



STUDENT AFFAIRS

University Unions

Updated June 2023

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Section 1: Introduction

1.1 Introduction

This manual is intended to facilitate the consistent allocation and efficient use of facilities within the University Unions (Brown-Lupton University Union and King Family Commons Building).

1.2 Policy Amendments

The University Unions reserves the right to amend this document at any time if deemed in the best interest of the TCU Community. The University Unions Administration shall be responsible for making judgements regarding Union services not covered in this manual.

Section 2: General Guidelines

2.1 Tobacco-Free Campus

As of August 1, 2017, TCU prohibits the use of all Tobacco products and smoking on property owned by TCU. The possession of all tobacco products and electronic delivery devices [e-cigs, vapes, JUULs, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS)], is prohibited on campus, regardless of the age of the owner. Policies can be found at the following: <https://deanofstudents.tcu.edu/student-handbook/university-regulations/alcohol-and-drug-policies/>

2.2 Proper Attire

All patrons of the University Unions are expected to wear proper clothing and footwear inside of the University Unions facilities.

2.3 Recreational Equipment

In order to ensure safe passage and to protect the building bicycles, rollerblades, skateboards, motorized/non-motorized scooters, hover boards and any other vehicles or devices are not permitted in the University Unions. Personal mobility devices (i.e. wheelchairs, knee scooters, etc.) may be used in order to accommodate or assist with a disability or injury.

2.4 Recreational Vehicle Parking

All bicycles and scooters should be affixed to the provided bicycle racks outside the University Unions and should not be affixed to other static objects in and around the facility. Recreational vehicles, including but not limited to, golf carts, bicycles, scooters, and other motorized vehicles are not allowed in the archway or inside the University Union buildings.

2.5 Lost and Found

The University Unions Administration is not responsible for the loss, theft, or damage of personal or organization's property. All items that are lost inside or around the University Unions facilities will be kept at one of the two Information Desks. After two (2) weeks-time, all property, will either be discarded or turned over to the TCU Police Department. The TCU Police

Department will maintain property of high value items, per their policy.

2.6 Vending Machines & ATMS

Vending machines inside the University Unions are maintained by TCU Student Affairs Facilities. For questions or information regarding refunds, please call 817-257-5185.

2.7 Emergency Procedures

In the event of an emergency, the University Unions will follow the Emergency Procedure Policy as outlined by the Office of Emergency Preparedness. This includes drills coordinated with the Office of Public Safety.

- **Lockdown:** When emergency conditions involve an active shooter or a violent situation involving the police, the safest method to protect individuals may be to “lockdown” the building, hide in a safe space, and await further instructions. When in a “lockdown” situation, one must do the following – RUN, FIGHT, HIDE!
- **Evacuation:** Guests must obey instructions given by the Building Emergency Coordinator and will be directed to relocate to Frog Fountain (BLUU) or the paved TCU circle at the corner of Stadium & Bellaire Drive, North (KFCB).
- **Seek Shelter:** Guests must obey instructions given by the Building Emergency Coordinator and will be directed to seek shelter on the lowest level of the building, away from exterior windows.

2.7 AED Locations

The Brown-Lupton University Union is equipped with six (6) Automatic External Defibrillators (AED). The AEDs are located in the following locations:

- ☐ Auditorium water fountain (east side of the Auditorium)
- ☐ Information Desk (1st floor, south lobby)
- ☐ Chick-fil-A entrance (1st floor, north lobby)
- ☐ Market Square entrance (2nd floor, north lobby)
- ☐ Chancellor’s Dining Room (3rd floor, south end)
- ☐ Hallway between Ballroom A and the elevators (3rd floor, north end)

The King Family Commons Building is equipped with four (4) Automatic External Defibrillators (AED). The AEDs are located at the following locations:

- ☐ 1st floor, near the Information Desk
- ☐ 1st floor, near the main dining room
- ☐ 2nd floor near the restrooms
- ☐ 2nd floor near the elevator

2.8 Animals

Service animals and dogs used by law enforcement are the only animals permitted inside the University Unions facilities. Companion Animals/Pets are not allowed in TCU facilities.

<https://deanofstudents.tcu.edu/students/animals-on-campus/>

Events that will include animals of any kind must be approved by the University Unions Administration and TCU Risk Management. A minimum of ten (10) business days is required for this process.

2.9 University Unions Building Access

All requests for early/late building access must be submitted to the University Unions Administration Office for processing and approval. A minimum of ten (10) business days is required for this process. Fees may apply.

2.10 Maintenance

Maintenance concerns should be reported via email to universityunions@tcu.edu or to a University Unions staff member (professional or student member).

2.11 Solicitation/On-Site Sales

Solicitation or the sale of goods or services is prohibited within the University Unions unless express permission has been granted in advance.

2.12 Raffles

Only non-monetary raffles are allowed within the University Unions.

