



West Texas A&M  
UNIVERSITY™  
ALUMNI BANQUET FACILITY

# PROCEDURES AND GUIDELINES



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## MISSION STATEMENTS

### WTAMU Mission Statement

West Texas A&M University is a diverse and inclusive student-centered community of learners that:

- provides a technology-rich, academically rigorous educational experience at the undergraduate and graduate levels;
- cultivates opportunities to develop critical thinking and problem solving skills, information literacy, and ethical behavior;
- directs resources in support of empowering co-curricular experiences;
- maintains focus on the development of future leaders for our community, the state, the nation, and the world; and
- serves through education, research, and consultation as a catalyst for economic development and enhancement of the quality of life for the region.

## GENERAL POLICIES

### Alcohol

Alcohol is only allowed in Alumni Banquet Hall, and Buffalo Room/Isley Terrace. Prior approval must come from the President's Office before alcohol will be permitted.

If alcohol is part of an official University function, the event must start after 5 p.m.

Any Student Organization that wants to host an event with alcohol must show that alcohol is not the primary focus of the event and must get prior approval from the Office of Student Engagement and Leadership and the Vice President for Student Affairs.

Cash bars and/or distribution of hard liquor at an event will require coordination with an approved liquor licensed provider.

If beer and/or wine are supplied for open distribution, it will be the responsibility of the event host to provide a TABC certified bartender for each station.

If alcohol is served, UPD will be contacted to determine if an officer will be required to attend the event. The fees associated with having an officer present will be billed to the customer.

### Audio/Video – Production Services

The Alumni Banquet Facility staff reserves the right to require technical service staff, including hours of call and crew sizes for meetings and events. All paying groups will be charged an hourly fee for an A/V technician(s) for large-scale events, and multi-media presentations. The technician is there to assist, but may not be able to accommodate last minute requests.

All A/V support equipment needs to be scheduled through the JBK Information Desk, and at least two weeks in advance. Further notice is preferable and helps ensure availability.

No other A/V service provider is allowed to provide services in the Alumni Banquet Facility without prior approval.

Size, type, and cost of audio and visual needs will be determined by Production Services after the event details are presented by the requestor. Production Services is not responsible for satisfying entertainment contract requirements. It will not be presumed Production Services will provide any services until given the opportunity to study the tech rider information and it has been determined that Production Services can satisfy event requirements.

Production Services staff will operate all lighting, sound, and video systems. No client setup, movement, or operation is allowed.

Smaller sound systems are available for use within the Alumni Banquet Facility. Production Services has a limited amount of equipment so it is encouraged to plan ahead.

Production Services A/V Technician's will always deliver, setup, and operate equipment during events.

## Building Hours/After Hours

Events must end at the scheduled times listed in the event confirmation. Any requests for extended hours must be made in advance and approved by the Student Center Director.

Building hours for student organizations are those regular hours followed by the Jack B. Kelley Student Center.

Building hours for departments are 8am – 5pm, Monday – Friday.

## Cleanliness

Organizations or individuals using the ABH facilities or equipment will be held financially responsible for damage and/or cleaning.

The group hosting an event is responsible for cleanup, repair of damages and replacement of damaged equipment. If an excessive amount of trash has been left in the room, a charge will be billed to the customer for housekeeping.

An Alumni Banquet Facility staff member must approve all requests to move furniture in any part of the ABF. Individuals and groups will be held financially responsible for damages to furniture and facilities.

## Decorations

All decorations must be removed immediately following the activity. Nothing may be left or stored in the ABF. Any items left in the facility will be charged \$100 per day storage fee.

Groups with a large-scale event can reserve the same room for decorating and setup at a reduced rate for an extra day. A large-scale event is any event that will have more than one-hundred (100) people in attendance.

A florist/wedding consultant may be used to provide non-food items only. The Alumni Banquet Facility staff must approve the set-up and decorations of the rented facility.

Items such as glitter, birdseed, rice, bubbles and fireworks (i.e. sparklers) may not be utilized in the ABF. Glitter, birdseed, rice, and fireworks (i.e. sparklers) may not be utilized outside any entrance.

