



Website: [hc.edu/events](http://hc.edu/events)

## Morris Family Center for Law & Liberty

### Policy & Rates

The Morris Family Center for Law & Liberty is a beautiful, state-of-the-art complex, with the Gallery for larger events and smaller ancillary spaces for smaller breakout groups, tours, or events. The five-building complex stands tall off of HCU's main entrance, featuring the main building modeled after Independence Hall in Philadelphia. The Morris Family Center for Law & Liberty complex is located in Southwest Houston on the campus of Houston Christian University.

The mission of Houston Christian 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 Christian 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 Trips and Public Hours:** For information related to school field trips and hours for when the first floor Signing Room and Court Room will be open to the public, please contact Eleanor Barton by calling 281-649-3995 or emailing [ebarton@hc.edu](mailto:ebarton@hc.edu).

**Scheduling Events:** All events held on campus are scheduled through the Office of University Events, Camps, & Conferences.

Office: 281-649-3047 | Email: [eventsintern@hc.edu](mailto:eventsintern@hc.edu) | Location: Morris Cultural Arts Center, Room #183 | Website: [hc.edu/events](http://hc.edu/events)

To be considered, external and sponsored events must submit the [Event Inquiry Form](#) to the Office of University Events, Camps, & Conferences.



Upon consultation, the Office of University Events, Camps, & Conferences provides the following services:

- Scheduling the university master calendar for all spaces on campus, when not in use by academic courses or university initiatives.
- Event consultation and planning assistance.
- Assistance in arranging services and coordinating logistics to include:
  - ARAMARK (food service, catering, linens, and custodial services).
  - Media Services and Information Technology (audio/visual).
  - Campus Services (facility setup(s), equipment rental, and summer lodging).
  - University Police support (parking and security coverage).
  - Maintenance.



### Venues and Rates:

Venue	Capacity	Rate (Per Hour)*	Minimum Rental	Setup/Teardown Fee***	Security Deposit**
Gallery	Banquet Style: 170 Theater Style: 400	\$300	4 hours	\$200	\$300
Courtroom	Banquet Style: 30	\$250	4 hours	\$200	\$250
Free Enterprise Classroom	40	\$100	2 hours	\$200	\$100

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

\*\*A deposit is required to make formal reservations. No event will be added to the university master calendar without a deposit. A deposit is not applied to the final bill but is kept aside and used in the event of any damage to the facility. Overages in venue, labor time, and/or custodial needs will also be taken from the deposit. If there is no damage, the deposit will be returned to the client(s) within 30 days of the event. If there is damage, the amount of repairs, equipment damage, and excessive custodial clean-up will be deducted from the deposit. The group is financially responsible for all damages including, but not limited to, damages to persons, patrons, facilities, and/or equipment. If damages exceed the deposit, the group will be billed for the remaining expenses. If more than one facility is used, each deposit is required.

\*\*\*The Office of University Events, Camps, & Conferences reserves the right to change these setup/teardown fees at any time.

**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 has a minimum of at least four hours.



**All Venues:**

Staff	Minimum Staff Required	Rate (Per Hour)*	Minimum Hours (Per Staff Member)**
Technical Staff: Sound & Lighting	1	\$107.30 per hour, per person***	4 hours
House Manager	1	\$37.80 per hour, per person***	5 hours
Ushers	0	\$15.60 per hour, per person***	4 hours
Police Officer	2	\$69.50 per hour, per person***	4 hours
Ticketing Attendant	0	\$37.80 per hour, per person***	4 hours

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

\*\*The Office of University Events, Camps, & Conferences reserves the right to change these minimum hour staffing rates at any time.

\*\*\*If the facility rental goes beyond the previously agreed upon time frame, for all staff members involved, there will be additional hourly rates as well as a 5% surcharge incurred.

**Additional Staffing Information:** If no technical staff are required, a fee of \$379 will be charged to the group to have Morris Family Center Law & Liberty personnel present to oversee the use of the Morris Family Center for Law & Liberty facilities. An additional \$63.17 per hour will be charged if the group is utilizing the facility beyond 6 hours.

Staffing level decisions will be made by Office of University Events, Camps, & Conferences in consultation with the Morris Family Center for Law & Liberty Technical Director. The group is responsible for prepaying all staffing costs, which will be agreed to and reflected in the event proposal. All Morris Family Center for Law & Liberty equipment must be operated by a Morris Family Center for Law & Liberty staff member, university designee, or approved contractor.



**Additional Rentals:** Technical equipment needed for each event 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 HCU does not own equipment needed for a specific event, outside rentals must be coordinated through the Office of University Events, Camps, & Conferences and the Morris Family Center for Law & Liberty Technical Director. Once the final payment is made, neither refunds nor substitutions for unused equipment will be made.

