The National Ranching Heritage (NRHC) is a museum and department within Texas Tech University. As a result, its policies and procedures differ from those of hotels, restaurants, clubs or convention centers.

Because the NRHC is a museum, all structures, fences, windmills, landscaping, statues, etc. are considered part of the historical exhibit space. Visitors are not allowed to climb on hills or structures, enter historical buildings or handle artifacts. Visitors, guests, caterers, entertainers or staff members will be charged for any damage, theft, vandalism or other destructive event that may occur as a result of their actions.

The NRHC is a non-smoking, tobacco-free area both inside the museum building and outdoors in Proctor Park and the J.J. Gibson Park. There are no exceptions for visitors or event workers.

Who Can Rent the Museum Facilities?

Grounds and facilities of the NRHC may be used only for university and public educational, research and entertainment purposes. No personal use of facilities, equipment or grounds will be permitted. No facilities may be rented for weddings; wedding receptions; engagement or rehearsal dinners; private parties; or political, religious or commercial activities. Priority use of the Pitchfork Pavilion will be given to schoolchildren on prearranged tours during lunchtime.

Spaces Available for Use

**ANDERSON ROOM (with or without Lott Patio)**
This 1,600-square-foot facility offers a quiet, climate-controlled space for meetings and small gatherings. The room is equipped with the latest technology for audio-visual needs.

**Rental Fee:** $500
**Capacity:** Banquet, 80 people; Classroom, 72 people; Theater, 120 people;
Reception, 120 people
Anderson Room

PITCHFORK PAVILION (with or without Lott Patio)
This 2,000-square-foot area offers a covered patio suitable for dinners and receptions. The doors can be opened or closed.

**Rental Fee:** $500
**Capacity:** Banquet (with food served inside), 70 people; Banquet (with food served outside), 100 people; Classroom, 112 people
LOTT PATIO
This 3,000-square-foot area offers a small patio suitable for dinners and receptions. The patio is used with the Anderson Room or the Pitchfork Pavilion to accommodate more people and/or entertainment.

CAMPBELL PATIO
This 10,000-square-foot area offers an open brick patio suitable for dinners and receptions. It provides spacious room for entertainers and/or a speaker’s podium. The landscape and lighting adds ambiance to any event.

Rental Fee: $500
Capacity: 200
Campbell Patio (south view with setups)

6666 Barn
This 1,200-square-foot area offers an indoor space suitable for dinners and receptions. A permanent stage is accessible next to the seating area and can be used for entertainment or a speaker.

Rental Fee: $500
Capacity: Banquet, 70 people; Reception, 125 people
Room Setup Styles

**Block Style**
Conference tables placed in a rectangular outline with open space in the middle. Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up.

**Exhibit Style**
Allows for seating to be surrounded by display areas.

**Classroom Style**
Rows of tables with 2-3 chairs at each one, with tables arranged to face the front of the room. Most desirable for long lectures.

**Theater Style**
Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Appropriate for short lectures or larger groups that do not require extensive note-taking.

**U-Shape**
U or C shaped table set up with chairs on outside perimeter. Perfect for presentations that include group discussion, note-taking or handouts.

**Banquet Style**
Round tables with 8 chairs. Perfect for served meals and/or conference sessions with small breakout or discussion groups.
Special Needs and Equipment

A podium with a wired microphone is available at no charge. Additional equipment can be provided as follows:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector</td>
<td>$50</td>
</tr>
<tr>
<td>Stage (Portable)</td>
<td>$150</td>
</tr>
<tr>
<td>Wireless Microphone</td>
<td>$150</td>
</tr>
</tbody>
</table>

Renters and/or entertainers must contact Spence Miller or John Gonzales at 806.742.0498 no later than 48 hours prior to the event to make requests regarding equipment. Changes made less than 48 hours prior to an event may not be honored and/or may be subject to additional charges.

A limit of 160 total amp service will be allowed for any sound equipment, lighting, etc. No more than three circuits may be used for any event equipment. Any deviation will require permission from the Director of Operations or Executive Director.

