

A.D. Bruce Religion Center

Facilities Use Policies and Procedures

Table of Contents

❖	Policies and Procedures General Statement	2
❖	Policies and Procedures Waiver	2
❖	Terms and Definitions	2
❖	Building Hours of Operation	3
❖	Reservation Request Policies and Procedures	3
❖	Event Sponsorship	4
❖	Additional Requirements by Group Type	5
❖	Facility Usage Policies and Procedures	6
❖	General Policies and Procedures	6
❖	Event Planning Services & Specialized Staff	7
❖	Special Permits and Additional Approvals	7
❖	Food and Beverage Policies	9
❖	Posting of Information Displays/Distribution, Banners, Display Cases, Table Tents, & Decorations	10
❖	Police Services & Event Coverage Requirements	10
❖	Payment Policies and Procedures	11
❖	Reservation Cancellations and No-Shows	12
❖	Disciplinary Procedures	13
❖	Sanctions	13
❖	Appeal Process	14

Policies and Procedures General Statement

I. Student Organizations registered with the Center for Student Involvement; Resident Ministries, College Departments or Off-Campus Groups or Individuals are eligible to request and use facilities in the A. D. Bruce Religion Center. Resident Ministries have first priority for reserving space in the Religion Center based on the 1965 Charter Agreement as part of their funding contributions to the construction of the A.D. Bruce Religion Center.

II. The A.D. Bruce Religion Center - Facilities Use Policies and Procedures provides for the efficient use and fair administration of facilities within the Religion Center. General updates to the Facilities Use Policies and Procedures may occur upon review and/or recommendation

by the Religion Center Policy Board (RCPB) or as other departmental or University policies referenced within these policies are adjusted or revised as needed.

III. All groups using space reserved through the A. D. Bruce Religion Center are expected to observe Federal, State and local laws, any applicable University of Houston policies and procedures and the Religion Centers policies. It is the responsibility of the individual/organization utilizing facilities and services to ensure that the events in their entirety are in compliance with the above laws and policies.

Policies and Procedures Waiver

Request for a waiver of any Religion Center policies described within the Facilities Use Policies and Procedures document must be submitted in writing to Director of the A.D. Bruce Religion Center via a Waiver Request Form. The form is available online [www.uh.edu/adbruce] and in the Religion Center Office. The form must be submitted to the Religion Center Office at least ten (10) business days prior to the day of the event. The Policy Waiver Request Process is not applicable for Student Life Policies, UH MAPP Policies, or other general University of Houston policies that are referenced within this policy document. For additional questions or clarifications regarding the policies applicable for a Waiver Request, please contact the Religion Center Office located in Room 113 of the A.D. Bruce Religion Center. Phone: 713.743.5050.

Terms and Definitions

As used in the Facilities Use Policies and Procedures document, unless the context otherwise requires:

- “**RC**” – refers to the Religion Center facility.
- “**Registered Student Organizations**” – refers to organizations that are currently registered with the Center for Student Involvement at the University of Houston main campus. Also referred to as RSO.
- “**Campus Department**” – refers to any University of Houston main campus office or department.
- “**UH-Sponsored**” – refers to a joint programming venture between a student organization or campus department with an off-campus group and/or individual(s).
- “**Off-Campus Groups**” – refers to groups or individuals requesting space for a non-University meeting or event.
- “**Group**” – refers to a student organization, campus department, or any non-University individual or group.
- “**Authorized Representative**” – refers to a group’s contact person who signs the reservation request.
- “**Reservation**” – refers to arrangements for one or multiple bookings of facilities locations by one group where the bookings are logically or cohesively joined in some manner.
- “**Booking**” – refers to any use or planned use of facilities.
-
- “**Regularly Scheduled**” – refers to a series of bookings involving the same group for the same purpose at habitual intervals over the course of a semester.

- “**No Show**” – refers to any unannounced absence from a scheduled facility by any group. This includes cancellations that do not meet the policy for each customer type. Additionally, meetings with less than 4 people in attendance or lasting less than half the reserved time will be considered a No Show.
- “**Special Event**” – is defined as a religious service, ceremony or musical event.
- “**Admission Fee**” – refers to any charge or contribution associated with an event, regardless of label, which is either required or voluntary in nature.
- “**Business Day**” – refers to weekdays (Monday through Friday) in which the University is officially open for service, typically 8:00 AM – 5:00 PM.
- “**Change Order Fee**” – refers to any charges added to a reservation for additions made to a reservation less than two (2) business days before an event.
- “**Cancellation Fee**”- refers to a charge added to a reservation for canceling a reservation more than 120 calendar days prior to a scheduled event.
- “**Change of Date Fee**” – refers to a charge added to a reservation for changing the date of a scheduled event that has already been CONFIRMED with either partial or full-payment.

