



HCU Events

An event is defined as anything that is not a regularly scheduled class. When booking events in Ad Astra, there are a variety of “Event Types.”

<u>Event Type:</u>	<u>Definition:</u>	<u>Examples:</u>
Academic Additional Class	Any regular scheduled class that needs to meet at an alternative day/time for a special session.	Finals prep or extra concert rehearsal (i.e. HCU Band or University Singers).
Admissions Recruitment	An event that is solely focused on building interest in students applying to or attending HCU.	Preview, Senior Saturday, or Graduate School Orientation.
Event: External	An event that is completely paid for by an external individual/group. An event hosted by a university affiliate on campus.	Dance recital, wedding, birthday party, musical, or high school graduation.
Event: Faculty/Staff*	An event booked and hosted by a faculty or staff member for an internal audience.	Committee meeting, End of Year Celebration, University Forum, or Faculty Symposium.
Event: Student*	An event that benefits the student experience, academic or extra-curricular.	Husky Review, voice recitals, Scholarship Symposium, Convocation, or club meeting.
Event: University Sponsored**+	A university department who champions an external organization may request a “sponsored” event, but is responsible for being the liaison with the group from booking through the end of the event. A benefit from the event for the university must be clearly articulated by the liaison for facility fee reductions. Additionally, the department may wish to pay fully or share the payment with the external organization to use HCU event spaces and resources out of a department budget.	Junior Achievement/McNair Center or the Houston Choral Society/HCU Choirs.
Maintenance/Tech Production	Any facility that needs to be taken offline for a period of time for repairs or extensive set-up.	Acoustic shell set-up/teardown, IT renovations, or painting.



Summer: Camps/Conferences**	These types of events could be internal or external—they are events taking place during the summer that are academic or recreational in nature.	GO, Fellowship of Christian Cheerleaders, or Basketball Camp.
Virtual	This is a category that can be used when requesting a virtual event sponsored by a department or college to be “featured” on the university calendar.	Alumni Bingo or a CCB Speaker event. (With this type of event, you would un-check the “Requires Room” box.)

*Since these types of events may include an external audience, some charges may apply. See chart below.

**Given the charges accompanying these event types that the Office of University Events, Camps, & Conferences invoice, before approval of space is confirmed, a meeting must be initiated by the sponsoring department with the Office of University Events, Camps, & Conferences to discuss the program.

+External groups may qualify for a discounted rental rate if they meet all of the following requirements:

- Sponsoring organization must be a university department or a student group (with oversight from club sponsor and/or Student Affairs).
- Event must align with the sponsoring organizations stated purpose and with the overall mission, vision, and purpose of the university.
- The sponsoring group must participate in the event to a significant degree and be present during the entirety of the event.
- The group must offer tickets to university students at a significantly reduced rate (this will be negotiated with the Office of University Events, Camps, & Conferences at time of signing).
- All events must uphold the mission, vision, and purpose of the university (including non-profit organizations with a 501c3).
- HCU representative must submit a detailed formal request, to the Office of University Events, Camps, & Conferences, identifying how the sponsored group is related and will benefit the institution as a whole.

Booking a space? Wait for confirmation:

A room CAN be requested in Ad Astra, but that does not mean your event is confirmed. You must WAIT for a confirmation email.

Booking the Morris Family Center for Law & Liberty:

- For the first year of operation, all requests—internal and external—for the Independence Hall part of the Morris Family Center for Law & Liberty will be directly booked through the Office of University Events, Camps, & Conferences.

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- The second-floor events space, The Gallery, will not be used for regularly scheduled meetings. Table seating is limited to 170. Rows of chairs can hold up to 400 guests, but an additional 225 chairs will need to be rented to match the style and quality of the facility. The fee for the additional chairs will be charged to the organization and the rental must be coordinated by the Office of University Events, Camps, & Conferences.
- Protecting the first floor “teaching space”—The Courtroom and Signing Room—will be an important safety consideration when using this building and does require an additional police officer.
- Fees for event oversight and tech may apply to the use of this building for internal events.

Fees for internal OR external purposes:

Custodial:

- Custodial staffing is based upon the number of attendees for any given event. The minimum number of custodians assigned to any event is now two.
- For all outdoor events, the number of custodians needed for any event will be determined by ARAMARK.
- For all indoor events, please refer to this chart:

Guest Count:	# of Custodians:
1-300	2
301-600	3
601-900	4

- Final custodial recommendations will be approved by internal operations (in collaboration between Aramark Custodial & the Office of University Events, Camps, & Conferences)
- Custodial fees are required at \$37 per hour per custodian, with a 15% service fee for the overall costs/supplies.
- Custodians are paid at a minimum of four hours per custodian, and will be extended for larger events.

Police Officers:

- Officer fees are \$69.50 per hour per officer, with a four-hour minimum per officer.
- Any events with an external audience require the presence of an HCU police officer to oversee the event.
- The officer requirement is subject to change based upon the recommendations of the University Police Department.