To obtain access to the Texas Tech Network, renters must contact Dr. Robert Tidwell or John Gonzales at 806.742.0498 five (5) business days prior to the event in order to allow time to contact IT Services and make the arrangements.

Deposits, Payments, Discounts

Departments and units within Texas Tech University and the Texas Tech University Health Sciences Center will be required to provide their FOP upon confirmation of room rental at the NRHC. Other groups must pay a non-refundable deposit of 25% of room rental cost in order to confirm a facility reservation. Payments may be made with check, cash or Texas Tech fund transfers. The fee schedule may be discounted upon the approval and discretion of the Director of Operations or Executive Director. Typical discounts are considered for events that are educational in nature or co-sponsored by the NRHC. No additional rental space will be provided unless prior reservations have been made and additional charges have been added.

Setup, Breakdown and Security

When a rental occurs during normal operating hours, a charge of $50 will be added to the room rental for setup and breakdown.

Regardless of when the event occurs, NRHC staff will setup and put away any tables, chairs and equipment supplied by the center. Renters are required to remove all trash, containers and material brought to the event and leave the rental area in the same condition as when they arrived.
All activities that occur at the NRHC after normal operating hours require the presence of NRHC security personnel for setup, breakdown and protection of the museum and its contents. Members of the museum security staff should not be confused with certified security officers required during the sale of alcoholic beverages. Staff members at the NRHC or within Texas Tech University may not volunteer to serve in a security role.

All guests to the NRHC must obey any instructions from the NRHC security staff as well as rules stated in this document affecting the security and integrity of the historical park. For each event occurring after normal operating hours, the following setup, breakdown and security fees will be added to the room rental:

- For events less than 75 participants, two (2) NRHC security guards will be required at a cost of $30 per guard per hour. Each guard will be paid for a minimum of four hours plus any time in excess of the minimum.
- One (1) additional NRHC security guard will be required for each additional 50 guests and will be paid $30 per hour for a minimum of four hours plus any time in excess of the minimum.

Changes and Cancellations

Renters must contact Spence Miller or John Gonzales at 806.742.0498 no later than 48 hours prior to the event and provide a final count of participants as well as information regarding caterers and/or entertainers. Changes requested less than 48 hours prior to an event may not be honored and/or may be subject to additional charges. Cancellations will result in no additional charges other than the non-refundable deposit.

Caterers and Entertainers

Renters desiring catered events are free to choose and contact any caterer. The Director of Operations will be happy to provide suggestions if needed. Caterers must contact Environmental Health and Safety three to four weeks prior to the event to acquire a Temporary Food Permit. An application for the permit may be found online at www.ehs.ttu.edu.

Caterers are responsible for linens, china, silverware and any other dining needs. These will not be provided by the NRHC.

Caterers must have a staff large enough to facilitate cleanup and removal of catering equipment, food and trash. Unless otherwise permitted, nothing from the event must be left for removal or cleanup.
Entertainers are limited to 160 total amp service for any sound equipment, lighting, etc. No more than three circuits may be used for any event equipment. Any deviation will require permission from the Director of Operations or Executive Director.

Caterers and entertainers must comply with the rules and regulations established by the NRHC and Texas Tech University. The NRHC reserves the right to deny access to any caterer or entertainer who violates or disregards not only the policies in this document but also instructions given onsite by authorized NRHC or university personnel.

**Alcoholic Beverages**

The Texas Alcoholic Beverage Commission (TABC) governs the sale and service of alcohol. All alcoholic beverage bars must be staffed with a licensed bartender who is certified by the TABC. No one under the age of 21 will be served. Bartenders must display their TABC license when they are serving and are expected to card anyone who appears to be under the age of 30. In addition, a certified security officer must be present when alcoholic beverages are served.

