Scheduling: All events held on campus are scheduled through the Office of University Events & Conferences.

Office: 281.649.3047 | Email: eventsintern@hbu.edu | Location: Morris Cultural Arts Center, 183

External and sponsored events must submit the Event Inquiry form to the Office of University Events & Conferences to be considered.

Upon consultation, the Office of University Events & Conferences provides the following services: reservations on the university master calendar for all use of campus space when not in use by academic courses or other university initiatives, event planning, catering assistance with arranging services, and coordination of logistics. This includes ARAMARK Higher Education (food service, catering,

amount of repairs, equipment damage, and excessive custodial work will be deducted from the security deposit

General Media Services:

LCD Projectors: Most Classrooms, Mabee Teaching Theater, Dillon I, Dillon II, Cullen Parlor, & Most Conference Rooms (Group must provide their own laptop/VGA cable.)	$200 per day
Sound systems: Sharp Gym, Glasscock, Mabee Teaching Theater, Dillon I, and Dillon II, and Cullen Parlor	$100 per day
TVs: 2 65” TVs (exclusive to the Morris Cultural Arts Center)	$140 per TV, per day

*This list is not meant to be all inclusive.

A facilities set up will be created in conjunction with the Office of University Conferences &

Maintenance: Use of an open flame must be approved by the Operation (Maintenance) Department and comply with instructions of the Fire Marshal. All requirements for A/C or heat will be handled by university maintenance.

Damages: Groups will compensate HBU for any damage which occurs as a result of their event at the fair market replacement or repair rate, based upon the university's selection of vendors and contractors.

Cancellations: HBU can cancel an event at any time at the university's discretion. If HBU cancels because the group has violated the terms of the agreement, or because participants or attendees have violated laws or university policies, the group is obligated to make full payment of all fees under this agreement. Otherwise, termination by HBU shall result in a pro rata refund of the applicable fee on the portion of time that was utilized, but less any expenses incurred by HBU. If the contracted facility is rendered unusable for the conduct of the group's activity by reason of force majeure, HBU and the group are released from their obligations under the agreement. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, war or hostility of any foreign nation, power of government, governmental agency or authority or any other cause like or unlike any cause mentioned which is beyond the control of HBU. Non-compliance with HBU event policy may result in forfeiture of deposit and loss of facilities privileges at HBU in the future. An agreement is personal and the group shall not allow any other person, group or entity to use the facilities during the scheduled time(s) without prior written consent of HBU.

Event cancellation refunds:

90+ days prior	100%
61-89 days	75%
60 or less days	0%

University Guarantee: The university will provide the highest quality services possible for all events. However, should any errors arise on the part of the university, no damages will exceed the amount of the facility use fee paid by the group.

Advertising: No advertising materials bearing the name Houston Baptist University or referring to any specific building on campus or HBU in anyway may be distributed until a reservation has been confirmed and materials have been approved for content and suitability by the Office of University Events & Conferences. The university reserves the right to refuse any advertising that does not represent any university facilities or the university itself appropriately. Groups may not use HBU's name, seal, or imply HBU's endorsement or support without express written permission from an authorized HBU official.

Banners and Signs: All banners and signs must be approved by the Office of University Events & Conferences before being hung. Nothing may be attached using tacks, tape, or nails, to any surface without prior approval. Additionally, any directional or event signage placed along the boulevard or in the grassy areas on stakes must be approved. If approval is given, failure to properly remove signage after the event will result in additional clean up charges.

Internet Access & Printing: Wi-Fi access is available at no additional charge. On certain occasions there are scheduled Wi-Fi outages. If your event requires Wi-Fi access, please communicate with the Office of University Events & Conferences to ensure that it will be available. Printing on campus is not available for external events held on campus.