

HBU.EDU

Morris Family Center for Law & Liberty Policy & Rates

The Morris Family Center for Law & Liberty is a beautiful, state-of-the-art complex, including a Gallery for larger events and ancillary spaces for smaller breakout groups or events. When complete, a five-building complex will stand tall off of HBU's main entrance, featuring the main building which is modeled after Independence Hall in Philadelphia. It is located in Southwest Houston on the campus of Houston Baptist University.

The mission of Houston Baptist University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord." - Unanimously approved by the Board of Trustees, February 24, 2009

Houston Baptist University complies with all applicable federal and state non-discrimination laws and does not engage in prohibited unlawful discrimination on the basis of race, color, nationality, or ethnic origin, sex, age or disability in either employment or the provision of services. Inquiries concerning this notice or the application of the laws referenced herein should be referred to the Counsel.

All events held at the university must be in alignment with the Christian vision, mission and purpose of the university.

Field Trip/Public Hours: *Information related to school field trips and hours the first floor Signing Room and Court Room will be open to the public is still in the planning stage. This policy will be updated as soon as information is available.*

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 – Room 183 |
Website: HBU.edu/events

In order to schedule any event, external events, must submit the Event Inquiry form to the Office of University Events & Conferences to be considered. This can be found on the Events homepage under [Event Inquiry form](#).

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 University initiatives, event planning consultation and assistance with arranging services, coordination of logistics to include: ARAMARK Higher Education (food service, catering, linens), Media Services (Audio/Visual), Campus Services (facility set-up, equipment rental, summer lodging), Police support (parking, security coverage), Information Technology, Maintenance, and Custodial.

Venue	Capacity	Rate (Per Hour)**	Minimum Rental	Set-Up/Teardown Fee	Security Deposit*
Gallery	Tables: 170 @ 17 round Rows: 400	\$300	4 hours	\$100	\$300
Courtroom	30 @ 3 rounds	\$250	4 hours	\$100	\$250
Free Enterprise Classroom	30	\$100	2 hours	N/A	\$100

*A security deposit is required to make formal reservations. No event will be added to the University Master Calendar without a deposit. A deposit will be used for any damage to the facility, overages in venue or labor time and / or excessive custodial. If there is no damage, the deposit will be returned within 30 days following the date of the event. If there is damage, the amount of repairs, equipment damage, and excessive custodial clean-up will be deducted. Presenter is financially responsible for all damages including, but not limited to, damages to persons, patrons, facilities, and equipment. If damages exceed the required deposit, the Presenter will be billed for the remaining amount. If using more than one facility, you must pay all deposits.

**Fees are subject to change without notification, but reservations made with a deposit can hold a price.

Additional Facility Considerations:

Event Staffing: Staffing will vary based on the venue and technical requirements of the event. These costs need to be taken into consideration for the total event cost when considering booking an event in the Morris Family Center for Law & Liberty. All staffing is a minimum of four hours.

Technical Staff	\$107.30 per hour, per person
Staffing (Oversight)	\$37.80 per hour, per person
Police Officer (Minimum of Two Required)	\$69.50 per hour, per person

Custodial fees begin at \$125 (minimum).

Staffing levels will be made by Office of University Events & Conferences staff. Presenter is responsible for prepaying all crewing cost and those costs will be agreed to and reflected in the event contract, proposal, and invoice. All a/v equipment must be operated by a Morris Center staff member, University designee, or approved contractor.

Additional Rentals: Technical equipment will vary based on the venue. These costs need to be taken into consideration for the total event cost when considering booking an event in the Morris Family Center for Law & Liberty. If HBU does not own equipment (technical or set-up) needed for a specific production, rentals must be coordinated through HBU. If available, media equipment can be added during the event with fees billed after the event. Once the final payment is made, neither refunds nor substitutions for unused equipment will be made.

Technical Equipment:

Projector*: \$850

*Presenter must provide own laptop computer to connect to projector.