The serving of alcoholic beverages as part of an event on the university campus, either inside the museum or on the grounds, also requires written permission from the Texas Tech Office of the President. The renter is responsible for securing this permission in a timely manner that will allow the Office of the President to provide a written response prior to the event. The NRHC reserves the right to deny the serving of alcohol without the necessary approval letter. To view a sample letter to the Office of the President, see the Addendum at the end of this document.

**Building Usage and Restrictions**

In addition to the regulations and restrictions stated above, museum policy does not permit the following:

- Activities must be confined to the room rented. Additional space is subject to additional fees and must be pre-arranged.
- Food and drink is restricted to the dining areas.
- No setup is allowed closer than 5 feet from any work of art.
- Modification or rearrangement of NRHC facilities, equipment, exhibits or materials to accommodate an event or group activity must be approved in advance by the director or facilities manager.
- Confetti, glitter or helium-filled balloons cannot be used inside the museum.
- No adhesive tapes, nails, staples, tacks or other attachment devices may be used to attach items (e.g., banners, signs, placards, linens) to the walls, tables, ceiling, floors, furniture, fences, structural supports or other facility surfaces.
- No open flames (e.g., candles, lanterns) are permitted.
• Only service animals are permitted.
• No combustible materials, water fountain displays, popcorn or popcorn machines, and smoke or fog machines may be used within buildings.
• All decorations or items not owned by NRHC must be removed from the rental space the day/evening of the event unless prior arrangements have been made with facilities manager.
• No fireworks or pyrotechnics are allowed on NRHC property.
• No generators may be used on NRHC property.
• All transport carts are restricted to soft rubber-wheeled vehicles owned by NRHC and driven by NRHC personnel.
• The NRHC reserves the right to deny any activity or equipment usage that could damage the museum or its contents.
• A cleaning fee of $500 will be charged to any renter whose event violates the restrictions listed here and/or the activities or decorations resulted in excessive cleanup.
• All renters are responsible for complying with the laws of Texas Tech University and the State of Texas.
• The NRHC is not responsible for any items lost or damaged during an event.
• Firearms are not permitted at the NRHC.
• No vehicles may be parked within the historical park area without permission from the Director of Operations or the Executive Director.
• Gates will be kept closed. If entering a gate to unload or load equipment, food, etc. for an event, renters are required to close the gates anytime someone passes through.

Booking an Event

To inquire about the availability of space, ask for more information or initiate the booking of an event, contact the individual listed below.

Spence Miller
Director of Operations and Facilities
National Ranching Heritage Center
3121 Fourth St.
Box 43200
Lubbock, TX 79409-3200
(806) 742-0498
spence.miller@ttu.edu
ADDENDUM: Sample Letter for Permission to Serve Alcohol

February 28, 2016

Office of the President
Texas Tech University
Box 42005
Lubbock, TX 79409-2005

To Whom It May Concern:

The National Society for the Preservation of Wildlife is hosting a meeting and dinner from 6 to 9 p.m. on March 30, 2016, at the National Ranching Heritage Center on the Texas Tech University campus.

We are requesting permission to serve beer and wine at this event. Bartenders licensed by the Texas Alcoholic Beverage Commission will serve these beverages, and no one under the age of 21 will be served.

Please forward your response to the following:

Mr. Spence Miller
Director of Operations and Facilities
National Ranching Heritage Center
MS 3200

For further information, you may contact Mr. Miller at 742-0498 or spence.miller@ttu.edu.

Thank you for your consideration of this request.

Sincerely,

John W. Doe
Director
RENTAL AGREEMENT

If you agree with the rules and regulations stated in this Rental Facilities document and have temporarily reserved a rental space from the National Ranching Heritage Center, sign this rental agreement and return it to Spence Miller at the NRHC to finalize your reservation.

________________________________________________  _________________________
Signature                                              Date

________________________________________________  _________________________
Group Name                                             Event Date

____________________________________________________
Estimate of maximum number of participants

____________________________________________________
TTU or TTUHSC FOP # (if applicable)

____________________________________________________  _________________________
NRHC Representative                                    Date