Double-sided tape of any kind shall not be used in the ABF. Any damage and costs associated with repairing the damage will be billed to the group responsible for the event.

Helium tanks are not permitted within the Alumni Banquet Facility.

Fog/smoke machines may not be used in any part of the ABF. These machines will set off the fire alarms throughout the building.

As per University policy, candles, incense, or any other flame effect devices may not be used in any University facility.

No decorations may be hung from any wall, drapes, door or other surface of the ABF. All decorations must have advanced approval of the Alumni Banquet Hall staff.

### Emergency Safety (buff alert, tornadoes, fire, etc.)

In the event of an emergency during an event, the Alumni Banquet Hall staff will follow the proper procedures outlined in the ABH emergency manual. All building occupants are expected to follow all instructions given to them by a ABH staff member.

### Food/Catering

*In accordance with existing contracts and University rules, catering will be allowed within the following guidelines.*

No outside caterers are allowed in the Alumni Banquet Facility without prior approval. All food must be contracted with the on campus caterer - ARAMARK.

The use of heating appliances (open-flame devices, toaster ovens, heating plates, fry cookers, etc.,) to prepare food or to warm food is neither allowed in the ABF, nor on Isley Terrace.

Any person or group serving food within the ABH shall hold harmless WTAMU, its agent, employees, and representatives from any liability or action arising from personal injury or property damage caused by the negligent act of omission or commission of the group.

Food Safety: The group hosting an event is liable for all food safety preparation and service. Individuals within the group are expected to follow standard food safety and hygiene practices for food served or sold. WTAMU retains the right to require insurance, permits, or inspection as needed. If needed, food-handling procedures are available from the JBK Information Desk or online at [www.wtamu.edu/jbk](http://www.wtamu.edu/jbk).

No beverages with permanent dyes are allowed in carpeted areas (i.e. red punch, anything with

cranberry, raspberry or blueberry juice, etc.)

### **Alumni Banquet Hall Kitchen**

The Alumni Banquet does not have a functioning kitchen for use by Student Organizations, WTAMU departments or Non-University clients. The Kitchen attached to the Hall is for ARAMARK employees only.

### **Event Liability Insurance**

All outside organizations and parties renting the facility, which are not directly administered by WTAMU, may be required (as determined by the Risk Assessment process) to provide proof of event liability insurance valued at one-million dollars specifically listing WTAMU as additionally insured. Copies of the policy must be provided at the same time the balance is paid in full.

Student organizations and/or departments that are hosting an event may be required (as determined by the Risk Assessment process) to verify that all participants have a signed TAMUS liability waiver on file before participating in the event.

### **Lost & Found**

All lost and found will be sent to JBK Information Desk for items found at the Alumni Banquet Hall.

### **Parking**

No parking is allowed on 26<sup>th</sup> street. All loading/unloading must occur at the available parking behind the facility.

### **Reservations**

The Alumni Banquet Hall staff reserves the right to deny space usage for any group/event that is programmatically or operationally impractical to accommodate or that conflicts with the University's mission or policies.

The Alumni Banquet Hall staff reserves the right to cancel, interrupt, or terminate any event in the interest of public safety, noncompliance with university policies, or if the event can be viewed as inappropriate or not consistent with the mission of West Texas A&M University.

All educational programs provided by an outside organization and open to the community at large will be required to pay an exhibitor fee. Once the event is confirmed, the JBK student center director must approve all marketing material prior to distribution. Failure to do so may result in denial of your request to use the space.

Groups should not advertise their events until the confirmation email has been received. If advertising is sent out prior to approval, it may result in denial of the request to use the space in the Alumni Banquet Facility.

A large-scale event is any event that will have more than one-hundred (100) people in attendance.

The use of the Alumni Banquet Hall and Buffalo Room/Isley Terrace can be scheduled through the JBK Information desk. All reservations should be secured through [www.reservations.wtamu.edu](http://www.reservations.wtamu.edu).

Scheduling an event at least 2 weeks in advance is recommended.

The University is not liable for problems that might occur prior to or during the rental period (i.e. power failure, air conditioning problems, sprinkler systems, etc.)

In case of University emergency, any event may be cancelled up to 24 hours in advance.