Equipment*	Rate**
Projector	\$850
Retractable Projection Screen	\$300
Confidence Monitor (Mounted)	\$150
Audio Console	\$500
Speakers	\$1,200
Microphone Receivers	\$160
Microphone Transmitters (Bodypack, Handheld, etc.)	\$80
Tables (72" Rounds, 8' Banquet, 6' Banquet, Cocktail)	\$10 per Table
Chiavari Chairs*** (Up to 170)	\$6 Each
Pipe & Drape	\$25 per Section
Music Stands	\$1 Each
Conductor's Music Stand (Black, Gray, or Acrylic)	\$50 Each
Conductor's Platform	\$25



Staging	\$30 per Section
Stage Skirting	\$50
Glass HCU Podium	\$150
Stanchions	\$15 Each
Flag with Stand (Texas, Christian, or American)	\$13 Each
Dance Floor (16' Square)	\$600

\*A general (not exhaustive) list of equipment is provided here. For specialty audio and all lighting equipment rates, please contact the Office of University Events, Camps, & Conferences with specific event needs.

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

\*\*\*Rental of additional Chiavari chairs can be arranged, for seating for up to 400 (theater style), and must be handled through the Office of University Events, Camps, & Conferences. All rental pricing is subject to vendor pricing changes.

**Pianos:** There are currently no pianos within the Morris Family Center for Law & Liberty complex. If a piano is needed, individual groups will need to work in tandem with the Office of University Events, Camps, & Conferences to arrange the rental, delivery, and pickup of a piano.

**Payment:** All payments are due at least 10 business days prior to the event. No unused facilities will be credited once the final payment has been made. Payments may be made by a credit card, check, money order, or cashier's check made payable to Houston Christian University and sent to:

Attention: University Events, Camps, & Conferences  
Houston Christian University  
7502 Fondren Rd.  
Houston, TX 77074

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



**Insurance\*:** All groups must submit a Certificate of Insurance with Houston Christian University as an additional named insured.\*\* Minimum coverage shall be in the following amounts and must cover actions by all those affiliated with the hosting group including participants:

**Type of Coverage:** Commercial General Liability

**Limit of Liability:** \$1,000,000

\*Those hosting personal events, such as weddings, receptions, or personal recitals will assume all liability when signing the event proposal and the university will not be held liable to any injuries to any participants or guests at the event.

***\*\*Effective June 1, 2024, HCU will require \$1 million in sexual misconduct liability coverage from any third party that operates children's camps or other programs at all facilities.***

**W-9 Forms:** All groups must submit a copy of their W-9 form to the Office of University Events, Camps, & Conferences when submitting deposits. W-9 forms are required for all events.

**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, personal or business character, or reputation) sustained by any person or to any person or property by 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 any 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:** HCU can cancel any event at any time at the university's discretion. If HCU 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. Otherwise, termination by HCU shall result in a pro rata refund of the applicable fee, based on the portion of the reservation that was fulfilled, but less any expenses incurred by HCU. If the contracted facility is rendered unsuitable for the group's activity by reason of Force Majeure, HCU and the group are released from their obligations under the signed contract. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, war or any other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of HCU. Non-compliance with HCU event policy may result in forfeiture of deposit and/or loss of facility privileges in the future. Each agreement is personal, and the group shall not allow any other person, group, or entity to use the facilities during the scheduled time(s) without prior written consent from HCU.





### Event Cancellation Refunds

Days Before Event	Refunds Issued
90+	100%
61-89	75%
60 or Less	0%

**Ticketing:** Any ticketing for seats in the Morris Family Center for Law & Liberty **must** be handled by Etix, HCU's approved ticketing vendor. By signing the prepared proposal for each event, the group agrees to the contract set forth between HCU and Etix. This includes fees charged by both Etix and HCU prior to the final settlement as provided to the group. Ticketing is setup through the Office of University Events, Camps, & Conferences. All ticketing revenue will be paid to the group by HCU, via check, approximately 30 days after the event. The Office of University Events, Camps, & Conferences reserves the right to retain 10 tickets to each performance for its personal distribution. No standing room tickets may be sold. Handicap accessible seating may not be sold to any able-bodied persons until all other seats in the venue have been sold.

All ticketing staff will sell tickets through equipment supplied through Etix and can also facilitate the pick up of will call tickets. Staff for ticketing will be contracted through the Office of University Events & Conferences at \$37.80 per hour. Etix setup costs \$75.60 per hour.

**Programs:** The Office of University Events, Camps, & Conferences reserves the right to be published in the official event program at no cost. It is the responsibility of the group to request the logo/graphics from HCU to meet the distribution deadline.

**Capacity:** If the number of guests at the event reaches the maximum occupancy of the space, the event staff will close the doors and no one else will be allowed to enter so as to comply with Harris County Fire Code.

**Fire:** All special effects, pyrotechnics, flame, or radiation of any kind, are prohibited.

**Access:** No equipment or material may be delivered to Morris Family Center for Law & Liberty prior to the reservation beginning unless prior approval is obtained from the Office of University





Events, Camps, & Conferences. All equipment and materials must be removed immediately after the event's conclusion unless prior approval is obtained from the Morris Family Center for Law & Liberty staff. No one is allowed in the catering kitchen.

