

EXTERNAL REQUEST FOR FACILITIES & SERVICES

RESERVATIONS WILL BE CONFIRMED ONLY UPON APPROVAL OF THIS FORM

Check the name of your TCC Coordinator: ☐ K. Manahan ☐ R. Lickteig

ROOMS	DATES	TIMES (from-to)

Name of Organization: _____ Program Title: _____

Program Contact: _____ Day Phone: _____

Cell Phone: _____ Email: _____

Event Website: _____

Required Statement of Educational Purpose (please use a second sheet, if necessary): _____

Please complete all billing information below.

Finance Contact: _____ Phone: _____

Email: _____

Please specify your group tax category: ☐ Exempt ☐ Not exempt

If exempt, a copy of the TX Sales and Use Tax Exemption Certificate must be submitted with the completed request.

A credit card is required in order to complete the facilities and services request. Please complete the attached credit card authorization form and submit with the completed request and signed policies and procedures.

Send Bill To:

Agency Name

Signature

Mailing Address: Street Address

Print Name(s)

City

State

Zip

Title

FOR OFFICE USE ONLY

Approval for use of facilities and services requires the signature of an academic dean or executive officer of The University and the Director of the Thompson Conference Center.

Signature of UT Academic Dean or Executive Officer

Print Name

Signature of Thompson Conference Center Director

Program Number

Coordinator

Thompson Conference Center (TCC) Policies & Procedures

APPROVAL TO USE THE FACILITIES AND SERVICES: The use of any rooms or service at the Thompson Conference Center (TCC) shall be granted only if the proposed program is **educational in content is designed not to make a profit for your organization will not involve any political or religious content and will not include selling of any product.** All requests must be sponsored by an Academic Dean or Executive Director and approved by the Director of TCC and the Director of Texas Extended Campus. Determination of eligibility programming and priority is at the discretion of the TCC Director. TCC follows The University of Texas at Austin's holiday closures. A signed policies and procedures document is required for confirming your reservation.

SCHEDULING PROCEDURE: Requests to schedule events at TCC should be made at least three weeks in advance of the event date. A completed facility request/policy forms must be submitted with this signed document before space will be reserved. This must be received by the TCC conference office within three weeks of submitting your reservation or the space will be released. Please consult a TCC Conference Coordinator well in advance of your program to facilitate the planning of your event. All request/policy forms must be approved and returned one week prior to the event.

FEES: The room fee is charged in half day or day units. Half day charges are four-hour units (8 a.m. – 12 noon, 1 p.m. – 5 p.m., 6 p.m. – 10 p.m.). Day charges are nine-hour units (8 a.m. - 5 p.m., 1 p.m. - 10 p.m.). If you require a full day from 8:00 a.m. — 10:00 p.m. the charge is one half and one full day rate. Additional fees, not included in the room rental fee, may include AV and catering services, coordinator fees, and weekend rental fees (specified below). All room rates are subject to change without notice.

Additional Hours: All programs that end past the stated reservation end time may incur an additional charge of \$100 per hour past the reservation end time.

Late Requests: Last-minute or late requests for rooms, equipment, furnishings or rearrangement of same are subject to equipment/staffing availability and associated late charge(s).

Cancellation Policy: The following charges will be assessed for any room/date changes or cancellations after a program has reached the confirmed status.

- **Rooms:** Programs that cancel within (0-31) days prior to the start of the event will be charged 100% of the room fee. Programs that cancel within (32-90) days will be charged 50% of the room fee. Programs that cancel within (91-180) days will be charged 30% of the room fee.
- **Catering:** Programs that cancel less than 24 hours prior to the start of the event will be charged 100% of catering charges. Programs that cancel within (24-72) hours prior to the start of the event will be charged 50% of catering charges. Programs that cancel within 4 business days prior to the start of the event will be no charge.
- In all cases, a charge will be made for all unrecoverable expenses incurred by TCC as a result of planning for the program. These fees apply to last minute cancellations, even if the event is in progress.