The University will not be responsible for acquiring any special equipment for any group unless agreed upon when the reservation is made.

### *Scheduling*

Only the Alumni Banquet Hall, Buffalo Room, and Isley Terrace may be reserved. Those spaces may not be reserved for regularly scheduled meetings.

WTAMU departments and student organizations may not serve as fronts for off-campus organizations. If “fronting” is discovered, outside rental rates will apply.

Non-University events will be allowed to reserve the Alumni Banquet Hall, Buffalo Room, and Isley Terrace no more than one year in advance.

Reservation space is critical space and it is important to remain efficient. “No shows” will not be tolerated and may jeopardize future opportunities to reserve space in the ABH. Failure to cancel reservations will result in a fee of \$15/hour. Showing up more than 1 hour late for your event will also result in a fee of \$15/hour after the first hour.

If the date of a confirmed event needs to be changed, it must be done so through [reservations.wtamu.edu](http://reservations.wtamu.edu) or by contacting the JBK Information Desk. There is no guarantee that the new date will be available until the change is made and prior reservations are checked for the same location, date and time.

Classes may be scheduled on a one-time basis during each semester. Classes will not be allowed to use the ABH on a regular basis.



## *Rates*

The three different groups for billing purposes are student organizations, University departments, and outside organizations or groups.

All student organizations will be charged the Building Manager fee per hour for each ABH staff member required before or after normal operating hours (normal operating hours are those hours followed by the JBK Student Center).

All departments will be charged the Building Manager fee per hour for each ABH staff member required outside the hours of 8am – 5pm, Monday – Friday.

Non-University groups will be charged the hourly staffing fees for each staff member required during the entire event.

Setup fees are addressed based on the size of the event and the number of staff and how long it will take to set the event. Non-University events will have a required setup fee for the event as determined by the JBK Staff. University departments will have a \$100 setup fee for all events over 250 in the Alumni Banquet Hall.

University departments and student organizations may co-sponsor events with off-campus organizations, as long as the mission of the off-campus organization relates to the mission of the on-campus sponsor and/or the mission of WTAMU. Additionally, University sponsors must be present at the event to ensure that WTAMU policies and procedures are followed at all times.

Non-associated groups or individuals may be allowed to use the ABH with the approval of the student center director. Such use shall be subject to a fee stated in the Venue Pricing Guide, unless the Vice President for Student Affairs waives the fee.

The JBK fee schedule for any group required to pay for the facility is as follows:

½ of the room rental charge and the cleaning deposit is due at time of booking. The remainder of the room rental price plus any additional fees is due by 30 days before the event.

The full amount is refundable if cancelled up to 30 days before the event. If an event or any portion of the event is cancelled less than 30 days before the event, only the cleaning deposit is refundable.

Refund checks (cleaning fees and/or cancellation refunds if applicable) will be mailed out approximately two weeks after an event is completed or cancelled.

## *Isley Terrace*

Portable BBQ grills are not permitted on the sidewalks or concrete areas, only on grass.

## Sales

Registered student organizations, University departments, and outside vendors may be permitted to sell items in the ABH if they have an approved exhibitor's reservation. No items may be sold that conflict with the sales of an auxiliary service (i.e., University Bookstore, ARAMARK) without the auxiliary service director's approval.

Tickets to events sponsored by campus organizations or WTAMU departments will be sold for the organization at the JBK Information Desk at no charge to the organization.

Tickets to events sponsored by off campus groups or individuals may be sold upon approval of the Vice President for Student Affairs if a discount is offered to WTAMU students.

## Smoking/Tobacco

Smoking and use of any tobacco products (cigars, cigarettes, chewing tobacco, etc.) as well as shisha (flavored tobacco) will not be allowed in the Alumni Banquet Hall. Products that simulate tobacco use (e-cigarettes) or use water to vaporize tobacco/nicotine are also prohibited.

Smoking is not permitted outside within 50 feet of any entrance to the Alumni Banquet Hall.

## Illegal Weapons/Substances

Illegal substances, and/or illegal weapons (according to Texas law and the West Texas A&M Code of Student Life) are not permitted on University property.