**Advertising:** No advertising materials bearing the Morris Family Center for Law & Liberty, Houston Christian University, or HCU names in any way may be distributed until a reservation has been confirmed and materials have been approved by the Office of University Events, Camps, & Conferences for content and suitability. The university reserves the right to refuse any advertising that does not represent the Morris Family Center for Law & Liberty and/or the university appropriately. Groups may not use HCU's name, seal, or imply HCU's endorsement of support without express written permission from an authorized HCU official.

**Banners and Signs:** Before being hung, all banners and signs must be approved by the Office of University Events, Camps, & Conferences. Nothing may be attached to any surface, using tacks, tape, or nails without prior approval. Additionally, any directional or event signage placed along the boulevard or in grassy areas on stakes must be approved. Once approved signage is put in place, failure to properly remove this signage after the event will result in additional clean up charges.

**Food and Drink:** ARAMARK Food Service has first right of refusal on campus for all food service needs and *exclusivity* in the Morris Family Center for Law & Liberty. All catering equipment will be provided by Aramark. Linens for the Morris Family Center for Law & Liberty are also provided through Aramark for an additional fee. Aramark provides a variety of preset options which can be viewed by clicking [here](#), but also works with all desires to create a personal, one-of-a-kind event. All food charges will be added to the final invoice prepared by the Office of University Events, Camps, & Conferences and must be paid at least 10 business days prior to the event. No alcohol of any kind is permitted on campus. All drinks must be products of PepsiCo.

**Custodial:** Custodial staffing is \$37 per hour, per custodian with a 15% service fee added to the overall total. Groups inside the Morris Family Center for Law & Liberty should expect:

Expected Attendance	Number of Custodians Required*
1-300	2
301-600	3
601-900	4



\*The Office of University Events, Camps, & Conferences reserves the right to adjust these numbers in conjunction with ARAMARK at any time. Custodial for outdoor spaces is determined by ARAMARK, at their discretion.

**Police:** HCU Police policy requires that at least one off-duty police officer is hired for events. Due to the uniqueness of the Morris Family Center for Law & Liberty, an officer must always be present on the ground floor for Court Room and Signing Room security. Police staffing is \$69.50 per hour, per officer with a four-hour minimum. The group is responsible for providing all necessary safety instructions to all participants and attendees of the event. In the event of an emergency, HCU Police will need to be contacted at 281-649-3911. HCU Non-Emergency police officers can be contacted at 281-649-3314.

**Personal Property:** Personal and organizational property should be safeguarded at all times. HCU 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 each group's individual discretion and risk.

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

**Parking:** Parking on campus is free; however, HCU reserves the right to charge for event parking, and parking cannot always be guaranteed. Arrangements for the parking and unloading of the group's vehicles must be made with the Office of University Events, Camps, & Conferences no fewer than 20 business days prior to the group's scheduled arrival time. Busses used for transportation (for any purpose) must coordinate all arrangements through the Office of University Events, Camps, & Conferences, in conjunction with HCU Police, no fewer than 20 business days prior to the event.

**Inappropriate Behavior:** Inappropriate behavior on the part of the group, program participants, and/or audience may result in the cancellation or cessation of the event at the discretion of the Office of University Events, Camps, & Conferences or other university official. Inappropriate behavior includes, but is not limited to, the following:

- Obstruction of aisles, exits, doorways, stairwells, or passageways.
- Willful destruction of and/or damage to university facilities, property, or equipment.
- Failure to abide by any of the rules, procedures, or policies stipulated in this contract.
- Perceived danger to staff, patrons, or program participants.



- The event running one or more hours over its scheduled end time.

**Merchandising:** No merchandise may be sold without prior consent from the Office of University Events, Camps, & Conferences. The Morris Family Center for Law & Liberty reserves the right to charge a fee of 15% of the proceeds of all merchandise sold on university property.

**Internet Access and Printing:** Wi-Fi access is available at no additional charge. On certain occasions there are scheduled Wi-Fi outages. If the event requires Wi-Fi access, please communicate with the Office of University Events, Camps, & Conferences to ensure that it will be available. Printing 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.

7547 Southwest Fwy, Suite 200  
Houston, TX 77074  
Phone Number: 713-271-6311

**Auxiliary Services:** The HCU Post Office is open Monday-Friday, 8 a.m.-4 p.m. and is located in the MD Anderson Student Center. Before utilizing HCU Post Office services, prior arrangements must be made through the Office of University Events, Camps, & Conferences.

By signing this agreement, I understand that all events held on campus must be in alignment with the university's Christian mission, purpose, vision, and [\*The Ten Pillars 2030: HCU Vision & Core Convictions.\*](#)

By electronically or physically signing this document, I acknowledge that I have been given and read through the event policies related to the event my group is holding on the campus of Houston Christian University and that all policies, as outlined here, will be upheld by my group. Non-compliance with Houston Christian University event policies may result in forfeiture of deposits and loss of facilities privileges at Houston Christian University in the future.