

SPECIAL EVENTS FACILITIES/SERVICES

POLICIES AND GUIDELINES FOR USE OF THE HOUSTON HARTE UNIVERSITY CENTER, JUNELL CENTER/STEPHENS ARENA, AND OTHER SELECTED FACILITIES

Effective January 1, 2024

The facilities, services, and programs of the Houston Harte University Center have been designed to support the total educational mission of the university. In addition to recreational and dining facilities, the University Center provides a wide range of facilities and services for ASU students and their registered organizations. The meeting rooms in the University Center may be reserved for departmental/faculty/staff meetings and educational conferences. Co-sponsored conferences and meetings are provided for the cost of expenses incurred (rental fees for said events may be waived by following procedures outlined in the Policies and Guidelines). The Facilities Fee Waiver form is located online at <http://reservations.angelo.edu>.

Outside organizations and individuals may rent university facilities according to published procedures. The procedures for requesting use of the university facilities are available online at <http://reservations.angelo.edu>.

Reservation requests must be submitted to the Special Events Office online via <http://reservations.angelo.edu>.

Selected facilities include academic buildings and specialized facilities that are regulated by special provisions which are necessary because of the numerous specialized academic and non-academic functions they ordinarily accommodate. Permission to use these facilities can be obtained through the Office of Special Events.

The use of university facilities by registered student, faculty, and/or staff organizations is permissible in accordance with the *Regents' Rules* and the following university policies and procedures under which registered organizations may reserve university facilities.

Conditions Established for Use of Facilities and Restriction on Joint Sponsorship:

Extracurricular student, faculty, or staff activities involving the use of Texas Tech University System-owned buildings and grounds shall be conducted in accordance with local, state, and federal law and in accordance with the applicable System and component regulations. Such activities shall not disrupt or disturb the academic and component program and shall not result in damage to or defacement of property. Registered student, faculty, or staff organizations may not enter into joint sponsorship of any on-campus project or program which involves financial commitments or the scheduling or use of facilities with individuals, groups, or students that are not registered without prior written approval of the component president or his or her designee through normal administrative channels.

a. Use of the Houston Harte University Center and Other Selected Facilities by On-Campus Organizations

- i. Policy Statement. The use of university facilities by registered student, faculty, and/or staff organizations is permissible in accordance with the *Regents' Rules* and University Policies.

ii. Approval for Use of University Facilities.

- (a) University registered student organizations desiring to schedule the use of university facilities must reserve the facilities through the Special Events Office, located on the second floor of the University Center, to ensure room availability. Reservation requests must be submitted to the Special Events Office online via <http://reservations.angelo.edu>.
- (b) Faculty groups who desire to schedule the use of university facilities for other than routine university business purposes, i.e., departmental meetings, must first obtain written approval for the program from the Director of Business Services prior to scheduling the facilities. Faculty groups must reserve the facilities through the Special Events Office, located on the second floor of the University Center, to ensure room availability. Reservation requests must be submitted to the Special Events Office online via <http://reservations.angelo.edu>.

iii. (c) Special Provisions. The utilization of university facilities is not ordinarily authorized for the purpose of raising funds, although requests to do so shall be considered upon their merits, taking into consideration the particular circumstances which impel the request. Requests for such specialized uses should be addressed to the Director of Business Services.

Rental charges adequate to pay for heating and air conditioning, electricity, custodial services, and all labor shall be charged to university organizations using university facilities when admission fees are required. University organizations charging admission fees at lectures, musicals, theatricals, entertainments, and other types of programs are normally expected to use non-academic facilities.

The use of university facilities by university organizations is given priority over the use of facilities by outside groups.

The following priorities have been established for on-campus organizations authorized to use university facilities. Authorization is received from either the Vice President for Student Affairs, the Director of Business Services, the Executive Director of Student Affairs, or the Center for Student Involvement.

Class 1 - A meeting of a recognized university organization to further the purpose for which that organization exists (i.e., business meetings of recognized student organizations, university departmental meetings, administrative meetings, general university convocations, alumni meetings, and assemblies of recognition).

Class 2 - Authorized meetings or assemblies of recognized university organizations for which admission is charged at the door or revenue is derived by advance ticket sales, subscriptions, contributions, freewill offerings, or sales.

b. Joint Sponsorship for Use of the Houston Harte University Center and Other Selected Facilities

- i. Approval and Reservation for Use of Facilities. Prior to reserving university facilities, the on-campus co-sponsor of any proposed event must first obtain written approval for the activity from the Director of Business Services. Upon approval by the Director of Business Services, the co-sponsor must reserve the facilities through the Special Events Office. Reservation requests must be submitted to the Special Events Office online via <http://reservations.angelo.edu>.

- ii. **Special Provisions.** All requests for Joint Sponsorship events must comply with the provisions set forth in the *Regents' Rules* and university policies.

In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, the sponsoring organization will be billed for any amounts due to the university and not paid by the sponsored organization.

The following priority has been established for joint sponsorships authorized to use university facilities.

