



TEXAS TECH UNIVERSITY

Student Union & Activities™

Room Rental Policy

These policies cover all meeting spaces in the Student Union including the Allen Theatre.

1. Cancellations.

All cancellations made within a period of less than 48 hours of the event time will be required to pay the full rental on the room as arranged. For the Ballroom, Matador Room, and the Allen Theatre the period is extended to 96 hours. Any group that does not show up to use a “free use for student organizations” room will be charged \$15.00 for the no show.

2. Sponsorship of Non-University Groups.

For an off-campus group to be eligible to use the Union facilities, the function must be sponsored by, and affiliated with, a University department or organization. Any entity sponsoring an outside group’s use of the Union must complete and return a Financial Liability Form before any reservation or arrangement will be accepted. Sponsors assume liability for complete, timely payment of any and all bills incurred by sponsored groups. Registered student organizations that wish to sponsor an outside group’s use of the Union’s meeting space must also have the approval of the Union Associate Director of Operation or the Director.

3. Past Due Payments.

Any financial obligation to the Student Union that is over 60 days from occurrence will be past due. Any User with a past due bill will not be allowed to reserve space in the building and all existing reservations will be cancelled when a financial obligation becomes past due.

4. Building Use During Normally Closed Hours.

Union use during closed hours must be approved by the Associate Director of Operations. Also, a charge of \$50.00 per group will be charged for each hour or part of an hour the group or anyone affiliated with the event remains in the facility. Events running after building hours may be required to have security present. See the Student Union Associate Director of Operations for more details.

5. Bringing Food into the Student Union.

Groups are prohibited from bringing food into the Student Union per our agreement with Hospitality Services. Arrangements can be made with Top Tier Catering for any food or refreshment needs a group may have. Groups not adhering to this policy will receive a warning on the first violation and be denied the use of the facility for a period of one year after the second. This does not apply to "brown -bag" events where food is purchased at the Student Union food vendors.

6. Student Organizations Maximum Reservations.

Registered Student Organizations may not have more than three room reservations on the books of the Student Union at any one time without specific reason and the permission of the Student Union Director or Associate Director of Operations. As soon as any one reservation has been utilized, the organization may schedule a subsequent reservation.

7. Solicitations as Part of a Room Usage.

If a student organization wishes to charge admission for an event, (tickets or donations), as part of a room use, that organization must have a solicitation form completed and approved in the Student Union Activities Office, room 203. When the solicitation application is approved the organization will receive a letter then the group can complete their reservation. A tentative reservation will be made and the desired room will be held for two weeks or until the solicitation request is approved, whichever occurs first. If a solicitation request is denied, the room reservation will be canceled.

8. Last-Minute Reservations Fee

Last-minute reservations (After 9am, day of event) will be assessed a Ten dollar (\$10.00) fee, payable at the time of the reservation, to defray costs of unscheduled set - up and cleaning needs.