

51.99.01

**WTAMU Alumni Banquet Facility Internal Procedures
(Dr. Hazel Kelley Wilson Banquet Hall, Buffalo Room, Isley Terrace
and Vaughan West Foyer)**

Approved January 2010

1. Customer will contact Institutional Advancement's Special Events Office to tentatively book a date. A complete request must include the completed Space Reservation Form and the room rental fee.

*The Special Events Coordinator will work with the client to complete the Alumni Banquet Facility Space Request Form. He/she will inform the client that the reservation is tentatively made and will only be confirmed after a five day holding period in which the University is given first right of refusal for the space on that date.

2. The authority to reduce or waive the room rental fee lies with the Office of Institutional Advancement and requires the signature of the Vice President of Institutional Advancement or in his absence, the Director of Communication and Marketing.

3. The Special Events Coordinator will send the requested date out to all departments, giving them a five business day period to reserve the room on that date. If there are no internal conflicts, the Special Events Coordinator will confirm the reservation with the client and complete the Use Agreement.

4. Once the date is confirmed, the Special Events Coordinator will give a copy of the reservation form to IT, ARAMRK, UPD and the Physical Plant.

5. UPD will review the request and determine security needs. UPD will contact the Special Events Coordinator to discuss needs and fees.

6. The Client will be instructed to work directly with ARAMARK to make all catering arrangements and plan event.

7. IT will contact client and arrange for IT needs to be met. IT will secure a person to work the event.

8. The Special Events Coordinator will give room rental fee to the business office.

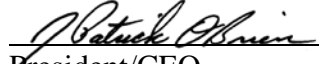
9. The Business Office will deposit funds into the Alumni Banquet Hall Account and then Pay IT & UPD.

10. Following the event, ARAMARK will bill client for catering charges. *Additional UPD, IT, or Facility damage charges will only be billed in extraordinary circumstances.

**Custodial responsibilities in the Dr. Hazel Kelley Wilson Banquet Hall and Buffalo Room (including but not limited to vacuuming carpet and sweeping/mopping dance floor after each event and dusting artwork, piano and podium weekly) are the responsibility of ARAMARK.

**Custodial responsibilities of east and west foyer areas as well as the restrooms and Isley Terrace are the responsibility of WTAMU Custodial Services.

CONTACT FOR INTERPRETATION: Vice President for Institutional Advancement

APPROVAL: 
President/CEO

January 21, 2011
Date