



Howard Payne University

Reservation and Facilities Usage Policies

SCOPE

As a private university receiving no public funding, the availability of Howard Payne University (university) facilities for rental to the public is restricted. The university may seek to be compensated by outside groups for room utilization to fund the direct and indirect costs of staff support, utilities, building insurance, equipment, cleaning and normal wear-and-tear of its facilities.

Howard Payne University facilities and equipment reservations are secured through the Office of University Events. The available spaces include the Mabree Center's Bullion Suites, Bell Conference Room, Underwood Conference Room, and Balcony Room. The Paul and Jane Meyer Faith and Life Leadership Center include the Richard and Wanda Jackson Conference Center and Grace Chapel. The Newbury Family Welcome Center include the Exhibit Hall and Underwood Conference Room. Mims Auditorium and the Doakie Day Art Center are also available for reservation. Availability of the spaces are limited and subject to restrictions based on the university's usage and operating calendar. Official university functions and operational needs take precedence over outside rental requests.

HPU does not rent facilities for wedding ceremonies and receptions.

POLICY

Reservation of Howard Payne University Facilities:

Reservation of the spaces, facilities and equipment is on a first come, first served basis and must be arranged through the University Events Office located on the second floor of the Mabree University Center, Room 213C. The needs of official university business take precedence over any outside persons or entities. A reservation will be deemed confirmed when the room booking form has been signed and the room deposit is paid in full. Reservations must be made within fifteen working days of the proposed event/function. Reservations made within the fifteen working days of the proposed event/function may be accepted at the discretion of the Director of University Events dependent upon the labor, supplies and equipment.

- All applicants and/or activities conducted in university facilities are accepted at the sole discretion of the university. The university reserves the right to refuse rental or access of facilities to any group. The Director of University Events does not maintain waiting lists and/or contact alternative users for purposes of reassignment.
- Sodexo, Inc. is the sole provider for food and beverage at all events/functions held at the Mabree University Center. All arrangements for the provision of food must be made through Sodexo.



- No tape, signage or equipment is to be attached to any part of the building. Users shall not injure, mar, paint, or in any manner deface facility premises; nor drive any nails, hooks, tacks, pins, screws or similar material in any part of said building; nor make any alterations of any kind therein without the university's written consent. The use of hot plates, grills, cooking equipment, open flames or fireworks are prohibited. Alcohol is strictly forbidden on campus.
- University equipment requires a qualified operator, which may involve an additional charge for the services of the operator. Damage to equipment released to users without the services of a qualified operator will be the responsibility of the sponsoring body. Any costs for repairs or replacement will be levied at the discretion of the loaning agent.
- Users are required to abide by all safety and security procedures of the university. The Director of University Events will impose safety, protective and preparatory procedures upon the user groups. Failure of users to closely follow these procedures will result in users being banned from using university facilities.
- User groups not adhering to all aspects of this policy may be denied the use of Howard Payne University's spaces, facilities and equipment.
- All events must be concluded no later than 10:00 pm.

Parking

Parking may be reserved at the discretion of the University Events office. Please contact the University Events office to inquire about parking.

Insurance Requirements

Insurance requirements of outside user groups are established by the university's Vice President for Finance and Administration. At the time the user pays the room deposit, he/she must provide the required certificate of insurance issued by their insurance agent.

A reservation is not final until the required insurance certificate has been received.

Facility User agrees to obtain and maintain the minimum insurance coverages set forth below. The organization must furnish their insurance agent a copy of these requirements to issue a certificate of insurance to Howard Payne University with the following minimum limits.

Commercial general liability	\$1,000,000/\$2,000,000 per occurrence bodily injury and property damage	Policy must be endorsed to include Howard Payne University as an additional insured and include a waiver of subrogation clause in favor of the university
Business automobile coverage	\$1,000,000 each accident limit for bodily injury and property damage	Required if a vehicle will be used on the premises. Coverage must include all owned, leased, hired and non-owned vehicles



Damages to Property

Any damages to furniture, equipment or the facilities will be charged directly to the sponsoring group at cost plus twenty-five (25%) percent. A group may be denied the use of university spaces, facilities and equipment as a result of damages incurred in addition to bearing the cost of repairs/replacements.

Hold Harmless and Waiver of Liability:

The Facility User acknowledges that he or she assumes primary responsibility for others using Howard Payne University rented facilities for this event. By signing below, the Facility User agrees to defend, indemnify and hold harmless the Board of Trustees of Howard Payne University, its officers, employees, agents and volunteers, from and against all liability, claims and demands, on account of injury, loss, damage, or expense, including defense costs, court costs and attorney fees, which arise out of or are in any manner connected with this Contract or the use of Howard Payne University's facilities by the Facility User. Howard Payne University will not be responsible for personal items such as wedding dress, purses, etc. brought into the building for uses by guests; nor will Howard Payne University be liable for such items if lost, stolen or damaged.

Agreement to Terms and Adherence to Usage Policies:

By signing below, the Facility User asserts he/she is authorized to sign this contract. The Facility Users agrees and binds his/her organization and event attendees to the terms of this Contract.

Name and title of Facility User

Date

Accepted by Howard Payne University designee

Name and title of university representative

Date