Class 3 - Conferences, seminars, or other educational assemblies sponsored by ASU in conjunction with an outside group for purposes directly or indirectly benefitting Angelo State University for which one of the off-campus co-sponsors is a tax supported group. Also included are conferences, seminars or recreational assemblies involving a defined group of individuals whose membership is not primarily from the campus but do have an affiliation with a recognized group on campus. These groups are non-profit organizations. These events are not tax supported but are in line with the educational mission of the university.

- iii. **Request for Fee Waiver.** If a university department chooses to co-sponsor an event and would like the event rental fees to be waived, the department is required to complete a Request for facilities fee waiver via <http://reservations.angelo.edu>. This form can be obtained through the Special Events Office. The department must obtain approvals/signatures from the appropriate department head, dean, and vice president before submitting for approval from the Director of Business Services. The department requesting a fee waiver must commit both labor for set-up of the event and supervision. If the event is located outside the University Center, the sponsoring department must supply an individual to supervise the event and provide support to the customer. If the department requires the University Center staff to support the co-sponsored event, then the department will be billed an hourly charge per hour per employee for support to defer the cost of student labor. In the cases not clearly defined above, the charge for services billed to the department will be established by the Director of Business Services.

c. Use of the Houston Harte University Center and Other Selected Facilities by Outside Groups

- i. **Policy Statement.** It is the policy of the university to make facilities available for use by outside groups in accordance with and subject to the provisions of the *Regents' Rules* and university policies, to the extent that the programs and activities of these groups do not conflict or interfere with normal university functions or the activities of campus organizations:
 - (1) Public schools and educational organizations;
 - (2) State and Federal agencies;
 - (3) The City of San Angelo and its official (tax supported) agencies;
 - (4) Meetings of a professional or semi-professional nature which have interests related to the work of the university such as education, farming, ranching, science, charity, philanthropy, government, and research.

The use of university facilities is not ordinarily authorized for the purpose and groups listed below, although requests shall be considered upon their merits.

- (1) Promotional groups, commercial or otherwise;

- (2) Activities where admission is charged or where money is otherwise raised, including theatricals and other types of entertainment, except in cases where profits are for charitable purposes in the true sense of the term, and in cases where other auditoriums of the community are inadequate or unavailable;
- (3) “Civic” groups, including service clubs, churches, and lodges, except for purposes of temporary emergency assistance.

Cases not in the classifications previously listed and borderline cases are considered upon their merits.

- ii. Approval and Reservation for Use of Facilities. Outside groups desiring use of university facilities must obtain approval for their program or activity from the Director of Business Services. The Director of Business Services is responsible for making certain that the proposed program and activity is within the *Regents’ Rules* and university policies. Reservation requests must be submitted to the Special Events Office online via <http://reservations.angelo.edu>.

Appropriate rental charges shall be charged to outside groups using university facilities. The Bursar’s Office will be notified by the Special Events Office after completion of an event if a rental charge is to be assessed. The group will be billed by the Bursar’s Office immediately upon completion of the event.

- iii. Special Provisions. The following priorities have been established for the use of university facilities by outside groups.

Class 4 - Educational, conferences, seminars, or assemblies sponsored by:

- a. Public schools and educational organizations;
- b. State and Federal agencies;
- c. The City of San Angelo and its official (tax supported) agencies;
- d. Meetings of a professional or semi-professional nature which have interests related to the work of the university such as education, farming, ranching, science, charity, philanthropy, government, and research.
- e. Other conferences, seminars, or educational assemblies involving a defined group of individuals whose membership is not primarily from the campus and which do not have an affiliation with a defined group on the campus.

Class 5 - Social or recreational assemblies involving a defined group of individuals whose membership is not primarily from the campus and which do not have an affiliation with a defined group on the campus.

Class 6 - Contract commercial or fundraising event by a non-university group or business using the facilities for private or public use charging a fee to participants or spectators for the purpose of making a profit.

- (1) Outside groups sponsoring lectures, musicals, theatricals, entertainments, and other types of programs are normally expected to use non-academic facilities.
- (2) Reservations for facilities use by outside groups may not be made earlier than six (6) months in advance of the proposed event except for special educational programs and contract services.

d. Facility Use Agreements

- i. Use of university space by non-sponsored outside groups must be authorized by written agreement. The agreement provides for:

- (a) Full cost recovery;
 - (b) Confirmation that the use does not constitute university or state endorsement of the using organization, its views or objectives;
 - (c) Certification that such use does not interfere with primary university uses for which the facilities were intended; and
 - (d) Protection of the university from any liability or property loss exposures that may or do result from the lessee's activities or occupancy. The agreement shall indemnify and hold harmless the Board of Regents of the Texas Tech University System, Angelo State University, and all of its officers, employees, and agents from any actions or causes of action, claims, demands, liabilities, loss damage, injury, cost or expense of whatever kind or injuries or the death of any person(s) or damage to or loss of any property claimed to have been caused by or to have arisen out of or in connection with or incidental to the use of Angelo State University property.
- (i.) The lessee must provide financial responsibility in the form of a Certificate of Insurance or as otherwise may be deemed acceptable by the Director of Business Services. The Certificate of Insurance should reflect the following:
 - 1) Commercial General Liability coverage \$1,000,000.00;
 - 2) ASU as an additional insured;
 - 3) Subrogation against ASU is waived. The lessee's insurance coverage is primary;
 - 4) If lessee cannot furnish Commercial Liability coverage three (3) business days prior to event date, the university will cancel said reservation.
 - (ii.) The lessee must agree to comply with all laws, ordinances and regulations applicable to the intended use and occupancy. In addition, the lessee must agree to be responsible for payment of federal, state, and local taxes which may be levied against the event or activity.
 - (iii.) The lessee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.
 - (iv.) The standard facilities use agreement shall be used by all reservation offices. Addendums may be added for special circumstances.