Building Hours of Operation *

A.D. Bruce Religion Center:

Fall & Spring Semesters – Sunday –Saturday 8AM - 10:00 PM

Summer Hours – Monday – Friday – 8:00AM – 6:00 PM

Saturday/Sunday – 8:00 AM – 10:00 PM

**Times are subject to change based on the University Holiday Calendar.*

The Religion Center can be reserved outside of the regular operating hours listed above which requires an Early Opening or Late Closing Request. It is recommended that requests are made at the time of the original reservation with a Policy Waiver form. Approval will be based on staff availability and timeliness of the request, as well as benefit to the University community. There are charges associated with early opening or late closings.

The Religion Center Office is located in Room113 of the A.D. Bruce Religion Center.

Website: www.uh.edu/adbruce. Phone: 713.743.5050; Fax: 713.743.5995; Email:

adbruce@uh.edu.

***Times are subject to change based on the University Holiday Calendar, as well as special circumstances as determined by the Assistant Vice President for Student Affairs – Student Life.**

Reservation Request Policies and Procedures

- 1.1 Requests for use of facilities must be submitted in writing initially by facsimile or in person to the RC Office. If requests are made by facsimile, all other appropriate forms must accompany the requests. **Reservations are not guaranteed until a confirmation has been issued.** Once a confirmation is received by a customer, changes submitted in writing will also be accepted via email.
- 1.2 Reservations are processed in the order in which they are received, with consideration being given to size of the group, type of set-up needed, and space availability. The

RC Office reserves the right to assign and, if necessary, reassign facilities to assure the maximum and most appropriate use of facilities.

1.3 The advance scheduling each year for use of the RC for the next academic year is:

May 1	Begin accepting from Resident Ministry Groups
June 1	Begin accepting from the Campus Ministries Association
July 1	Begin accepting from UH student organizations and colleges/departments
Sept15	Begin accepting from off campus groups

1.4 The advance scheduling of special events in the University Chapel and Meditation Chapel, i.e. weddings, quinceañeras, renewal of vows, memorial services, will be accepted without any calendar limitations.

1.5 All other forms, if applicable for an event - temporary food dealer's permit, burn permit, alcohol permit - must be completed and submitted with the appropriate approvals to the RC Office prior to the event. For specific timelines and information regarding special permits please refer to the section on Special Permits and Additional Approvals within this document.

1.6 Religion Center may not be reserved for study hall purposes by any organization, group or individual.

1.7 Rain-site locations are limited to the Atrium.

1.8 Changes made less than two (2) business days before the event may be subject to Change Order Fees.

1.9 Contact the RC Office during regular business hours or a Student Assistant after hours or on weekends for any set-up adjustments.

1.10 The RC Office reserves the right to cancel and/or reschedule reservations due to situations beyond the control of the University (i.e. adverse weather conditions/acts of nature, loss of utilities, etc.).

1.11 If false information is provided with a reservation request, disciplinary action may be taken against groups or individuals.

Event Sponsorship

2.1 A Sponsorship is defined as a joint programming venture between a Registered Student Organization, campus department or an off-campus group and/or individual(s).

2.2 Registered Student Organizations or campus departments shall not serve as fronts for off-campus groups or individual(s) for the purpose of obtaining reduced facility use rental rates. Registered Student Organizations shall not serve as fronts for campus departments. Events sponsored by registered student organizations or campus departments discovered to be fronts for any entity will be adjusted to the appropriate facility rental rate.

2.3 Sponsored events between Registered Student Organizations and campus departments will be charged at one half the campus department rate.

2.4 Registered Student Organizations holding events marketed to high school or college level students within the greater Houston metropolitan area will be charged the campus department rate.

2.5 Registered Student Organizations holding events marketed to any off-campus community groups or individual(s) beyond the greater Houston metropolitan area, or to non- high school or college level students within the greater Houston metropolitan area will be charged the UH sponsored rate.

