

GOVERNMENT REQUEST FOR FACILITIES & SERVICES

RESERVATIONS WILL BE CONFIRMED ONLY UPON APPROVAL OF THIS FORM

Check the name of your TCC Coordinator: A. Davis R. Lickteig

ROOMS/VIRTUAL	DATES	TIMES (from-to)

Name of Organization: _____ Program Title: _____
 Program Contact: _____ Day Phone: _____
 Cell Phone: _____ Email: _____

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.

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 Reservation Number Coordinator

Lady Bird Johnson (LBJ) Auditorium

Policies & Procedures

APPROVAL TO USE THE FACILITIES AND SERVICES: The use of any rooms or service at the LBJ Auditorium 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 Extended Education Ventures. 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 are required for confirming your reservation.

SCHEDULING PRIORITIES: Scheduling priority is given to events that are sponsored by (in order):

1. The LBJ Library
2. The President’s Office at the University of Texas at Austin
3. Campus, government, and external organizations on a first-come, first-served basis.

SCHEDULING PROCEDURE: Requests to schedule the Auditorium should be made at least four weeks in advance of the event date. A completed Request for Facilities & Services form must be submitted with this signed document before space will be reserved. We do not guarantee the availability of the LBJ Auditorium until these documents have been submitted and approved. Technical requirements and a final event schedule are due four weeks prior to event date. Please consult a TCC Coordinator well in advance of your program to facilitate the planning of your event.

FEES:

Rental Fees: A rental fee is charged per the following schedule:
 All rental fees and production costs are subject to change.
 Additional fees, not included in the rental fee, may include:

	Campus	Government	External
8- hour day	\$1,335	\$1,780	\$2,190

- **AV Services:** Technology needs will be handled by UT Studio Operations. Requests will be arranged by the TCC coordinator.
- **Custodial or facility services, including special services such as plants, tables, chairs, etc.:** UT Custodial services are required when using the LBJ Auditorium. The Auditorium must be returned to the condition in which it was found. Custodial and facility services needs will be arranged by the TCC coordinator.
- **Rehearsal Fees:** Rehearsal time and space is not guaranteed and is subject to availability. The space may be rented for 2 hours for \$300 for purposes of rehearsal. Additional hours may be booked at \$100/hour.
- **Coordinator Fees:** A coordinator fee of 10% will be assessed based off of the final totals for the room and third-party vendors.

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).

Additional Rental Hours: The Auditorium is rented in 8- hour consecutive time blocks of between 8am-10pm. Time spent in the Auditorium outside that block of time will be billed at a rate of \$100/hour.

Parking Assessment: A \$200 parking fee will be assessed for Lot 40 per day.

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 at 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.
- **AV:** Programs that cancel less than (7) days from the start date of scheduled production services, will be charged 10% of the estimated production cost, pre-production work and rental fees incurred. Programs that cancel (3) days from the start date of scheduled production services, will be charged 50% of the estimated production cost, pre-

production cost and rental fees incurred. Programs that cancel less than (24) hours from the start date will be charged 100% of the estimated production cost, pre-production work and rental fees incurred.

EVENT POLICIES:

- No food or drinks are allowed in the LBJ Auditorium. Food and drinks may be provided in the upper and lower lobbies.
- Pursuant to University handbook of Operating Procedure 8-1040, the University of Texas is a tobacco-free campus.
- Educational exhibits in the lobby areas are permissible upon approval of the Director of TCC.
- Commercial displays are not permitted.
- Damage to Auditorium, lobby, furniture and equipment is the financial responsibility of the users.
- Nothing may be taped, pinned or otherwise attached to walls, doors, or any furniture, unless approved by the event coordinator prior to event.
- All tables, decorations, 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.
- 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 events that require tape on the floor must use non-residue tape. All tape must be removed immediately after each reservation period.
- No items may be displayed for sale EXCEPT for books and recorded media pertinent to the event. Please discuss any plans for material sales with the event coordinator prior to event.
- Fundraising and ticketed events and Silent auctions are NOT allowed. Under the Regents' Policy they are considered sales transactions.
- Children must be kept under adult supervision at all times.
- Events involving minors require that all administrators comply with the statute of the Education Code 51.976 and complete a training given by the UT Division of Diversity and Community Engagement "Youth Protection Program". Approval by this department will be required prior to the event. The TCC event coordinator will forward the client the information.
- 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 is allowed in accordance with applicable federal and state laws.
- UT Police Department presence at the event may be requested at the discretion of the Director of TCC. Associated fees will be due responsibility of the client.
- If you have lost or found an item while on UT property but not at TCC, please view the UT Police Department's Lost and Found: <https://police.utexas.edu/services/lost-found>
- **Materials delivery and storage:** Delivery of program materials is accepted during normal business hours, 8 a.m.—5 p.m. Monday through Friday. Deliveries will not be received at LBJ, all deliveries must be sent to TCC. Please send all materials to Thompson Conference Center, 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 LBJ does not have access to a loading dock and cannot receive overlarge shipments. Please discuss your delivery needs with your coordinator prior to sending materials to the facility.

PUBLICITY:

- **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 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.
- LBJ Auditorium is a University of Texas facility. When publicizing your event, please include the full name of the facility, Lady Bird Johnson Auditorium. Access to the Auditorium is through the lobby of Sid Richardson Hall and down the main staircase. (Elevators can be found down the hallway in Sid Richardson Hall.)

CATERING AND REFRESHMENTS:

- TCC has an exclusive contract with Forty Acres catering and does not allow any outside food or refreshments into the facility.
- 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 **\$300.00 service charge per occurrence**. Group food deliveries to the LBJ Auditorium 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.
- 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 the upper and lower lobbies. Alcohol is not allowed to leave the building.
- Forty Acres catering is not responsible for the handling and storage of food that is taken at the conclusion of your event Forty 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, Forty Acres catering cannot guarantee proper food handling procedures have been followed. Therefore, Forty 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.

PARKING:

- There are a limited number of parking spaces (241) in Lot 40 available to those attending programs at the LBJ Auditorium and the Thompson Conference Center. Please do not park in Lot 38 or 39 at the risk of being ticketed or having your car towed. TCC is not responsible for tickets. The appeals process should be followed in the event that your car is ticketed. 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 the LBJ Auditorium; standard parking rates apply. 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://parking.utexas.edu/parking/specialevents/event_parking/

FORCE MAJEURE: 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 internet provider, natural catastrophes, government acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy.

CLIENT RESPONSIBILITY: The client, the organization and each of its officers shall be responsible for the enforcement of, and compliance with these procedures. Despite other provisions to the contrary, (i) Client shall be responsible for damage or injury to persons or property occurring on or about the buildings and facilities rented during the period covered by this Agreement only if such damage or injury is caused by Client and/or event participants, and (ii) Client shall indemnify The University of Texas at Austin-Extended Education Ventures against damage or injury suffered and against any loss of, or in connection with, this rental only if such damage or injury is caused by Client and/or event participants. The health of the event participants is the sole responsibility of Client. Client and event participants shall comply with all fire codes, all municipal ordinances and other regulations, and all laws or regulations of any other governmental authority.

Please sign below to acknowledge that you have read the above policies and procedures and understand they will apply to your event at the Lady Bird Johnson Auditorium, which is managed by the Thompson Conference Center.

Applicant's Signature

Date

Printed Name

Title