e. Conditions Applying to All Classifications of Users

- i. The university facilities may not be used for the benefit of private individuals or organizations unless the use of the facilities serves a public purpose and adequate contractual or other controls ensure its realization.
- ii. The use of university facilities by on-campus organizations is given priority over the use of the facilities by outside groups.
- iii. Multi-scheduling or standing reservations are not normally allowed except for educational programs conducted by the university.

f. Request for Fee Waiver

If a university department chooses to co-sponsor an event and would like the event rental fees to be waived, the department is required to complete a Request for Facilities Fee Waiver. This form can be obtained through the Special Events Office. The department must obtain approval signatures from the appropriate department head, dean, and vice president before submitting for approval from the Director of Business Services. The department requesting a fee waiver must commit both labor for set-up of the event and supervision. If the event is located outside the University Center, the sponsoring department must supply an individual to supervise the event and provide support to the customer. If the department requires the University Center staff to support the co-sponsored event, then the department will be billed an hourly charge per hour per employee for support to defer the cost of student labor. In the cases not clearly defined above, the charge for services billed to the department will be established by the Director of Business Services.

CHARGES FOR USE OF THE HOUSTON HARTE UNIVERSITY CENTER

The following schedule of charges has been established for the use of the Houston Harte University Center.

FACILITY TYPE	RENTAL RATE					
	Class 1 ASU Sponsored Event	Class 2 On-Campus Groups Charging {, ##, <><>	Class 3* Co-Sponsored events involving tax- supported entities SLI, {}, ##, <><>	Class 4* Non-University sponsored events SLI, {}, ##, <><>	Class 5* Social Not Affiliated w/ASU SLI, {}, ##, <><>	Class 6* Contract/ Commercial Event/Fundraiser SLI, {}, ##, <><>
Single Meeting Room	N/C	\$32.00	\$42.00	\$69.00	\$95.00	\$137.00
Double Meeting Room	N/C	\$32.00	\$63.00	\$111.00	\$147.00	\$195.00
Conference Room	N/C	\$32.00	\$42.00	\$69.00	\$95.00	\$137.00
University Center 110/111	N/C	\$58.00	\$90.00	\$116.00	\$179.00	\$220.00
Ram Room	N/C	\$42.00	\$63.00	\$111.00	\$147.00	\$195.00
Small Conference Center	N/C	\$111.00	\$179.00	\$357.00	\$530.00	\$583.00
Large Conference Center	N/C	\$168.00	\$242.00	\$447.00	\$630.00	\$735.00
Tucker Center Reception Area**	N/C	\$32.00	\$58.00	\$90.00	\$105.00	\$168.00
Guest House	\$55.00	N/A	N/A	N/A	N/A	N/A

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION TO ABOVE STATED RENTAL RATES.

- * If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at \$16.75 per hour per employee to set-up and monitor requested equipment.
- ** Tucker Center requires approval from the Director of Business Services.
- SLI Spectator Liability Insurance based on estimated attendance.
- { Labor: \$16.75 per hour/per employee from time of making facilities available until the completion of scheduled event.
- ## **Utility Surcharge:** C.J. Davidson Conference Center - \$23.00 per hour from time of making facilities available until the completion of scheduled event.
- <><> **Custodial charges: \$30.80 per hour/per employee-billing after event clean-up.**

Groups requiring **Food Services or Catering** will be billed for such services separately.

All prices will be adjusted yearly based on consumer price index increases for utility cost, custodial contract services, and facility rental cost. Increases will be based on university Fiscal Year adjustments.

Normal hours of operation are Monday-Friday, 8:00 a.m.-10:30 p.m.; Saturday, 10:00 a.m.-7:00 p.m.; Sunday, Closed. Before or after hours, \$69.45 per hour.

Should special technical services be required, groups will be advised of said charges in advance and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charges will be established by the Director of Business Services.

CHARGES FOR USE OF THE JUNELL CENTER/STEPHENS ARENA

The following schedule of charges has been established for the use of the Junell Center/Stephens Arena.