Set-up Equipment:

Tables: 72 inch rounds, 8ft. banquet, cocktail	\$10 per table
Chiavari chairs* (up to 170)	\$6 each
Pipe and Drape	\$25 each section
Music stands	\$1 each
Risers: standing (three-step/six sections) (Note: 10 people per riser maximum.)	\$20 each section
Staging or seated risers (twenty sections/4 heights @ 8 inch increments) (Note: 4 people per riser maximum.)	\$30 each section (+ skirting-\$50)
Dance Floor (16ft x 16ft)	\$200
Podium	\$50

*Rental of additional Chiavari chairs (225) for up to 400 seated in rows will be arranged through the Office of University Events & Conferences. We are subject to vendor pricing changes, but for budgeting purposes, add \$1,400.

Piano: Currently, there is not a piano in the gallery space. If a piano is needed, the event producer will need to arrange for the rental of a piano to be delivered and picked-up within the window of the rental.

Payment: All payments for events are due a full ten (10) business days prior to the event. Additional, available facilities may be added after the ten days, but no unused facilities will be credited once the final payment has been made. Payments may be in the form of credit card, personal check, money order, or cashier’s check made payable to Houston Baptist University and sent to:

Attention: University Events & Conferences

Houston Baptist University

7502 Fondren Rd
Houston, TX 77074

Credit card payments can be paid online by clicking [here](#).

Insurance: Presenter must submit a Certificate of Insurance with Houston Baptist University as Additional Named Insured. Minimum coverage shall be in the following amounts and must cover actions by Presenter, artist, Presenter’s staff, artist staff, crews, sub-contractors and audiences:

Type of Coverage: Commercial General Liability

Limit of Liability: \$1,000,000

W-9 Forms: Presenter must submit a copy of their W-9 to the Office of University Events & Conferences when submitting the deposit. W-9 forms are required for all events and essential for the refund of a security deposit.

Hold Harmless Agreement: Each party shall save the other harmless from and against and shall indemnify the other for any liability, loss, costs, expenses, or damages howsoever caused by reason of any injury (whether to body, property, or personal or business character or reputation) sustained by any person or to any person or to property by

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reason of any act of neglect, default, or omission of it or any of its agents, employees, or other representatives, and it shall pay all sums to be paid or discharged in case of an action or any such damages or injuries. Nothing herein is intended to nor shall it relieve either party from liability for its own act, omission, or negligence.

Cancellations: Event cancellations by the presenter must be made in writing to the Office of University Events & Conferences. HBU may cancel an event at any time in its 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.

Event cancellation refunds

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

Ticketing: Any ticketing for events in the Morris Family Center for Law & Liberty **must** be handled by HBU's approved ticketing vendor, Etix. The client agrees to the contract set forth between HBU and Etix. This includes fees charged by both Etix and HBU prior to the final check provided to the client. Ticketing will be setup through the Office of University Events & Conferences. All ticketing revenue will be paid to the client by HBU after the event. The Office of University Events & Conferences reserves the right to retain ten (10) tickets to each performance for its personal distribution. No standing room tickets may be sold. Handicap accessible seating may not be sold to an able-bodied person before all other seats have been sold.

Capacity: If the number of guests at your event reaches over the maximum occupancy capacity, the Morris Center Staff will close the doors and no one else will be allowed in so as to comply with Harris County Fire Code.

Fire: Any special effects requiring pyrotechnics, flame or radiation of any kind are prohibited.

Access: No equipment or material may be delivered to Morris Center prior to the first scheduled date unless prior approval is obtained from the Office of University Events & Conferences. All equipment and materials must be removed immediately after the final performance, unless prior approval is obtained from the Morris Center Staff. No one is allowed in the catering kitchen, which is overseen exclusively by Aramark.

Advertising: No advertising materials bearing the names "Morris Family Center for Law & Liberty" or Houston Baptist University or referring to the Morris Center or HBU in anyway may be distributed until a reservation has been confirmed and materials have been approved for content and suitability. The university reserves the right to refuse any advertising that does not represent the Morris Center and the university appropriately. Groups may not use HBU's name, seal, or imply HBU's endorsement of 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 staff 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.

Food & Drink: Aramark Higher Education Food Service has exclusivity on campus for all food service needs and first right of refusal. No alcohol of any kind is permitted. All catering equipment will be provided by ARAMARK. In addition, linens can be ordered through Aramark. Our Catering Manager works with your specific desires to create a personal, one-of-a-kind event. All food charges will be added to the final invoice.