2.6 Campus departments holding events with an admission fee or events that are marketed to any off-campus community groups or individual(s) within or beyond the greater Houston metropolitan area, with the exception of official University of Houston Enrollment Services recruitment events, will be charged the UH sponsored rate.

2.7 In order for an event to be eligible for a sponsored rate the following requirements must be met:

- The sponsoring group must actively participate in the event by assuming responsibility for all reservation arrangements and charges assessed.
- All communications with the RC Office must be conducted by the sponsoring group's representative.
- A member of the sponsoring group must be present throughout the entire event.
- All accumulated charges will be billed to the sponsoring group.

Additional Requirements by Group Type

For specific rental fee rate information refer to the RC Room/Space Rental Fees available on the RC's website at www.uh.edu/adbruce; click on Reservations and Policies.

Student Organizations

- 3.1 Only organizational representative(s) listed on the Center for Student Involvement Student Organization Registration Form are authorized to make or cancel reservations on behalf of their student organization.
- 3.2 Reservation requests for regularly scheduled meetings may be made in advance for an entire year beginning July 1st of each year. Student organizations are limited to two (2) regularly scheduled meetings per week.
- 3.3 Student organizations are eligible for up to four (4) meeting/event reservations per calendar week (Sunday through Saturday).
- 3.4 Student organizations are not charged for the use of facilities, unless the facilities are used for sponsored events or events with an admission fee. Charges associated with extending building hours, use of audio-visual equipment, special services, special staff or labor is the responsibility of the student organization.
- 3.5 Student organizations will be charged one-half of the Campus Department Rental Rate for use of other facilities used per day plus any additional costs associated with special building hours, special staff, labor charges or additional equipment required for events that have an admission fee.
- 3.6 Student organizations planning large-scale or special events meeting the definition of "special event" as determined by the Center for Student Involvement are required to begin the initial event planning process through the Center for Student Involvement

Event Registration Process.

Campus Departments

- 4.1 Departments are eligible for up to four (4) meeting/event reservations per calendar week (Sunday through Saturday).
- 4.2 The A.D. Bruce Religion Center may not be used for academic courses.

Off-Campus Groups

- 5.1 Off-Campus Groups are limited to five (5) reservation days per month.
- 5.2 Off-Campus Groups may be required to provide a Certificate of Insurance for Bodily Injury and Property Damage. The certificate must name the University of Houston as additionally insured. Subrogation against the University must be waived.

Facility Usage Policies and Procedures

- 6.1 Use of any space in the Religion Center or on campus grounds is prohibited without a confirmed reservation. Requests for outdoor space must be coordinated directly with the UC CARS Office in the University Center.
- 6.2 Use of a space for any reason other than the purpose stated on the reservation request is not permitted. All changes to bookings/reservations must be submitted in writing, signed by an authorized representative of a group, and approved by the Religion Center Office. Reservations are not transferable.
- 6.3 Reservation confirmations and all other appropriate forms/permits are required to be available on-site throughout the event. Failure to produce appropriate forms/permits upon request may result in suspension of the event.
- 6.4 Groups and/or the authorized representative/s holding functions or activities at the Religion Center will be held responsible for their guests' compliance with the RC's Facilities Use Policies and Procedures as well as University of Houston policies and procedures as described in MAPP (Manual of Administration Policies and Procedures) available on the MAPP website located at www.uh.edu/mapp.
- 6.5 Leaving the facility in an unclean condition or damaging facilities and/or equipment may result in additional charges to the group for cleanup and/or recovery of losses.
- 6.6 The RC Office reserves the right to cancel existing reservations and deny approval of future requests of groups not following the RC's Facilities Use Policies and Procedures or other applicable University policies.