FACILITY TYPE

RENTAL RATE

	Class 1 ASU Sponsored Event	Class 2 On-Campus Groups Charging {}, ##, <><>	Class 3* Co-Sponsored events involving tax-supported entities SLI, {}, ##, <><> ***	Class 3A UIL Sports (per Game) **, SLI,	Class 4* Non-University sponsored events SLI, {}, ##, ***	Class 5* Social Not Affiliated w/ASU SLI, {}, ##, ***	Class 6* Contract/ Commercial Event/Fundraiser SLI, ##, {}, <><> ***
Stephens Arena	N/C	\$399.00	\$1,717.00	see rates on appendix I	\$1,995.00	\$2,284.00	\$2860.00
Junell Center Auxiliary Gym	N/C	\$115.00	\$175.00	\$175.00	\$289.00	\$399.00	\$515.00
Junell Center VIP Lounge	N/C	\$115.00	\$175.00	\$175.00	\$289.00	\$399.00	\$515.00
LeGrand Sports Complex	N/C	\$115.00	\$289.00	\$289.00	\$399.00	\$515.00	\$688.00
Classrooms	N/C	\$37.00/ea	\$63.00/ea	\$63.00/ea	\$79.00/ea	\$90.00/ea	\$90.00/ea

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION TO ABOVE STATED RENTAL RATES.

- * If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at \$16.75 per hour per employee to set-up and monitor requested equipment.
- ** Game rates are shown on Appendix I, base rate savings will apply on multiple games played back to back. Base rate plus additional requests not part of standard set-up and Spectator Liability Insurance are shown above.
- *** **Catered Meal:** For a catered meal served in the Junell Center/Stephens Arena for 600 or more, the rental rate is reduced by \$500.00.
- SLI Spectator Liability Insurance based on estimated attendance.
- { } Labor: \$16.75 per hour/per employee from time of making facilities available until the completion of scheduled event.
- ## **Utility Surcharge: Stephens Arena \$84.00 per hour - Auxiliary Gym \$45.00 per hour**
Utility surcharge will be billed from time of making facilities available until the completion of scheduled event.
- <><> **Custodial charges: \$30.80 per hour/per employee-billing after event clean-up.**

Groups requiring **Food Services or Catering** will be billed for such services separately.

All prices will be adjusted yearly based on consumer price index increases for utility cost, custodial contract services, and facility rental cost. Increases will be based on University Fiscal Year adjustments.

Normal hours of operation are Monday-Friday, 8:00 a.m.-5:00 p.m. All other hours can be scheduled by request from 8:00 a.m.-11:00 p.m. Before or after hours, \$69.45 per hour. Normally, the Junell Center is closed on Sundays, but may open from 2:00 p.m. until 10:00 p.m. at a cost of \$89.15 per hour plus equipment rental cost with a 4-hour minimum.

Should special technical services be required, groups will be advised of said charges in advance and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charge will be established by the Director of Business Services.

CHARGES FOR USE OF OTHER SELECTED FACILITIES

The facilities listed below follow the same guidelines as the ones established for other University facilities.

OTHER SELECTED AREAS

RENTAL RATE

	Class 1 ASU Sponsored Event	Class 2 On-Campus Groups Charging	Class 3* ASU Co- Sponsored events involving tax supported entities @, ~, %, SLI, {}, ##, ◇◇	Class 4* Non-University sponsored events ISD Requests @, ~, %, SLI, {}, ##, ◇◇	Class 5* Social Not Affiliated w/ASU @, ~, % SLI, {}, ##, ◇◇	Class 6* Contract/ Commercial Event/Fundraiser @, ~, % SLI, {}, ##, ◇◇
Math/Computer Science-Room 100	N/C	\$63.00	\$90.00	\$115.00	\$231.00	\$342.00
Rassman 105	N/C	\$37.00	\$63.00	\$90.00	\$115.00	\$197.00
ASU Auditorium	N/C	\$115.00	\$175.00	\$231.00	\$342.00	\$515.00
ASU Gym (Main Floor) (CHP)	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$599.00
Individual Classrooms (campus wide)	N/C	\$37.00	\$37.00	\$63.00	\$90.00	\$115.00
Carr E/FA 101	N/C	\$37.00	\$63.00	\$63.00	\$90.00	\$115.00
Carr E/FA Recital Hall	N/C	\$37.00	\$63.00	\$90.00	\$115.00	\$175.00
Academic 004	N/C	\$37.00	\$63.00	\$90.00	\$115.00	\$175.00
Cavness 100 (Science Bldg.)	N/C	\$63.00	\$90.00	\$115.00	\$175.00	\$258.00
MIR Center	N/C	\$63.00	\$231.00	\$289.00	\$342.00	\$515.00
Tennis Courts (all but 2-NPS)	N/C	\$63.00	\$175.00	\$289.00	\$399.00	\$567.00
<u>Recreational Facilities</u>						
- Softball Fields	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$567.00
- Swimming Pool	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$567.00
- Multipurpose Track Field	N/C	\$115.00	\$289.00	\$399.00	\$515.00	\$688.00
- Super Slab	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$688.00
- Outdoor Pavilion	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$688.00
- Intramural Multipurpose Fields	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$688.00
- Dance Studio	N/C	\$63.00	\$79.00	\$115.00	\$175.00	\$231.00
- Band Field	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$688.00
- Campus Green	N/C	\$115.00	\$175.00	\$289.00	\$399.00	\$688.00
- Sand Volleyball	N/C	\$63.00	\$175.00	\$289.00	\$399.00	\$567.00

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION TO ABOVE STATED RENTAL RATES.

