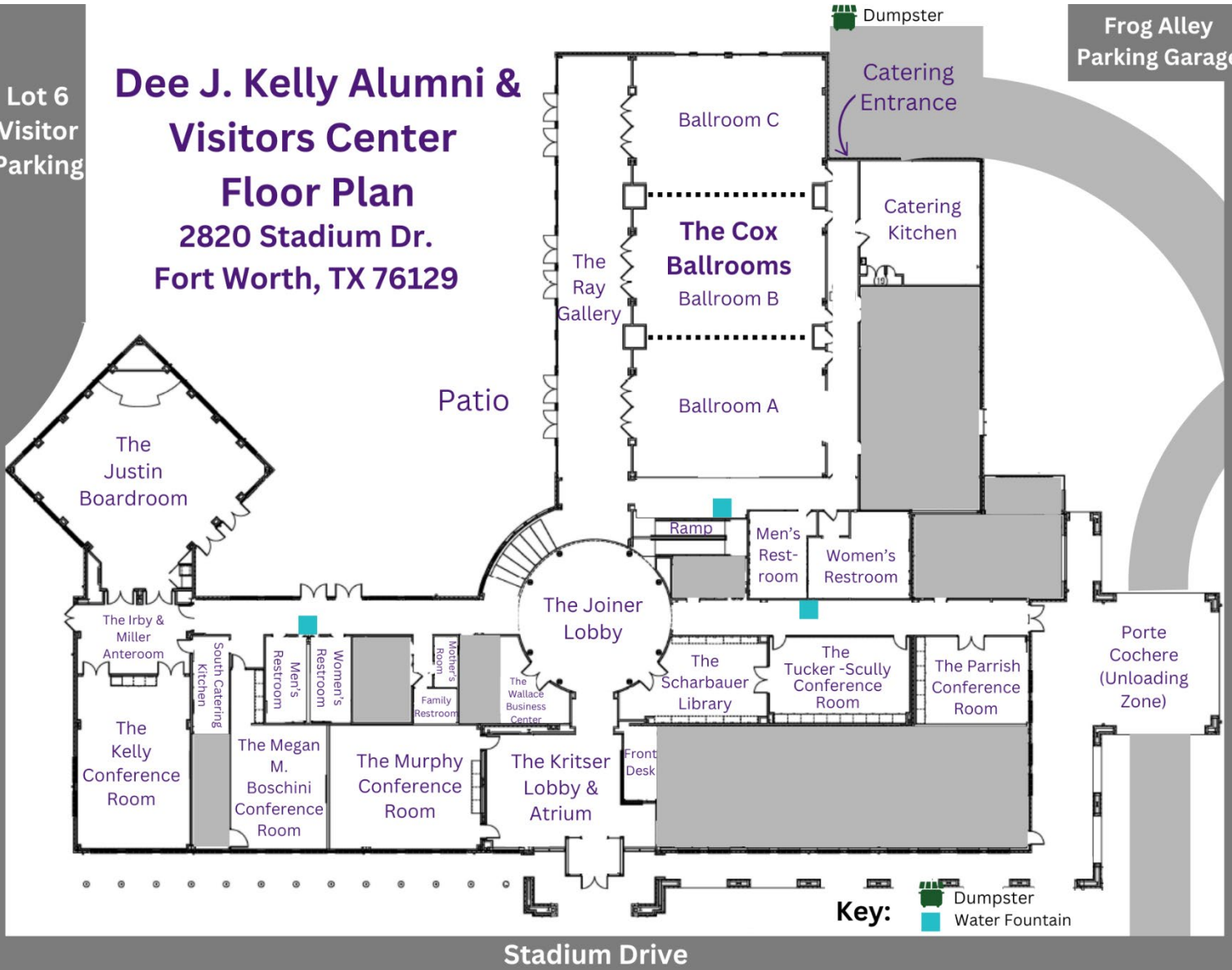
- Facilities Rental Costs:

- 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 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.
- Outdoor lawn spaces of the Kelly Center are also reservable at a fixed rate. There are restrictions for when these spaces can be reserved.

Lot 6
Visitor
Parking

Dee J. Kelly Alumni & Visitors Center Floor Plan 2820 Stadium Dr. Fort Worth, TX 76129

Frog Alley
Parking Garage



Stadium Drive