



## RENTAL AGREEMENT PRICES & INFORMATION

		Weekends			
Rooms	TTU	External	TTU	External	Capacity
Hall of Nations	\$300	\$400	\$400	\$500	200 audience style 180 seating round tables
Auditorium	\$250	\$350	\$350	\$450	189 fixed seating
Room 105	\$210	\$300	\$300	\$400	110 audience style 94 seating round tables
Room 105 - A	\$120	\$200	\$200	\$300	46 audience style 24 seating rounds tables
Room 105 - B	\$120	\$200	\$200	\$375	64 audience style 50 seating round tables

- Event rental cost includes use of the venue on the day of and ending by 11:30 pm. Please ensure to include set-up time in your reservation for complete availability. Setting up the day prior must obtain approval from the Event Coordinator and is not always available.
- For events after 5 pm, on the weekends, or any event serving alcohol, security presence is required per institution policy. **Security/staff fee is \$25 an hour**. Events that are less than an hour will be charge at the full hour rate.
- **CANCELLATIONS:** Cancellations made 2 weeks prior to the event date will be processed without penalty. Cancellations made 1 week or less before the event date will be subject to a 50% cancellation fee of total amount. Changes to room set ups made less than 2 business days in advance will incur a \$50 fee.

<b>Client/Organizaton:</b>	<b>Event Date:</b>	<b>Event Time:</b>	<b>Booking Date:</b>
<b>Booking Rep Email:</b>	<b>Guest Count:</b>	<b>Food Provided:</b>	<b>Alcohol Served:</b>
<b>Caterer Contact:</b>	<b>Bartender Hired:</b>	<b>Event Title:</b>	
<b>Room(s) to Rent:</b>	<b>Rate:</b>	<b>Security Fee:</b>	<b>Total:</b>

Please note: the room/s described above have been reserved for you for the date and time stipulated. Please note that the hours assigned to your event include all set-up and all clean-up, including the set-up and clean-up of any subcontractors that you may utilize. It is understood you will adhere to the terms of this agreement, listed further in the contract for your review, and you will be responsible for any damages to the premises and site, including the behavior of your guests, invitees, agents, or sub contractors resulting from your use of the venue.

**Client Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Event Coordinator Initals:** \_\_\_\_\_



## Set-Up Request

Tables and Chairs Available	Quantity Needed
5 foot Round tables (25) seats 8	
Number of chairs	
6 foot Banquet Tables (25)	
8 foot Banquet Tables (2)	
Senate Tables (24)	
Cocktail Tables (10)	

Set-Up Description (Please provide as many details as possible)

A/V Equipment Request	Quantity Needed
Hall of Nations - Microphones (6)	
Hall of Nations - Projector / Laptop	
Auditorium - Microphones	
Auditorium- Projector / laptop	
Room 105- Projector / laptop	

Equipment Available	Quantity Needed
Easels (4)	
Dry Erase Board (1 classroom size)	
Tall Podium (1)	
Table Top Podium (1)	
Mic Stand (tall)	
Music Stands (8)	

Client Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Event Coordinator Initials: \_\_\_\_\_



## Payment Information

A signed agreement is necessary to guarantee the rental space. A preliminary hold on the rental space gives that client first right of refusal, but in case of a conflict, that hold must be changed to a guarantee. In all cases, the signed agreement must be in hand a minimum of 2 weeks prior to the event. Fees for security will be added for reservations scheduled outside of normal hours. The client will be notified via e-mail of any change made in the final contract amount prior to processing the funds.

**External Rentals** - to complete payment please use the link provided below or the QR code.

[https://secure.touchnet.net/C20210\\_ustores/web/store\\_main.jsp?STOREID=88&clearPreview=true&SINGLESTORE=true](https://secure.touchnet.net/C20210_ustores/web/store_main.jsp?STOREID=88&clearPreview=true&SINGLESTORE=true)



## Fees

Tables, chairs, and the public address system (PA system) are included in the room charge. The client that reserve space at the International Cultural Center will be responsible for the care of that space and equipment during the event. Reimbursement for damage to the facility through negligence or abuse will be assessed to the responsible client. Additional fees for excessive cleanup, damage, or overtime charges may be billed after the event.

## Security/Staff Charge

The International Cultural Center's operating hours are 8 am to 5 pm Monday through Friday. Event security/staff is required for all events scheduled outside of normal business hours and for after hour events where alcohol will be served. The event security/staff fee is \$25/hour. \*Time charged for security/staff begins when security/staff personnel opens the facility either for the client or for catering to set up and ends when the last person, be it the client and/or invited guests or catering personnel, exit the building. Groups staying past the designated end time of the event will incur penalty charges. Time designated on the contract is an estimate and may change depending on the actual time involved. Adjustments are made for security after the event to the contract based on actual time security was in force.

## Cancellation

Cancellations made 2 weeks prior to the event date will be processed without penalty. Cancellations made 1 week or less before the event date will be subject to a 50% cancellation fee of total amount. Changes to room set ups made less than 2 business days in advance will incur a \$50 fee.

Client Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Event Coordinator Initials: \_\_\_\_\_



## Setup, and Breakdown of Event

The Event Coordinator will setup and put away any tables, chairs and equipment supplied at the center. The client is required to remove all trash, containers and materials brought to the event and leave the rental area in the same condition as when they arrived. The client that reserved any of the International Cultural Center spaces will be responsible for the care of that space during the event and for cleanup afterward. Reparation for damage to the facility through negligence will be assessed to the responsible client.

