

CAMPUS 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: _____
 Campus Mail Code: _____

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

IDT and UT Academic Dean/Executive Officer Approval

Please complete all of the IDT account and billing information below. Person(s) authorized to approve expenditures for rooms, food/beverage and contracted services from provided account(s) must sign below. If providing multiple accounts please identify which account should be used for which expenditure. You may also attach an additional sheet with account numbers.

Approval of educational purpose requires the signature of an academic dean or executive officer of The University. Before submitting this form to the Thompson Conference please have all required persons sign below.

Finance Contact: _____ Email: _____
 _____ Department Name(s)
 Account Number(s)
 _____ Print Name(s)
 Account Authorization Signature(s)

 Signature of UT Academic Dean or Executive Officer _____ Print Name

FOR OFFICE USE ONLY

Approval for use of facilities and services requires the signature of the Director of the Thompson Conference Center.

 Signature of Thompson Conference Center Director Reservation 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 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 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 am – 12 noon, 1 pm – 5 pm, 6 pm – 10 pm). Day charges are nine-hour units (8 am - 5 pm, 1 pm. - 10 pm.). If you require a full day from 8:00 am — 10:00 pm, the charge is one half and one full day rate.

Note: programs that book the 6 pm – 10 pm half-day room rental time block, Monday through Saturday, incur a \$40 staffing fee per hour. **Exclusions include: dining room, patios and full-day reservations.

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 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.

Room Setup Fees: 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 squares. All setup requested outside of the standard room setups will incur an additional fee of \$50/room. Lobby and patios will incur an additional \$75 setup fee. 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 \$75 parking fee will be assessed, and for all other rooms, a \$45 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.

Custodial Fee: Custodial services are required for all weekend events. A \$65 custodial fee will be assessed for all events, 5 pm Friday through 10 pm 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 the 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 for books and recorded media pertinent to the event. Please discuss any plans for material sales with the event coordinator prior to the 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.
- 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 the 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 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.
- Children must be kept under adult supervision at all times.
- Live animals intended for exhibit or display that are for educational purposes, the 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:

- **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.**

CATERING AND REFRESHMENTS:

- TCC has an exclusive contract with Forty 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 Friday, 7:30 am to 2 pm. 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. Changes after 72-hour mark may incur a fee up to 50%.
- Events scheduled on the weekends 8 am- 10 pm that order catering must meet a food and beverage minimum of \$150.
- 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.

- 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. The client understands that once the 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.

MATERIALS DELIVERY AND STORAGE:

- Delivery of program materials is accepted during normal business hours, 8 am—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 storage room cost will depend 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 five 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.
- A brief consultation is included with the room rental. Continuous technical assistance is available for a fee of \$60 per hour.

VIRTUAL/HYBRID TERMS AND CONDITIONS:

- Virtual Packages are great for one event with multiple sessions. Virtual packages cannot be used for an event series that spans for multiple dates.
- Rescheduling pre-recordings and rehearsals is subject to staff availability and timeline to the event date.
- All virtual and hybrid pre-recordings need to be done 3 weeks prior to the event date to have video editing done.
- Edits of pre-recorded videos will be delivered to the client for review 2 weeks prior to the event. Final edits incorporating client feedback will be delivered to the client a week prior to the event. No further editing will be completed less than a week from the event.
- A copy of the final presentation materials that were used in the speaker(s) pre-recording (PowerPoint slide deck(s), video(s), etc.) must be delivered to the coordinator 10 business days in advance.
- Quality of virtual pre-recordings will be subject to presenter's equipment, internet speed and software version. TCC is not liable for diminished pre-recording quality due to these factors. TCC will do its best to work with the quality of the video.
- Raw recordings and reports will be available for download within 72 hours after the event ends. TCC will store copies of the raw recording for up to one month after the event ends.
- Client requesting editing for raw recordings can expect an edited version of the recording within 7 business days for a full-service editing or within 14 business days for a feature-style editing after event ends.
- TCC landing page is subject to UT brand guidelines but the client can customize content and details it will contain.
- A copy of the final welcome slide(s) & presenter intros PowerPoint must be delivered to the coordinator 5 business days before the event day.

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 client prior to the start date. It is the responsibility of the client to distribute the permit to all attendees. Additional permits are available in the Conference Office.
- TCC is not responsible for parking tickets. The parking appeals process should be followed in the event that your car is ticketed while in Lot 40. Please see UT Parking & Transportation for any questions on rules and regulations: <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/nlogon/event-request/>

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 Thompson Conference Center.

Client Signature

Date

Printed Name

Title