* If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at \$16.75 per hour per employee to set-up and monitor requested equipment.

@ Customers will be billed at \$16.75 per hour per Auditorium Technician.

~ Customers will be billed at \$19.00 per hour per game official.

% Customers will be billed at an hourly rate per lifeguard to supervise activities in the swimming pool. NOTE: Only ASU lifeguards will be utilized.

SLI Spectator Liability Insurance based on estimated attendance.

{ Labor: \$16.75 per hour/per employee from time of making facilities available until the completion of scheduled event.

Utility Surcharge: Utility surcharge will be billed at \$23.00 per hour if outdoor lighting is used in addition to base rental fees.

◇◇ **Custodial charges:** Any additional custodial cleaning will be at \$30.80 per hour.

Groups requiring **Food Services or Catering** will be billed for such services separately.

All prices will be adjusted yearly based on consumer price index increases for utility cost, custodial contract services, and facility rental cost. Increases will be based on university Fiscal Year adjustments.

Normal hours of operation are Monday-Friday, 8:00 a.m.-10:30 p.m.; Before or after hours, \$69.45 per hour. Should special technical services be required, groups will be advised of said charges, in advance, and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charge will be established by the Director of Business Services.

CHARGES FOR USE OF THE LAKE FACILITY

The following schedule of charges has been established for use of the Lake Facility.

	<u>0-49 PEOPLE</u>	<u>50-99 PEOPLE</u>	<u>100-149 PEOPLE</u>	<u>150+ PEOPLE</u>
Class 1	N/C	N/C	N/C	N/C
Class 2	\$63.00+ hourly labor rate below + other than std. set-up	\$ 79.00+ hourly labor rate below + other than std. set-up	\$95.00+ hourly labor rate below + other than std. set-up	\$115.00+ hourly labor rate below + other than std. set-up
Class 3*	\$90.00+ hourly labor rate below + other than std. set-up	\$ 105.00+ hourly labor rate below + other than std. set-up	\$132.00+ hourly labor rate below + other than std. set-up	\$158.00+ hourly labor rate below + other than std. set-up
Class 4*	\$105.00+ hourly labor rate below + other than std. set-up	\$ 121.00+ hourly labor rate below + other than std. set-up	\$147.00+ hourly labor rate below + other than std. set-up	\$175.00+ hourly labor rate below + other than std. set-up
Hourly Labor Rate (4 hrs. min.)	\$16.75/hr/employee	\$16.75/hr/employee 2 employees min.	\$16.75/hr/employee 2 employees minimum + 2 parking attendants	\$16.75/hr/employee + 3 employees minimum + 2 parking attendants 4 employees for 200 5 employees for 250+
Class 5*				
<i>Up to 4 hours</i>	\$115.00	\$142.00	\$175.00	\$231.00
<i>From 4-8 hours</i>	\$153.00	\$184.00	\$220.00	\$299.00
<i>Over 8 hours</i>	\$195.00	\$231.00	\$289.00	\$357.00
Class 6*				
<i>Up to 4 hours</i>	\$231.00	\$258.00	\$289.00	\$342.00
<i>From 4-8 hours</i>	\$273.00	\$299.00	\$336.00	\$409.50
<i>Over 8 hours</i>	\$310.00	\$342.00	\$399.00	\$478.00

PLEASE NOTE THAT A UTILITY SURCHARGE and CUSTODIAL SERVICES ARE BILLED IN ADDITION

TO ABOVE STATED RENTAL RATES. All prices will be adjusted yearly based on consumer price index increases for utility cost and facility rental cost. Increases will be based on university Fiscal Year adjustments.

NOTE: Charges will be based on actual number of attendees present, not on estimates provided at the time of reservation. ASU Activity Card holders receive a 20% facility rental discount when hosting private rental events at the ASU Lake Facility.

* If an event requires special sound and light requirements, the customer will be billed a separate additional charge for rental of equipment as per attached equipment rate schedule. Labor will be billed at \$16.75 per hour per employee to set-up and monitor requested equipment.

SLI Spectator Liability Insurance based on estimated attendance.

{ } Labor: \$16.75 per hour/per employee from time of making facilities available until the completion of scheduled event.

Utility Surcharge: Lake Facility \$23.00 per hour. Utility surcharge will be billed from time of making facilities available until the completion of scheduled event.

◇◇◇ **Custodial charges: \$30.80 per hour/per employee-billing after event clean-up.**

Groups requiring **Food Services or Catering** will be billed for such services separately.

GENERAL UNIVERSITY RECREATIONAL PERIODS

The entire Lake Facilities have been reserved at the following times seasonally for general and recreational use by Angelo State University students with currently validated ASU OneCards, and eligible faculty and staff.

Wednesday: 1:00 p.m. – Sunset

Saturday: 1:00 p.m. - Sunset

Sunday: 1:00 p.m. - Sunset

General use on the above days may be extended or other periods may be designated by the Director of Business Services if the Lake Facilities are not required by scheduled use. However, the facilities shall not remain open later than 10:30 p.m. By request, other days and times may be requested at time of reservation.

