



HBU.EDU

Houston Baptist University STUDENT Event Management and Space Utilization:

Use of University Facilities:

Houston Baptist University recognizes a fundamental responsibility to its community, and, when possible, rents its available spaces within campus facilities when not required for use by the university.

Recognized student organizations may schedule applicable space without a facilities cost. Non-university sponsored events may include:

- Legally established organizations for presentation of educational, professional, cultural, and musical programs.
- Conferences, workshops, seminars.
- Individual recitals, weddings, receptions.
- Camps and athletic events.

Houston Baptist University complies with all applicable federal and state non-discrimination laws and does not discriminate on the basis of race, nationality, ethnic origin, sex, age, or disability in either employment or in the provision of services. All events on campus must be in alignment with the vision, mission, and purpose of the Houston Baptist University.

With the exception of classroom assignments facilitated by the Office of the Provost, ALL use of campus facilities must be scheduled on the university master calendar (Ad Astra) through the Office of University Events & Conferences.

If there is any damage to the booked facility (conference rooms, classrooms, athletic complexes, buildings, grounds, etc.) during the event, the individual or organization hosting the event will be held liable for costs incurred by the university for any repairs. The university is not liable for items lost during or in connection with these activities.

For an external group or a student hosting a personal event, the Office of University Events & Conferences provides the following services:

- Makes reservations on the university master calendar (Ad Astra) for all use of campus space(s) when not in use by academic courses, or university initiatives.*
- Event planning consultation and assistance with arranging services.
- Coordination of event logistics, including:
 - ARAMARK Higher Education (food service, catering, linens, and custodial services).*
 - Instructional Media Services and Information Technology (audio/visual).*
 - Campus Services (facility set up, equipment rental, summer lodging).*
 - Police support (parking, security coverage).*
 - Maintenance (A/C and heating or issues related to repairs).*

*Fees are charged for facilities, food service, equipment rentals, custodial services, set-ups, media services, and extra police support for personal and external events.

Scheduling of Facilities and Resources:

All facilities and meeting spaces on campus are scheduled through the [Office of University Events & Conferences](#). Student events must be approved by the Department of Student Life prior to receiving confirmation on the university

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master calendar. Student events must be requested at least twelve (12) business days in advance and may be scheduled up to six months in advance. Student organizations should schedule their meeting space(s) each semester, and all regularly scheduled student organization meetings should be held in classrooms or conference rooms. Special events may be scheduled in one of the custom halls or outdoor spaces upon approval. Attendance at any event cannot exceed venue capacity.

Schedule Event:

Event requests are to be made at least twelve (12) business days in advance.

When planning an event/meeting, you must first calendar the event on the university master calendar (Ad Astra). To request an event:

- a. Sign in to your HBU Portal (my.hbu.edu).
- b. Click the Schedule an Event calendar icon.
- c. Using your organization's full name (for example—Alpha Chi Omega, not AXO) and your name as the customer, fill out all of the information in the form to the best of your ability. Please complete all sections and be as detailed as possible to avoid any delays or misunderstandings in your request.
- d. Select dates and times at the bottom of the screen, then click the "Create" button above the calendar.
- e. Select the meeting and click the Request Rooms button. Select your rooms and click OK at the bottom of the pop up screen.
- f. Select the meeting and click the Request Resources button. **You must select Student Life Approval as a resource.** You may also request equipment (tables, chairs, etc.) and food, but you may NOT request media. Media must be requested through the Media Services Request found on the homepage of Ad Astra. All requests must be submitted by the organization's campus advisor.*

*Please note that requesting food and equipment through Ad Astra does not secure those items. You must complete the necessary [Aramark Catering](#) request on their website and a Facility Set-Up form for any and all set-up needs.

Media Services:

If you would like to request media services for an event, you must have your campus advisor fill out a [Media Services Request](#). A Media Services Request must be submitted separately from the event request, and both must be submitted 72 hours prior to the beginning of the event or sooner. All media services will be available on a first come first serve basis.

Food Services/Table Linens:

All food service requests (including bake sale and linens requests) can and should be made in Ad Astra. However, all catering requests must be submitted through [Cater Trax](#) separately. Note that there is a \$10.00 charge per linen requested. ARAMARK Higher Education Food Service has exclusivity on campus and must be given first right of refusal for any and all food service requests on campus. For any questions, or special requests concerning catering, contact ARAMARK Catering at 281-649-3366, or visit them in their office in the Morris Cultural Arts Center #154. All official orders must be submitted through [Cater Trax](#). Organizations hosting events without food service approval will be fined \$100.00.

Equipment:

All equipment must be requested as a resource through Ad Astra. You must also fill out a [facility set-up form](#) to ensure that your setup is completed.

Concluding and Submitting Your Request:

Check your information, and then click Submit at the top of the screen. You will then receive an email that your request has been submitted, and you should receive an additional email within one week notifying you if your event has been approved or declined by Student Involvement and the Office of University Events & Conferences.

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Notification of Change/Cancellations:

Requests should be made by using the online Change/Cancel Event form found on the Ad Astra home page via the portal, or by clicking [here](#). If you need extra assistance, please contact the Office of University Events & Conferences by calling 281-649-3047, emailing eventsintern@hbu.edu, or stopping by their office located in the Morris Cultural Arts Center #183.

Facility Set-up Request:

This request is made in addition to scheduling events and requesting resources through Ad Astra. The facility set-up forms are located on the Houston Baptist University Events & Conferences [website](#). Facility set-up forms are required to be submitted to the Office of University Events & Conferences at least ten (10) business days in advance to any event.

If you have any questions, please do not hesitate to contact the Office of University Events & Conferences!