General Policies and Procedures

- 7.1 Shirts and shoes are required to be worn while in the Religion Center.
- 7.2 Smoking and other use of tobacco is prohibited at the University of Houston and in the Religion Center.
- 7.3 Roller skates, skateboards, bicycles, roller blades, and scooters may not be used or stored in the Religion Center.
- 7.4 Bicycles are to be secured outside and in designated areas only. The securing of bicycles to stairways, handrails, hallways, entrances, light poles, trees, or shrubbery are prohibited.
- 7.5 Weapons of any kind are prohibited in the A.D. Bruce Religion Center.
- 7.6 The Religion Center is not responsible for any lost, stolen or damaged property belonging to users of the facilities.
- 7.7 Animals are not permitted in the Religion Center with the exception of animals

- trained to assist the disabled.
- 7.8 Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed at any time.
 - 7.9 All forms of gambling are prohibited by law unless specifically provided for by statute.
 - 7.10 Use of any appliance with a heating source (example iron, specialized catering equipment, space heater) in meeting facilities requires advance approval from the RC Office.
 - 7.11 Photo identification is required of all individual patrons utilizing the facilities. Everyone must be able to present identification upon request of a University of Houston Staff Member.
 - 7.12 Furniture must not be removed from reserved meeting rooms/spaces it is assigned unless prior approval has been granted in advance through the RC Office.
 - 7.13 Property of the Religion Center may not be removed from the facilities.
 - 7.14 Reserved meeting rooms/spaces are not to be utilized for childcare services.

Event Planning Services & Specialized Staff

The Religion Center is able to provide and arrange for limited special services (additional tables, chairs, piano tuning, etc.) for your event. Fees will be determined by the Religion Center and confirmed with the group in advance.

Special Permits and Additional Approvals

General Information

Timelines for approval of special permits varies. The RC utilizes these special UH permit forms for review and approval and are located on the Student Center's website at www.uh.edu/studentcenters. Click on Conferences & Reservations and go to Forms. The RC Office can assist groups with the various requirements and procedures to follow in order to process forms with the appropriate area/office which reviews and grants approval for each type of permit.

Alcohol Consumption and Distribution at Events

- 8.1 Groups desiring to serve or consume any type of alcoholic beverage on campus must register their event in advance by completing and submitting a Registration of Alcoholic Beverage Distribution Form. Information on University of Houston Alcohol Policies and Alcohol Forms may be obtained through the Dean of Students Office or through the Student Center's website at www.uh.edu/studentcenters. Click on Conference & Reservations and go to Forms. Alcohol Beverage Distribution Requests must be received and date stamped in the Dean of Students Office a minimum of fifteen (15) business days in advance of the scheduled event for review. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Dean of Students Office.
- 8.2 Groups holding functions or activities in the A.D. Bruce Religion Center and other reservable locations must adhere to University of Houston alcohol policies as published in the Student Handbook, the Student Center's Food and Beverage Policies,

and applicable local, state and federal laws regarding possession, consumption and distribution of alcohol.

- 8.3 Groups intending to include an alcohol beverage service for a catered event in the Student Center or SC Satellite will be required to arrange for the alcohol beverage service through University of Houston Dining Services Catering who is the holder of the liquor license on campus. Additionally for all events with an alcohol beverage service provided by UH Dining Services Catering, all catered food to accompany this service for meetings/events must also be provided by UH Dining Services Catering.
- 8.4 Food and non-alcoholic beverages must be available at all functions where alcohol will be served.

Burn Permits

- 9.1 Burning of candles, incense or open flames without prior approval for a burn permit are prohibited.
- 9.2 All candles must be globed. Open flame candles are only allowed on the Altar in the University Chapel. Unity Candles are only allowed on the Altar. No separate table or stand will be allowed.
- 9.3 Requires a minimum of a five (5) business day advance approval through the University of Houston Department of Public Safety (UHDPS) Fire Marshal's Office. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Fire Marshal's Office.

Freedom of Expression Policy

- 10.1 The Freedom of Expression Policy as part of MAPP policy is applicable to University of Houston students, faculty, staff and others who wish to engage in non-curriculum related organized expressive activities at locations on University property as identified in the policy. Non-permitted commercial activities as defined within the Freedom of Expression Policy are not allowed. For questions regarding this policy and whether or not it would apply to a proposed or scheduled meeting/event, groups should contact the Student Center's CARS Office. The full Freedom of Expression Policy is available on the Student Center's website: www.uh.edu/studentcenters. Go to Conferences & Reservations and then Policies and Procedures.
- 10.2 Organized Expressive Activity Requests require a minimum seven (7) business day advance once received and date stamped in the Dean of Students Office. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Dean of Students Office.

