



## Special Spaces List for Student Organizations

### **Hinton 113: The Executive Board Room**

- Due to its regular use by the Executive Council, Board of Trustees, and other personnel on campus, use of Hinton 113 requires the presence of an advisor or other faculty/staff member during your entire event.
- This room has Zoom capabilities built into the space.
- No setup is needed unless the room is being used for a large meal, in which case we can add 1 or 2 8' tables along the wall when you enter.

### **Hinton 135 – Custom Hall Dillon II**

- This space is for single event-use only; no recurring meetings or events are allowed in this space.
- The room must be left as it was found after every event unless otherwise arranged (preferably in writing) with the Office of University Events & Conferences.
- Student Life and the Office of University Events & Conferences reserves the right to decline any events within this space.

### **MCAC: Morris Cultural Arts Center (*The Whole Building*: McNair Hall, Dunham Theater, Belin Chapel, the Belin Green Room, Dressing Rooms, etc.)**

- These spaces *all* require the presence of an advisor or another faculty/staff member during your entire event, even at night or outside of regular business hours.
- Due to university revenue generation requirements, it is recommended that if these spaces are requested, groups book them well in advance to secure a spot (if you would like to book these spaces *before* reservation opportunities are opened each semester, contact the Office of University Events & Conferences by stopping by their office in the MCAC, calling 281-649-3047, or emailing [eventsintern@hc.edu](mailto:eventsintern@hc.edu)).

### **HRC: Hodo Residence College (*The Whole Building*: HRC 113 - Activity Lounge, HRC 114 – Learning Lab, HRC 116 – Hodo Parlor, HRC 121 – Hatton Chapel, HRC North & South Balconies, HRC Beach Volleyball Courts 1 & 2, HRC Front Lawn, HRC Lobby, HRC Patio, etc.)**

- Any use of *any* Hodo Residence College space will go through Student Life, the Office of University Events & Conferences, and Residence Life via Ad Astra.
- **HRC 116 – Hodo Parlor:**
  - This space is for single event-use only; no recurring meetings or events are allowed in this space.



- Furniture cannot be moved in this room—by the Events Setup Team, upon arrival to the space, during the event, or afterward. The room must remain set as-is at *ALL TIMES*.
- The Hodo Parlor must be "checked out" by the RA on call *prior* to your group entering in the space. It must also be "checked in" using the same process after the event. Doors will always be locked otherwise.
- No food or drinks are allowed into this space at any time.
- Any use of Hodo Parlor will go through Student Life, the Office of University Events & Conferences, and Residence Life via Ad Astra.

### **MLL: Morris Family Center for Law & Liberty Center**

- Any reservations in this building will require police presence (2 officers) onsite to protect the museum assets. The fee for the officers will be billed back to the group using the space.
- Meals in the banquet hall are required to utilize Aramark catering (limited menu), as Aramark has exclusivity for this building.
- To coordinate or discuss any events in MLL, whether on the first floor or the second, please contact the Office of University Events & Conferences by stopping by their office in the MCAC, calling 281-649-3047, or emailing [eventsintern@hc.edu](mailto:eventsintern@hc.edu). They would be happy to talk through the building requirements and how to make your event as successful as possible.

### **Founders Hall I (New Academic Building—part of the Morris Family Center for Law & Liberty Complex)**

- Classrooms in this space are open for regular reservations.
- There is a student lounge/event space on the 3rd floor that has a beautiful view of the new Law & Liberty Center. This space is available for student and faculty/staff use throughout the year.
- This room cannot be completely private; there is no door to close it off. However, you can set up a check-in or registration table at the entrance to the room.
- Additional furniture can only be added under special circumstances. Please contact the Office of University Events & Conferences by stopping by their office in the MCAC, calling 281-649-3047, or emailing [eventsintern@hc.edu](mailto:eventsintern@hc.edu) to find out if furniture can be added for your event.
- All classrooms in this space have HDMI hookups for the televisions (used as projection screens).

### **Collegium (Commuter Lounge)**



- This room is primarily for commuter activities, and this space is for single event-use only; no recurring meetings or events are allowed in this space.
- Additional furniture can only be added under special circumstances. Please contact the Office of University Events & Conferences by stopping by their office in the MCAC, calling 281-649-3047, or emailing [eventsintern@hc.edu](mailto:eventsintern@hc.edu) to find out if furniture can be added for your event.
- The room must be left as it was found after every event.
- Student Success and the Office of University Events & Conferences reserves the right to decline any events within this space.

### **Corner Pawket (Baugh Student Lounge Space)**

- This room is primarily for student use, and this space is for single event-use only; no recurring meetings or events are allowed in this space.
- Additional furniture can only be added under special circumstances. Please contact the Office of University Events & Conferences by stopping by their office in the MCAC, calling 281-649-3047, or emailing [eventsintern@hc.edu](mailto:eventsintern@hc.edu) to find out if furniture can be added for your event.
- The room must be left as it was found after every event.
- Any use of the Corner Pawket will go through Student Life, the Office of University Events & Conferences, and the Head of the Corner Pawket via Ad Astra.
- Student Life and the Office of University Events & Conferences reserves the right to decline any events within this space.

### **Hinton 204 – McNair Center Lighthouse Lab**

- Any use of this space will go through Student Life, the Office of University Events & Conferences, and Dr. Timothy White via Ad Astra.

### **Athletic/Recreational Spaces (ALL: BFC Gym, BFC Garden, Baseball Field, Football – Husky Stadium, Glasscock Courtyard, Glasscock Gym, Glasscock Lobby, HRC Beach Courts 1 & 2, Softball Field, Sharp Gym, Soccer Practice Field, Soccer Sorrels Field, etc.)**

- Any use of any athletic space will go through Student Life, the Office of University Events & Conferences, the Director of Athletics, and the Director of the Bradshaw Fitness Center, via Ad Astra.
- Student Life, Athletics, and the Office of University Events & Conferences reserves the right to decline any events within this space.

### **Hinton House (*The Whole Building*: Alumni House Circle Drive, Backyard, Conference Room, Living Room, etc.)**



- Any use of space in the Hinton House will go through Student Life, the Office of University Events & Conferences, and Candace Adams-Desrosiers via Ad Astra.
- Student Life, Advancement, and the Office of University Events & Conferences reserves the right to decline any events within this space.

### **Science Classrooms 111, 112, 114, 117, 118, & 119**

- Any use of these nursing classrooms will go through Student Life, the Office of University Events & Conferences, and Blake Swanson via Ad Astra.
- Student Life, Nursing, and the Office of University Events & Conferences reserves the right to decline any events within this space.

## ***Spaces Not Available for Request***

### **General Room Categories**

- UAC Art Galleries
- Most Computer Labs
- Most Conference Rooms
- All Labs (Engineering, Chemistry, Nursing, Physics, Microprocessor, Biology, Math, Cinema, etc.)
- All Museums (UAC, MCAC, & MLL)
- All Office Spaces (Faculty and Staff)

### **Specific Rooms**

- Baugh 230 – Band Hall
- MLL1 Assembly Room
- MLL1 Courtroom
- MLL2 – Liberty Lab

**The above spaces (general room categories and specific rooms) may be requested by a faculty or staff sponsor for the organization so long as the staff sponsor remains in the room and participates in the event from start to finish; they must be present for the entirety of the event.**