## Caterers

International Affairs recommends using University Catering and Hospitality Services, Top Tier, for all catered events. If the client chooses to use another vendor, please notify the events coordinator, the caterer you have selected. The client is responsible for getting a legible copy of the caterer's most recent Health Inspection Certificate to Tim Riojas, Environmental Health and Safety, as well as applying for a temporary food permit prior to the event. (See 60.18 Temporary Food Service Permit Systems). The International Affairs reserves the right to deny the caterer access to the site without all required health and safety documents. Caterers must comply with the rules and regulations established by the International Affairs and Texas Tech University. All caterers are required to clean up upon the completion of the event and bus trash out to the dumpster. If catering is a drop off, the client is responsible for all clean up.

## Alcohol

International Affairs has an exclusive agreement with University Catering and Hospitality Services for all alcohol served in or on the grounds of the International Cultural Center. Alcohol may only be served with written consent provided by the University President's office or the Office of the Chancellor, see OP 61.39.1.g. Proof of consent must be on file with the International Affairs Event Coordinator. International Affairs reserves the right to refuse alcohol service without the proper written documentation on file. A list of available beverages will be provided by Catering upon request. Regardless of who provides the alcohol, a bartender from University Catering must be retained to serve. In no way may the client serve the alcohol. University Catering holds the required Texas Alcohol and Beverage Commission (TABC) license for service at the International Cultural Center and is thus the exclusive server of all alcoholic beverages. Alcohol may be purchased individually or from University Catering. Please make arrangements with them at 742-1966. Contact the Events Coordinator if a template letter is requested to obtain permission to serve alcohol at the International Cultural Center.

## Parking

The International Cultural Center has designated visitor parking located in the north parking lot. Although unmarked, the lot approved by Traffic and Parking Services for overflow purposes is in the museum lot due north of the main visitor parking for this facility. If the client has satellite parking privileges, the client may use the large satellite lot south of the International Cultural Center and College of Outreach and Distance Education building. If you have any questions about parking during normal business hours for your event, please direct your questions to the Event Coordinator Vanessa Jimenez | [vanessaj@ttu.edu](mailto:vanessaj@ttu.edu) | Office phone 806-742-3667.

Client Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Event Coordinator Initials: \_\_\_\_\_



## Building Rules

- Not allowed - tape, nails or tacks be used to hang banners or signs on the walls. Please make arrangements with the Events Coordinator if you must hang a banner or sign in the facility.
- There is no smoking in the building.
- If there is any damage to any part of the building or equipment by any member at the client's function, the client is responsible for any and all charges that result.
- We reserve the right to charge an additional cleanup fee for any event where there is excessive cleanup required.
- All parking is to be done in the north lot unless otherwise instructed. In the event of overflow, the museum lot may be used.
- No open flames are allowed in the facility, votives or candles enclosed in hurricane lamps permitted in the Hall of Nations only.
- Decorations are welcome; however, no confetti or glitter of any kind is allowed.
- We are not responsible for any items left in the building.
- No food or drink is allowed in the auditorium

### **Conceal Gun Carry TTU OP 10.22 <https://www.ttu.edu/campuscarry/op10.22.pdf>**

#### **Specific Exclusions to Concealed Carry of a Handgun**

Exclusionary zone – The university president is the only person with the authority to declare a specific premise or venue as an exclusionary zone. Therefore, except as provided herein, without the express written consent of the president, no faculty member, staff member, student, or student group may exclude a specific premise or venue as “off limits.”

Exclusion by law – Texas statutes outside of Texas Government Code Section 411.2031

separately provide exclusions of certain premises or events, which provisions are hereby incorporated. Under such laws, concealed carry is prohibited from the following premises or locations:

- Where a high school, collegiate, or professional sporting event or interscholastic event is taking place, including TTU athletic events;
- Where any UIL sanctioned competition is being held;
- Where any Board of Regents meeting is being held;
- Office of Student Conduct;
- Where any other official governmental meeting or judicial proceeding is being conducted; and
- Where polling is being conducted for local, state, or federal elections.

Any university event where alcohol is being served by an organization under Texas Alcoholic Beverage Commission rules and regulations; Other specific premises or venues may be declared “off limits” by the university president.

Adoption of exclusion for a premise or venue must be reasonably justified. The requestor must provide evidence that a concealed handgun on that particular premise or venue creates some special danger. Requests for exclusion must be provided in writing to the Office of the President at least 90 days prior to the date of the event.

Any premises on which a program, activity, or camp is conducted for minors are excluded from concealed carry.

Client Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Event Coordinator Initials: \_\_\_\_\_



TEXAS TECH UNIVERSITY  
Office of the Provost

International Affairs

### **Inclement Weather and Campus Closings**

The customer will be notified if the campus is closed during the event due to weather or unforeseen circumstances. In such cases, the rental fee for the event may be refunded or applied to a future event date, subject to availability and agreement between the parties.

### **Indemnification and Liability**

The client agrees to indemnify and hold the Office of the Provost International Affairs and the International Cultural Center harmless from all claims, liability, damages, injury, penalty, fine or loss, directly or indirectly, by any persons, authority, or entity for injuries to persons or property or damage which in any way relates to the use of said premises by the renter. The renter assumes all responsibility for their guests, caterers, entertainment, and anyone associated with their respective event. The client is responsible for complying with the laws of Texas Tech University and the State of Texas. The Office of the Provost International Affairs and the International Cultural Center are not responsible for any items lost or damages during an event inside or outside the building.

International Cultural Center Operating Policies & Procedures

<https://www.depts.ttu.edu/opmanual/OP61.39.php>

Texas Tech University Operating Policies & Procedures

<https://www.depts.ttu.edu/opmanual/OP72.05.php>

Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_