Temporary Outdoor Signage Requests

- 11.1 The use of temporary outdoor signage is only permitted for official University sponsored events as determined by the University of Houston Freedom of Expression Policy. In this policy, an official University sponsored event is defined as any event, program, or activity sponsored by a University Department in the course of fulfilling their University Mission, activities that occur within the classroom or events that occur within the regular or recurring sphere of activity of a University Department.
- 11.2 Temporary Outdoor Signage Requests require a minimum ten (10) business day advance once received and date stamped in the Dean of Students Office. Groups should build in ample event planning time for routing of paperwork through other

required offices/areas prior to submitting requests for review by the Dean of Students Office.

- 11.3 Each completed Temporary Outdoor Signage Request Form must include the following information and attachments: a sample of the sign and sign dimensions, the type of material to be used for construction of the sign, the number of signs requested to be posted, a map displaying the proposed locations for the signs, the timeline requested for the posting of the signs as well as the date for the removal of the signs by the group.
- 11.4 The event sponsor's name is also required on each printed signage item.
- 11.5 UH-Sponsored events planned by University Departments partnering with a student organization or off-campus group also requires the completion of a University Sponsorship Verification Form by the sponsoring University Department.

Solicitation

- 12.1 All sales and solicitation in the A.D. Bruce Religion Center must be sponsored by a campus department or student organization and must be approved in accordance with University policies. For further clarification, please refer to the University Policies section of the Student Handbook under the heading, "Soliciting of Funds, Selling of Nonfood Items".
- 12.2 Solicitation Permits are available for student organizations through the Center for Student Involvement or from the Student Center's website:
www.uh.edu/studentcenters. Go to Conference & Reservations and then go to Forms.

Temporary Food Dealer's Permit

- 13.1 Food and beverage may be sold or distributed on campus only through student organizations, campus ministry programs or campus departments.
- 13.2 The sponsoring group must secure a Temporary Food Dealer's Permit from University of Houston Department of Public Safety (UHDPS) Fire Marshal's Office. The permit requires a minimum of a five (5) business day advance approval. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Fire Marshal's Office.
- 13.3 The approved permit must be submitted to the RC Office in advance of the scheduled meeting/event and should also be available on-site during the meeting/event.
- 13.4 Student organizations are limited to two (2) food or beverage sales per month. Sales tax may be applicable for more than one fundraiser held per month. Contact the Center for Student Involvement for additional information and State of Texas sales tax requirements that may be applicable.

Food and Beverage Policies

- 18.1 Groups have three (3) options available for food/drinks for a meeting/event scheduled in the UC and UC Satellite.
 - 1. Groups may provide or bring their own food/drink products.
 - 2. Groups may use UH Dining Services Catering.

 - 3. Off-Campus Catering Company - All catering from off-campus sources (caterers, restaurants, etc.) must provide a Certificate of Liability Insurance naming the University of Houston as an Additional Insured Party. The RC

- does not have kitchen facilities for off-campus catering.
- 18.2 If alcohol is to be served during the event then groups must use UH Dining Services to provide food and alcohol.
 - 18.3 Groups providing their own beverages, receiving beverage donations for an event, or contracting with an off-campus catering company for beverages as part of the food arrangements for an event must adhere to the requirements of the University of Houston Exclusive Beverage Contract with the Houston Coca-Cola Bottling Company. An approved beverage/product listing is available at the Student Center CARS Office or on the Student Center's website: www.uh.edu/studentcenters. Go to Conference & Reservations and go to Policies and Procedures.

Posting of Information Displays/Distribution, Banners, Table Tents, and Decorations

- 14.1 There are three [3] public bulletin boards located on the 1st and 2nd floors of the RC and are available for UH and non-UH organization use.
- 14.2 Individual Resident Ministry offices have bulletin board spaces next to their offices and are available for their organizational use ONLY.
- 14.3 Banners are limited to RC or University events.
- 14.4 Information displays and distribution must receive prior approval from the Director of the A.D. Bruce Religion Center.
- 14.5 Vendors and off-campus services may submit their business information to the RC for inclusion in the RC Vendor Listings.

Decorations

- 15.1 The use of glue, duct tape, nails, and/or tacks on any surface is prohibited. Decorations may not be attached to or leaning against ceilings, light fixtures, walls, woodwork, draperies, windows, curtains or any painted or papered surface. Decorations may not be attached to floors.
- 15.2 Use of confetti, glitter, rice, sand, hay and similar materials are prohibited.
- 15.3 Use of bubbles or bubble wands are permitted ONLY out of doors and cannot be distributed inside of the Religion Center.
- 15.4 No tape or tacks can be used with an aisle runner.
- 15.5 Candles for use in ceremonies are subject to the Open Flame policy. Events that utilize candles must have a wax bucket for conclusion of event. Groups will be assessed a cleaning charge for any wax left on floor or carpet.
- 15.6 Reserving groups are responsible for removing decorations.