Room Setup Fees: In the coming year, TCC will follow all established social distancing room guidelines by disinfecting after each client uses the room and continuous cleaning of high touch areas in building. During the COVID-19 pandemic, TCC has the right to change the capacity guidelines based on State authorizations and recommendations, university leadership decisions, and local conditions.

Standard room setups include classroom, groups, u-shape and hollow square, all setup requested outside of the standard room setups will incur an additional fee of \$50/room. Exhibit/Vendor setups include up to (10) skirted 6ft or 8ft tables, additional tables requested will incur a fee of \$10/table. Each room setup will include (1) skirted registration table, additional tables requested will incur a fee of \$10/table. Up to one room setup change is allowed per room/per day at a rate of \$50 or \$100, dependent on the room size.

Parking Assessment: A parking assessment is charged to all clients based on room use. For the Café (Dining Room), TCC Auditorium (1.110), 2.102, 2.120 and 3.102, a \$65 parking fee will be assessed and for all other rooms a \$35 parking fee will be assessed per room per day or half day.

Weekend Events: All events taking place on Sunday will be assessed a one-time \$60 weekend fee.

Catering Policy: See catering and refreshments section.

Coordinator Fee: A Coordinator Fee of \$50/day will be assessed for all events with an expected attendance of 250-500 and a fee of \$100/day will be assessed for all events with an expected attendance of 500+. Off-site meetings required of the Coordinator may incur an additional fee.

Custodial Fee: Custodial services are required for all weekend events. A \$50 custodial fee will be assessed for all events, 5 p.m. Friday through 10 p.m. Sunday. For weekend events with catering, the custodial fee will depend on the length of the event and number of attendees. An estimated cost can be requested through Custodial Services, however, the final cost is subject to change.

Damage/Cleaning Fees: Client is responsible for repair and replacement of any equipment not returned in working order, and is responsible for any cleaning required in excess of the standard custodial provided by TCC.

Facility: These policies and procedures apply to all areas in the facility and adjacent patios areas.

EVENT POLICIES:

- Pursuant to University handbook of Operating Procedure 8-1040, the University of Texas is a tobacco-free campus.
- TCC will not provide insurance coverage for your event.
- Fundraising and ticketed events and Silent auctions are NOT allowed. Under the Regents' Policy they are considered sales transactions.
- No items may be displayed for sale EXCEPT books and recorded media pertinent to the event. Please discuss any plans for material sales with the event coordinator prior to event. TCC may establish rules and regulations concerning the rental of space for displaying advertising or merchandise samples in designated areas inside and outside of the TCC.
- Receptions in the lobby areas are permissible upon approval of the Director of TCC. Events with extensive catering setups may be required to reserve the dining room space.
- Exhibits in the lobby areas are permissible upon approval of the Director of TCC. A maximum number of 5 exhibit tables may be set up in the lobby.
- Damage to rooms, lobby, furniture and equipment is the financial responsibility of the-client.
- Helium balloons are not allowed, unless approved by the event coordinator prior to event.
- Open flames, including candles, are not allowed. Discuss other options with your event coordinator.
- All tables, decorations, signs, etc. must be removed directly after the event. Assistance in cleaning up is subject to staff availability and, if required, will be charged to the client.
- Events involving minors require that all administrators comply with the statute of the Education Code 51.976 and complete a "Sexual and Child Molestation Awareness Training and Examination Program." Copy of Training Certificate must be provided prior to the event.
- Children must be kept under adult supervision at all times.
- Live animals intended for exhibit or display that are for educational purposes, client will need to request prior permission/approval to be allowed on TCC premises. The use of service and emotional support animals are allowed in accordance with applicable federal and state laws.

PUBLICITY:

- The Director of TCC, under Regents' Policy, must review and give prior approval of publicity/advertisement to be used in connection with programs held in the Thompson Conference Center.
- **In the absence of a specific written agreement to the contrary, no license or other approval is granted for the use of the name of the University of Texas at Austin or any other words or images associated with the University for the purposes of direct or indirect endorsement or for any use other than to incidentally denote the location of an activity on its premises. You must ask permission to photograph or video tape in our facilities.**
- Contact information of the sponsoring group, including phone numbers and email addresses, must be made available to the public and also be a part of all advertisement for the event so that questions regarding parking, event information, etc. can be directed to the correct individuals. That contact information should also be made available to the event coordinator.