Because the Lake Facility is set in a Residential Area, all amplified sound must be cut off at 10:00. ASU is under strict observance of the city sound ordinance. Building staff will walk the perimeter of the facility and take readings throughout the event to ensure that sound does not carry. Building staff will inform the group's leadership of any violations, at which time volume will have to be turned down to within limits. Noncompliance with staff requests to lower sound will result in amplified sound being cut off for the remainder of the event.

Should special technical services be required, groups will be advised of said charges in advance and billed accordingly.

In cases not clearly defined or for rental of other facilities not listed above, the charge will be established by the Director of Business Services.

EQUIPMENT RATES
Effective January 1, 2024
(Applicable to Classes 3, 4, 5, and 6)

<u>ITEM</u>	<u>RATE</u>
Display Tables	\$ 21.00 (indoor venue) table cloth and skirt \$ 11.00 (outdoor venue) no table cloth
Stage Sections (32' x 12' is standard w/Room Rental in CJ Davidson Conference Center)	\$ 17.00 (per adjustment of 8' x 4' section)
Sound (per event, performance, or rehearsal) Podium/Mic comes standard; all other requests will generate this fee	\$ 86.00 set-up fee plus \$ 16.75 per hour/per employee /4 hour minimum (A/V Tech to monitor/operate)
Stage Lights (per event, performance, or rehearsal)	\$ 71.00 (indoor venue) \$ 16.75 per hour/per employee /4 hour minimum
Digital projector (CJ Davidson Conference Center Only)	\$135.00
Piano (only in rooms where piano is standard) Piano Tuning	\$ 33.00 Prevailing Rate
Laptop Computer Set-Up (Set-up pricing for each workstation)	\$ 86.00 \$ 16.75 per hour/per employee /4 hour minimum (A/V Tech to monitor/operate)
Portable Curtain (8' wide section)	\$ 22.00 (section)
Portable TV monitors (70 inch)	\$ 86.00
Document Camera	\$ 54.00 (includes set-up)
Decoration Assistance	\$ 16.75 per hour/per employee /4 hour minimum
Rehearsal Assistance	\$ 16.75 per hour/per employee /4 hour minimum
Live Stream/Video Conference Set up	\$ 162.00 per hour \$ 28.00 per hour/per Facilitator
Golf Cart	\$ 57.00 \$ 16.75 per hour/per employee /4 hour minimum
Printer	\$ 60.00
Merchandise	20% of gross sales

JUNELL CENTER/STEPHENS ARENA STAFFING EXPENSES

Effective January 1, 2024

(Applicable to Classes 3, 4, 5 and 6)

<u>ITEM</u>	<u>RATE</u>
University Police	\$ 40.00 per hour per officer (4 hour minimum); requires direct payment made to University Police immediately upon conclusion of event
	\$ 60.00 per hour per officer (4 hour minimum); if billed in final rental event settlement
Parking Lot Attendants	\$ 16.75 per employee/4 hour minimum
Electrician	\$ 329.00 per event
Paramedics	\$ 100.00 per hour / 4 hour minimum; or Prevailing Rate
Custodial	\$ 30.80 per hour/per employee /4 hour minimum billing after event clean-up
Event Labor	\$ 16.75 per employee/4 hour minimum
Ushers	\$ 16.75 per employee/3 hour minimum
Game Clock Operator	\$ 67.00 per game
Shot Clock Operator	\$ 67.00 per game
Official Scorer	\$ 67.00 per game
Announcer	\$ 67.00 per game
Facility Clean-Up	\$ 414.45 per event
Sound Technician	\$ 86.00 \$ 16.75 per hour/per employee
Facility Set-Up	\$ 874.95 per event
Facility Tear-Down	\$ 583.30 per event
Load in (non-professional)	\$ 16.75 per employee/4 hour minimum
Golf Cart	\$ 57.00 per cart \$ 16.75 per hour/per employee/ 4 hour minimum
Spectator Liability Insurance	\$ 5,000,000.00 spectator liability coverage required
JumboTron	\$ 220.00

Appendix I of Special Events Facilities/Services
Policies and Guidelines January 1, 2024

High School Baseball:

Game Prices: Single Game \$710.00 per game
 Two Games \$650.00 per game
 Three Games \$590.00 per game

Price Includes:

Scoreboard Operator
Sound Operator
Spectator Liability Insurance
Facility Operations Staff

Does not include:

University Police Officers **
Ticket Sales/Gate Staff - who must
 monitor facility guidelines, specifically no
 outside food or drinks
Official Bookkeeper
Sports Medicine Assistant
Announcer
Assignment or Payment of officials
Completion or Filing of UIL Financial
 Report
Submission of UIL Commission

High School Softball:

Game Prices: Single Game \$710.00 per game
 Two Games \$650.00 per game
 Three Games \$590.00 per game

Price Includes:

Scoreboard Operator
Sound Operator
Spectator Liability Insurance
Facility Operations Staff

Does not include:

University Police Officers **
Ticket Sales/Gate Staff - who must
 monitor facility guidelines, specifically no
 outside food or drinks
Official Bookkeeper
Sports Medicine Assistant
Announcer
Assignment or Payment of officials
Completion or Filing of UIL Financial
 Report
Submission of UIL Commission