Police Services & Event Coverage Requirements

The Religion Center will coordinate with the University of Houston Department of Public Safety (UHDPS) to determine the minimum number police/security officers needed for each event with the exception of student events.

- 16.1 The Dean of Students or designee recommends police coverage necessary for all student organization events.
- 16.2 The Assistant Vice President for Student Affairs or designee recommends police

coverage for all other events booked through the RC Office.

- 16.3 UHDPS coverage may be required for the following types of events:
- Those with an anticipated audience of three-hundred (300) attendees or more.
 - Those which would fall under the guidelines of the UH Social Event Policy.
 - Those which include potentially disruptive amplified sound.
 - Those which could be potentially disruptive to the University community.
 - Those which have significant safety and security issues.
 - Those where alcohol is being served.
 - Those where cash transactions will occur.
 - Those which have the potential to affect the entire campus community.
 - Those where the Assistant Vice President for Student Development or designee or the Dean of Students or designee recommends that police coverage is required.
- 16.4 UH Police requests made with less than ten (10) business days prior to the event will be subject to a ten percent (10%) late fee.
- 16.5 Cancellation of police requests is the responsibility of the requesting party and must be made at least two (2) business days in advance of the event with the RC Office in order to avoid a charge. The cancellation must be signed by the individual who originally reserved the police and also by the UH administrative authority which approved the original request (Dean of Students or designee or the Assistant Vice President for Student Development or designee).
- 16.6 Metal detection equipment and operational staffing may be required at events. Applicable charges may apply.

Payment Policies and Procedures for Student Organizations and Departments

- 17.1 All groups must submit payment within ten (10) business days of receipt of their confirmation and prior to their event. If payment is not received within the ten (10) business day period, the reservations may be canceled.
- 17.2 Student organizations and departments with on-campus accounts are able to pay room rental charges and service fees via Service Center Vouchers (SC). An authorized SC Voucher must be received within five (5) business days prior to the day of the event by a student organization or campus department. Accepted forms of payment include check, money orders, cashier's check. Checks must be made payable to "University of Houston". The University reserves the right to refuse personal checks.
- 17.3 Registered Student Organizations will be charged the prevailing Special Event Rate for events held during Special Event time blocks on Saturdays and Sundays.
- 17.4 If required, a payment for a University Chapel event can be split into two [2] payments to coincide with an individual's payroll cycle. However, fifty-percent [50% of the reservation fee is required when submitting the reservation request. FULL PAYMENT must be received within 30 days of making the reservation.
- 17.5 For University Chapel events, the UH discount applies only if the bride and/or groom are either current students, a faculty/staff member or an alumnus of the University of Houston [77004]. As of September 1, 2015, UH Sugar Land is part of the UH Campus. All other requests for graduates of UH-CL, UH-Downtown and UH Victoria are assessed the community rate for Saturday and Sunday events.

- 17.6 A refund request packet will be initiated within ten (10) business days of receiving all necessary documentation (will require completion of a Vendor Set-Up Form). All necessary documentation must be provided within 30 days of the RC request for documentation. Refunds will be made by UH Accounts Payable based on their workflow.
- 17.7 Groups with outstanding debts to the University of Houston may be refused future reservations and all current reservations may be suspended pending full payment or until proof of payment is submitted to the UC CARS Office. Bad debts processing fees will be charged to the reserving group.

Payment Policies and Procedures for Chapel Events

- 18.1 All Payments are due in full upon confirmation. Payments must be in the form of a
- personal check,
 - money order or
 - cashier check
- and made payable to: UNIVERSITY OF HOUSTON.

Please, indicate in the MEMO section on your payment your wedding date and time.