CATERING AND REFRESHMENTS:

- **TCC has an exclusive contract with 40 Acres Catering and does not allow any outside food or refreshments into the facility.**
- Under the Oaks, a cafeteria-style dining room is open to all attendees and the public Monday through Thursday, 7:30 a.m. to 2 p.m. and Friday, 7:30 a.m. to 2:00 p.m. The café is subject to close for private events at the discretion of TCC management.
- If a representative of your group (ex. instructor, staff, coordinator) coordinates the ordering of or brings in outside food or beverages for the group, the items will be removed from the room and the hosting organization will be assessed a **\$200.00**

service charge per occurrence. Group food deliveries to the Thompson Conference Center are not allowed. Catering is available to be ordered any time a space in the facility is rented.

- Catering guarantee is due by noon (3) days prior to the event date, if guarantee is not provided, client will be charged the greater of estimate or amount served.
- Events scheduled in the weekends 8a.m.-10p.m. that order catering must meet a food and beverage minimum of \$150.
- 40 Acres Catering may apply an additional 10% service charges for events occurring after 5:00 pm which will be retained by 40 Acres Catering.
- All buffets, receptions, and sit down dinners will include an 18% service charge based on food total, which will include provision of buffet attendants, china and linens, for sit down tables.
- Permission to have alcohol provided at your event must be obtained in writing from the Provost office. Your coordinator must receive your request for a bar at least 10 days prior to the event start date. All request for a bar received after the 10 day deadline may incur expedited processing fees. If you have alcohol at your event, you may be asked to provide a minimum of two ushers or UT PD to monitor exits. Alcohol is not allowed anywhere else in the building except for the rented space.
- 40 Acres Catering is not responsible for the handling and storage of food that is taken at the conclusion of your event 40 Acres Catering will not provide containers or assist with the packaging of any perishable products. Customer understands that once food is removed from the premises, 40 Acres Catering cannot guarantee proper food handling procedures have been followed. Therefore, 40 Acres Catering will not be held liable for any illness that may occur from consumed foods.
- All listed catering prices are subject to change without notice.

MATERIALS DELIVERY AND STORAGE:

- Delivery of program materials is accepted during normal business hours, 8 a.m.—5 p.m. Monday through Friday. Please send all materials to 2405 Robert Dedman Drive, Austin, TX 78712, Room 1.108.
- If more than (10) boxes of materials will be delivered an additional storage room must be reserved. The cost of the storage room will be dependent on availability and length of time the boxes need to be stored.
- Exhibitors are responsible for contacting the carrier for material pick up.
- Please note TCC does not have a traditional loading dock and cannot receive overlarge shipments.
- Please discuss your delivery needs with your coordinator prior to sending materials to the facility.

AUDIO/VISUAL:

- TCC has a wide variety of audio/visual (A/V) equipment and services. TCC conference rooms and auditoriums have packages specific to the capabilities of each room. The A/V package associated with the room reserved is required, should the event have any A/V needs.
- All A/V needs are to be guaranteed three days in advance. TCC Staff cannot assist with or be held responsible for personal A/V equipment. Requested A/V items cannot be removed the day of the event. Any A/V equipment setup and/or setup changes must be done by TCC Staff. Damage to or loss of any equipment may incur additional fees.
- All custom audio visual requires a two week notice.
- Internet access is available; please discuss your requirements in advance with your coordinator.
- You must ask for permission to photograph or record in the facilities.
- A brief consultation is included with the room rental. Continuous technical assistance is available for a fee of \$60 per hour.