Custodial: ARAMARK Higher Education has exclusivity on campus for all custodial services. Custodial pricing is per hour, per custodian. Groups inside buildings should expect: (2) custodians for 1-300 guests and (3) custodians for 301-600 guests. Custodial staffing is \$29 per hour, per person with a 15% service fee added to the overall total.

Police: HBU Police policy requires that an off-duty police officer is hired. Due to capacity levels, specific police staffing minimums will vary based upon the facility used and specific event details. Police charges are \$69.50 per officer, per hour with a four hour minimum. **Due to the uniqueness of the venue, an officer must be present on the ground floor for security related to the “Court Room” and “Signing Room”.** The group is responsible for providing all necessary safety instruction to all participants and attendees. In the event of an emergency, HBU police will need to be contacted at 281.649.3911. Non-emergency calls for HBU Police: 281.649.3314.

Personal Property: Personal and organizational property should be safeguarded at all times. HBU is not responsible for the loss or damage of any personal or organizational property. Leaving items overnight for a multi-day event is done so at the group’s risk.

Smoking, Illegal Substances, & Alcohol: HBU is a smoke-free campus and maintains a zero tolerance of the use or possession of illegal drugs or alcohol of any kind.

Parking: Parking on campus is free; although HBU reserves the right to charge for event parking. Parking cannot be guaranteed.

- a. Arrangements for the unloading and parking of the client’s truck(s) must be made with the Office of University Events & Conferences no fewer than twenty (20) business days prior to the group’s scheduled arrival time.
- b. Busses used for transportation of audience members must park in lot 5—the spaces closest to the football field—unless other arrangements are made with the HBU Police Department.

Policy Waivers: Request for a waiver of Policy must be submitted in writing to the Office of University Events & Conferences at least thirty (30) days prior to first day of the engagement.

Acceptable Uses: The following are acceptable uses of the Morris Center, in order of priority:

- a. Events of an educational nature presented by university departments primarily for the benefit of Houston Baptist University.
- b. Events of an educational nature presented by university student organization primarily for the benefit of Houston Baptist University.
- c. Events of an educational nature presented by university departments or university student organizations in conjunction with non-university affiliated organization primarily for the benefit of Houston Baptist University. (All events sponsored by student organizations must be approved through the Office of Student Life. Certain fees will be applicable.) HBU departments or organizations sponsoring performances by a group or groups not affiliated with the university must submit a sponsorship agreement and copies of all contracts and riders with said group(s) to the Office of University Events & Conferences prior to booking.
- d. Rentals to non-university affiliated presenters that will significantly serve to enhance the university environment and further the university’s Christian vision, mission, and purpose for current and potential students as well as the community.

Sponsorships: Presenters may qualify for a discounted rental rate if they meet all of the following requirements:

- a. Sponsoring organization must be a university department or a student group
- b. Event must be in keeping with the sponsoring organizations stated purpose and with the overall mission, vision and purpose of the university.
- c. The sponsoring group must participate in the event and be present during the event.
- d. The group must offer tickets to university students at significantly reduced rate.
- e. Non-Profit (501c3) groups performing events that uphold the mission, vision and purpose of the university.

Inappropriate Behavior: Inappropriate behavior on the part of the client, program participants or audience may result in the cancellation or cessation of the event at the discretion of the Office of University Events & Conferences Staff or another university official. Inappropriate behavior includes, but is not limited, the following:

- a. Obstruction of aisles, exits, doorways, stairwells or passageways.
- b. Willful destruction of and/or damage to university facilities, property or equipment.
- c. Failure to abide by any of the rules, procedures or policies stipulated in this document.
- d. Perceived danger to staff, patrons, or program participants.
- e. The event running one (1) hour over its scheduled end time.

Merchandising: No merchandise may be sold without prior consent from the Morris Center Staff. The Morris Center reserves the right to charge a fee of fifteen (15%) of the proceeds of all merchandise sold.

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. For any printing or copy service needs, a Fed-EX Office store is located on the Southwest Freeway less than a mile from campus.

Address: 7457 Southwest Fwy Suite 200

Houston TX, 77074

Phone Number: 713.271.6311