- 18.2 **Full payment** is required within 10 business days when submitting a reservation request.
- 18.3 If required, a payment can be split into two payments to coincide with an individual's payroll cycle by completing a Policy Waiver [www.uh.edu/adbruce]. However, fifty-percent (50%) of reservation fee is required when submitting the reservation request. FULL PAYMENT must be received within 30 days of making the reservation.
- 18.4 A \$25 NSF fee will be charged on all returned checks.
- 18.5 Events scheduled 30 days or less prior to an event requires a cashier's check or money order; no personal checks accepted.

Reservation Cancellations and No-Shows

Student Organizations

- 19.1 Cancellations must be received in writing at least two (2) business days in advance of the event or the student organization will be responsible for paying the Campus Department Rental Rates and other service charges. If the reservation is categorized as a Sponsored Event, the UH-Sponsored Rental Rate will apply.
- 19.2 If a student organization fails to show up for a reserved event, they will be issued a warning letter. After a second "No Show", the student organization will be charged

the Campus Department Rental Rates for rooms. After a third “No Show” in the same academic year, the student organization’s reservations privileges may be suspended for the rest of the academic year and all remaining reservations for the rest of the academic year will be cancelled.

Campus Departments

- 20.1 Cancellations must be received in writing at least two (2) calendar days in advance of the event or the campus department will be responsible for paying Campus Department Rental Rates and other service charges. If the reservation is categorized as a “Sponsored” event, the UH-Sponsored Rental Rate will apply.
- 20.2 If a campus department fails to show up for a reserved meeting room/facility, they will be issued a warning letter and charged the Campus Department Rental Rates for rooms. After a second “No Show” in the same academic year, they will be issued a warning letter, charged the Campus Department Rental Rate plus a twenty-five (\$25) service fee. After a third “No Show”, the campus department’s reservations privileges will be suspended for the rest of the academic year and all remaining reservations for that academic year will be cancelled.

Off-Campus Groups

- 21.1 Reservation cancellations must be received in writing. If a cancellation is made less than two (2) calendar days prior to the first scheduled date of the event, the off-campus group and/or individual will be responsible for the full room rental rate and other service charges that have been applied.
- 22.2 If an off-campus group or individual fails to show up for a reserved meeting room/facility, they will be issued a warning letter. After a second “No Show”, they will be issued a second warning letter and charged a thirty-five (\$35) service fee. After a third “No Show” in the same academic year, the off-campus group’s and/or individual’s reservations privileges will be suspended for the rest of the academic year and all remaining reservations for that academic year will be cancelled.

Disciplinary Procedures

The RC Facilities Use Policies and Procedures are intended to support an environment necessary for learning and development. Any member of the campus community may bring a charge giving details of the alleged violation in writing to the supervisor of RC Office.

Sanctions

The RC Office may impose any or all of the following sanctions based on violation, repetition, and financial responsibility. If there is a reason to believe that a violation of these RCs Policies and Procedures, applicable Student Life Policies, and/or UH policies (as described in the Manual of Administrative Policies & Procedures (MAPP); website: www.uh.edu/mapp) may have occurred and the sanction could result in an option other than a letter of warning, the authorized representative of the charged group will be required to meet with the supervisor of the RC Office and/or referred to other parties if deemed necessary. After the meeting conclusion, the supervisor of the RC Office will notify the authorized representative of the group in writing if a violation occurred and any subsequent sanctions.

- 23.1 **Letter of Warning:** Group will receive a letter identifying the violation and clearly defining the Policy as it relates to the violation.

- 23.2 **Probation:** Group will not be permitted to sponsor large events such as concerts, mixers, dances, lectures, etc. With permission, organizations may be granted the privilege to conduct meetings and other small events.
- 23.3 **Financial Restitution:** Group will be responsible for damage to facilities, supplies and/or equipment and will be responsible for the repair and/or replacement costs associated with the damage.
- 23.4 **Judicial Referral:** Individual students, Registered Student Organization or Group will be referred to the Dean of Students Office for adjudication of Student Life Policy.
- 23.5 **Fines:** Group may be assessed fines for Policy violations.
- 23.6 **Suspension of Privileges:** Group will not be permitted to reserve space through the RC Office and all remaining reservations for the academic year will be suspended.

Appeal Process

Group must appeal within ten (10) business days from the date of notification. Letters of Appeal should be addressed to the Director of the Religion Center (113 A.D. Bruce Religion Center, Houston, TX 77204-3050). Appeals will be considered only on the basis of any new information not considered during the initial disciplinary procedure.

RC Policy Board Approval
Last Modified