High School Basketball:

Game Prices: Single Game \$1,150.00 per game
 Two Games \$1,100.00 per game
 Three Games \$1,050.00 per game

Price Includes:

Scoreboard Operator
Sound Operator
Spectator Liability Insurance
Facility Operations Staff

Does not include:

University Police Officers **
Ticket Sales/Gate Staff - who must
 monitor facility guidelines, specifically no
 outside food or drinks
Official Bookkeeper
Sports Medicine Assistant
Announcer
Assignment or Payment of officials
Completion or Filing of UIL Financial
 Report
Submission of UIL Commission

High School Volleyball:

Game Prices: Single Game \$770.00 per game
 Two Games \$700.00 per game
 Three Games \$640.00 per game

Price Includes:

Scoreboard Operator
Sound Operator
Spectator Liability Insurance
Facility Operations Staff

Does not include:

University Police Officers **
Ticket Sales/Gate Staff - who must
 monitor facility guidelines, specifically no
 outside food or drinks
Official Bookkeeper
Sports Medicine Assistant
Announcer
Assignment or Payment of officials
Completion or Filing of UIL Financial
 Report
Submission of UIL Commission

High School Football:

Game Prices: Single Game \$880.00 per game

Price Includes:

- Scoreboard Operator
- Sound Operator
- Spectator Liability Insurance
- Facility Operations Staff

Does not include:

- University Police Officers **
- Ticket Sales/Gate Staff - who must monitor facility guidelines, specifically no outside food or drinks
- Official Bookkeeper
- Sports Medicine Assistant
- Announcer
- Assignment or Payment of officials
- Completion or Filing of UIL Financial Report
- Submission of UIL Commission

**Customer must arrange for and pay officers (\$40.00 per officer per hour) directly at conclusion of the event; should customer opt for all-inclusive billing to include UPD, increase security rate of \$60.00 per officer per hour applies.)

Please note: It is the responsibility of the teams competing to schedule referees/officials and to make payment for their services. It is also the responsibility of the teams competing to complete and submit the UIL Financial Report and the commission due to UIL. Angelo State University will be happy to provide the competing teams the necessary information required to complete the UIL Financial Report following the event.

USE OF THE STEPHENS CHAPEL

Rates and Policies

General Facility Notes and Policies

Capacity: 124 guests

Contracts, Pricing, and Billing

- ASU Students, Faculty, Staff, or Alumni receive a 20% facility rental discount when hosting private rental events at the ASU Stephens Chapel. Note: labor, custodial service, and utilities are not included in the discount.
- Groups who incur facility use charges will be provided a contract which will need to be signed no later than 2 weeks prior to their scheduled event (funeral services are exempt from 2 week deadline).
- Pricing will be outlined in the contract, and a 20% deposit will be required to confirm the reservation.
- Liability Insurance may be required to confirm the reservation (outlined in 'All Other Events' section).
- Groups will be sent a final bill within 2 weeks following the event with the remaining fees any additional charges that may have incurred (i.e. damage to facility, extended time in use, etc.).

Food and Beverages

- Permitted inside bride and groom rooms, but not inside the sanctuary.
- Groups requesting food services or catering are required to use Chartwells, ASU's contracted food services provider. Catering orders are billed separately from the space reservation and must be placed through Chartwells by contacting (325) 942-2124.
- No alcohol is allowed on the premises. Exceptions for religious communion services will be considered on a case by case basis.

Décor

- Groups are responsible for removing/cleaning up their own décor. Failure to do so will result in additional charges.
- No items may be affixed to any Stephens Chapel furniture, walls, windows, or doors.
 - If pew décor is desired, we recommend tying tulle or ribbon.
- No candles or open flames.
- No rice, confetti, glitter, or similar product can be thrown inside or on the surrounding grounds.
 - Biodegradable flowers petals or birdseed are permitted.
- No runners or carpets may be placed in the aisles.
- No items may block access to the aisles in case of emergency.
- No climbing is permitted in the Stephens Chapel – décor must be within reach from the ground.
- All furnishings and fixtures are considered permanent and may not be moved.
- Water or any other liquid spills should be immediately communicated to Stephens Chapel staff.
- Smoking, vaping, or the use of smokeless tobacco products is unauthorized inside or on the surrounding grounds.
- All animals are prohibited from campus facilities with the exception of service animals (ASU OP 10.24, Section 6)

Audio/Visual Items

- Music recordings and video presentations must be provided to Special Events team at least 48 hours in advance.
- Live musicians and equipment/instruments are not provided.
- An A/V technician will be provided as necessary to assist on site.

Parking

- Parking is available on the ASU campus in each of the Porter Henderson Library, Mayer Museum, and Houston Harte University Center lots (weekday restrictions apply).
- Up to 8 parking spaces can be reserved for private events (such as weddings, funerals, etc.) upon request for no additional fee in the northwest corner of the Porter Henderson Library lot.
- Upon request and for an additional fee, a golf cart and driver may be requested to assist those with mobility concerns.