PARKING:

- There are a limited number of parking spaces (241) in Lot 40 available, on a first come, first serve basis, to those attending programs at the Thompson Conference Center. Please do not park in Lot 38 or 39 at the risk of being ticketed or having your car served.
- A dashboard permit is required while parked in Lot 40. A PDF permit will be emailed to the coordinator of the program prior to the start date. It is the responsibility of the program coordinator to distribute the permit to all attendees. Additional permits are available in the Conference Office. No citation requests for Lot 40 must be submitted at least (3) weeks prior to your program start date, are subject to approval by the TCC Director and Parking Transportation and will incur an additional fee of \$1.25 per attendee.
- TCC is not responsible for tickets. The appeals process should be followed in the event that your car is ticketed while in Lot 40. Please see UT Parking and Transportation for any questions on parking rules and regulations at <http://www.utexas.edu/parking/appeal/avoid/>
- The Manor Parking Garage (MAG) is the closest garage to TCC; standard parking rates apply. Street parking is also available. Please check locations on the UT Website: <https://parking.utexas.edu/parking/garages/mag.php>
- Large group parking and buses can also be accommodated, with prior permission from the Parking & Transportation Department. Please fill out the Group/Event Parking Request, found at the following website, in order to gain permission: <https://utdirect.utexas.edu/apps/fasweb/parking/events/nlogin/event-request/>

FORCE MAJEURE POLICY:

Neither party will be liable for any failure or delay in performing an obligation under this agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

APPLICANT RESPONSIBILITY:

The applicant, the organization and each of its officers shall be responsible for the enforcement of, and compliance with these procedures. They shall also be responsible for any damage or injury to persons or property occurring on or about the buildings and facilities rented during the period of their use and shall indemnify The University of Texas at Austin – Extended Campus against any damage or injury suffered and against any loss of, or in connection with, this rental. They shall comply with all fire codes, all municipal ordinances and other regulations, and all laws or regulations of any other governmental authority.

The client has read, understands, and will adhere to the Thompson Conference Center Social Distancing Guidelines, provided in writing to client by TCC staff, regarding the responsibilities of clients and their attendees when on TCC premises and what clients should expect before, after and during their scheduled event. Currently, there is no cancellation charge due to the global pandemic or any unforeseen event, but TCC maintains the right, at any time, to change this policy as the current health crisis changes. At such time that TCC decides the force majeure is not applicable, the following cancellation fees will apply.

The health and safety of the event participants is the sole responsibility of the organization or the applicant. Please restrict your personnel to the space provided.

Please sign below to acknowledge that you have read the above policies and procedures and understand they will apply to your event at the Thompson Conference Center.

Applicant's Signature

Date

Printed Name

Title



The University of Texas at Austin Thompson Conference Center

Credit Card Charge Authorization

Cardholder's Information: (as is appears on the card and billing address)

Cardholder's Name: (Printed)	Credit Card Information:
	Credit Card Number:
Address:	
State:	
Zip:	Card Type:
Phone:	Visa MC Discover Am Express
Email:	Expiration Date:

Please select one option below:

One-Time Credit Card Authorization:

I authorize Thompson Conference Center (TCC), The University of Texas at Austin, to charge the amount listed to the credit card provided. I authorize the Thompson Conference Center to charge my credit card for payment of any cancellation fees or any damages incurred.

Please note: Before transaction is processed, client will be emailed invoice for review. Contact TCC with any billing discrepancies/disputes within 5 business days of the invoice date to Jerri Oreson 512-471-3121 or joreson@austin.utexas.edu. Final invoice amount will be automatically charged on the 6th business day in accordance with established policy.

Amount: (final invoice amount will be charged)

Cardholder's Signature: _____ Date: _____

Credit Card on File Authorization for Multiple Payments :

I authorize the Thompson Conference Center to keep my credit card number on file for multiple or reoccurring reservations. I authorize Thompson Conference Center, The University of Texas at Austin, to charge the amount listed to the credit card provided. I authorize the Thompson Conference Center to charge my credit card for payment of any cancellation fees or any damages incurred.

Please note: Before transaction is processed, client will be emailed invoice for review. Contact TCC with any billing discrepancies/disputes within 5 business days of the invoice date to Jerri Oreson 512-471-3121 or joreson@austin.utexas.edu. Final invoice amount will be automatically charged on the 6th business day in accordance with established policy.

Amount: (final invoice amount will be charged)

Cardholder's Signature: _____ Date: _____

Below For Office Use Only

For Event:	Reservation #:	Invoice #:
Client Name:		
Program date (s):		