Weddings

Wedding Package Fee: \$607.95

- Private use of facility for a 1-hour block for rehearsal and 3-hour block for ceremony.
- Support staff, custodial services, and utilities.
- Additional charges for events will be evaluated on a case by case basis.
- Does not include liability insurance. Groups are welcome to utilize [TULIP insurance](#) through ASU.

Additional Notes

- Wedding ceremonies are only permitted on Friday evenings or Saturdays.
- The Stephens Chapel does not have a designated officiant. The couple is responsible for bringing their own – they may be of any denomination.

- Plan to arrive in ceremony attire as the bride and groom rooms are relatively small and should be utilized as waiting rooms.
- All vendors have access to the Stephens Chapel for the time frame stated in the contract.
- No receptions may be held on the premises including the exterior of the building.

Funerals/Memorials

Funeral/Memorial Package Fee: \$557.70

- Private use of facility for a 3-hour block.
- Support staff, custodial services, and utilities.
- Additional charges for events will be evaluated on a case by case basis.
- Does not include liability insurance. Groups are welcome to utilize [TULIP insurance](#) through ASU.

Additional Notes

- All vendors (florist, etc.) have access to the Stephens Chapel for the time frame stated in the contract.
- No pre/post-service receptions may be held on the premises including the exterior of the building.
- Services may take place at any time, but please note more parking will be available after 2:30 on weekdays.

All Other Events

Class 1	Class 2	Class 3	Class 4	Class 5	Class 6		Facility Rental Fee
N/C	\$95.00	\$132.00	\$147.00	\$175.00	\$289.00	Up to 4 hours	
				\$220.00	\$336.00	From 4-8 hours	
				\$289.00	\$399.00	Over 8 hours	

Surcharges

- Labor: \$16.75 per hour per employee for the time of the event plus set up and tear down.
- Utilities: \$23.00 per hour for the time of making facilities available until the completion of scheduled event.
- Custodial: \$30.80 per hour per employee for the time of the event plus post-event clean-up.
- Liability Insurance: fee is based on estimated attendance; insurance is required for all events class 3-6. Groups are welcome to utilize [TULIP insurance](#) through ASU.
- NOTE: Labor, utility, and custodial surcharges are billed in addition to the facility rental fee stated in the table above.

Angelo State University Facilities Use Agreement

Stephens Chapel Third Party Addendum

This contract is for anyone (professional or nonprofessional) photographing, videotaping, or decorating at the ASU Stephens Chapel and must be initialed & signed by the person doing the work; not the bride, groom, or other representative. Please initial next to each statement, stating that you & your company (if applicable) agree to follow all chapel policies.

GENERAL

- _____ Third party vendors have access to the inside of the chapel, including bride and groom rooms, only for the time frame stated in the chapel contract. The time frames are strictly followed. Pictures may be taken off site, elsewhere on campus before & after their time frame. If you do not know your wedding party's time frame, please contact your client or our office.
- _____ All furnishings & fixtures are considered permanent & may not be moved without staff permission in advance.
- _____ Any equipment and decorations must be removed by the end of the time block. The chapel is not responsible for any equipment or decorations left behind.

THE CEREMONY

- _____ Pictures may be taken throughout the chapel up to **30 minutes before ceremony start time**. All large equipment (light umbrellas, etc.) must be taken down & stored for the ceremony. Any stationary equipment beyond the camera itself, must be in place 30 minutes before the ceremony begins. Audio recording equipment must be in place by, and decoration setup must be completed **30 minutes before ceremony start time**.
- _____ Photography may be taken throughout the chapel, and handheld, wireless video cameras may move around freely during the ceremony, as long as aisle is clear.

SAFETY AND EQUIPMENT

- _____ Per university policy, the use of any unmanned aircraft systems (i.e. drones) is prohibited on campus.
- _____ All equipment must be removed by the end of the time block. The chapel is not responsible for any equipment left behind.
- _____ Arrangements and equipment cannot interfere with the movement of the bridal party or guests.
- _____ Floral arrangements, decorations, ribbons, and ropes cannot block access to the aisles, pews or doors at any time.
- _____ No décor may be affixed to chapel furniture, walls, windows, or doors by nails, tape, putty, tacks, pins, glue, staples, or 3M products.
- _____ No open flames, hanging items from ceilings, glitter, confetti, or similar items are permitted.
- _____ No pew hangers allowed. If pew décor is desired, we recommend using tulle or ribbon to tie on.
- _____ No rice, confetti, glitter, or similar product can be thrown within or around the chapel. Birdseed or biodegradable flower petals are permitted.

Business Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____

Wedding Party: _____

Date of Wedding: _____ Time Frame: _____

*By signing this contract, I understand that I may not supersede chapel policies, accept responsibility for my organization, agree to abide by regulations, & realize that **breaking policies will result in not being welcomed back to the chapel**. Any damages or excess housekeeping charges will be billed to the person reserving the space. Submit this form to reservations@angelo.edu, fax 325-942-2229, or bring to the Office of Special Events in University Center room 200. Agreements must be on file 10 business days before any event in the chapel. Contact chapel staff at reservations@angelo.edu or 325-942-2021 for questions.*

Signature: _____

Date: _____