<https://www.texasattorneygeneral.gov/divisions/charitable-trusts/charitable-raffles-and-casinopoker-nights>

2.13 Media, Photography, and Videography

The University Unions follows all policies and procedures of the Office of Marketing & Communications, which can be found <https://brand.tcu.edu/resources/filming-requests/>

2.14 Loading Dock

Both Unions have loading docks that can be used for deliveries and pickups for Sodexo and University Unions operations.

Parking and unattended vehicles in the loading dock are prohibited. Towing may be enforced.

Deliveries and the use of the loading docks must be approved in advance by the University Unions Administration office or Sodexo.

2.15 Deliveries and Packages

The information desks at the BLUU & KFCB do not accept packages or deliveries. For the BLUU all packages must be taken to the Mail Center during regular business hours. Should a delivery arrive after business hours, it must be placed in the Mail Center bin in the loading dock hallway.

Section 3: Advertising and Publicity

3.1 Advertising

Advertising events and activities related to recognized student organizations, departments, or administrative units may be digitally displayed in Unions facilities. All advertising should contain the name and contact information of the sponsoring entity.

All messages displayed should reflect the mission and values of the University. Advertisements promoting alcohol, tobacco, firearms, adult businesses, or other material incongruent with university values or policies are prohibited. Advertisements may not be affixed to windows, walls, or furniture without prior authorization from the University Unions Administration. The University Unions reserves the right to remove all advertisements that are not in compliance with this policy.

3.2 Digital Signage Posting

The University Unions provides access to submit graphics for digital display versions of event advertisements. These screens are located throughout the University Unions facilities and a full breakdown of policies can be found at the following: <https://union.tcu.edu/digital-signage/>

3.3 Special Approval for Napkin Holder and Table Tent Advertising

Approval for all table tents in Market Square and other retail facilities is coordinated through Sodexo. Sodexo can be contacted at 817-257-7283 or <https://tcu.sodexomyway.com/>

3.4 Marketing Partnerships for Off Campus Businesses

The University Unions and Student Activities is pleased to allow marketing opportunities for businesses to interact with TCU Students on campus. All businesses interested in being on campus must work through our guidelines to gain access to the TCU Campus. Student Activities and the University Unions team will work with your business to determine the appropriate location for your activation. Available locations include the University Union, Frog Fountain, and the Intellectual Commons. These spaces are prioritized for student organizations and our teams will work with yours to determine the best locations. Marketing on football game days is currently not allowed. Digital Signage marketing opportunities are also available. Costs will be determined based on the size of the activation, as well as the location. For more information email universityunions@tcu.edu

Section 4: Facility Reservations

4.1 Facilities Reservations

All requests with University Unions services must be submitted online at www.union.tcu.edu a minimum of five (5) business days in advance of the event. This process applies to current members of the TCU community.

4.2 Non-University Requests

All non-University requests must be submitted through TCU Conference Services: conferenceservices.tcu.edu. This includes requests from student organizations and University entities where more than 50% of attendees are not affiliated as current TCU students, faculty or staff.

4.3 Reservation Priorities

University Unions facilities are reserved on a first-come, first-serve basis. Precedence is given to high-priority University events, recognized student organizations, and TCU departments.

The Unions staff reserves the right to assign and potentially re-assign space with consideration to event size, needs, and space available in order to maximize the use of the facilities. In the event that the Unions staff needs to re-assign space; notification will be provided to the event coordinator.

4.4 Academic Class Reservations

The University Unions facilities are not to be used for academic class scheduling. The University Unions are used to accommodate student organizations and departmental events, as well as community events.

4.5 Reservation Request Timing

Reservation requests open during the spring semester for the following academic year. Requests for space beyond that academic year will not be accepted.

4.6 Table Clothing and Skirting

The University Unions has a limited quantity of tablecloths and skirts for 6ft and 8ft rectangular tables. Priority for this service will be given to tables located outside of meeting rooms. Tables inside of rooms, such as tables for awards, speaker's table, fairs, etc. will be clothed and skirted with Unions equipment only if supply allows. Clothing and skirting of interior tables should be requested during the room reservation process. Tables with food will not be cloth and skirted. Groups are welcome to rent linens through Sodexo or another rental agency. The Unions staff is not responsible for clothing and skirting tables with rented linens.

4.7 Audio-Visual Equipment

Reservations for audio-visual equipment must be received no later than five (5) business days before the reservation date. The University Unions does not provide laptops for use in University Unions facilities.

University Unions does not currently provide videography or livestreaming services. All videography service providers must be preapproved and put in contact with University Unions staff no later than five (5) business days prior to the event date. Videography service providers must adhere to the campus wide filming & photography policy: [Filming, Drones & Photography Policy](#)

Union audio systems are designed for speech amplification, as such, DJs and musical performers must provide their own sound reinforcement. University Unions will not supplement equipment with DJs, performers, or third-party A/V vendors. Electrical power requirements for any A/V provider must be received no later than five (5) business days prior to the event.

A/V equipment damaged due to misuse will be billed to the responsible party at the costs of

repair or replacement.

4.8 Event Noise

University Unions reserves the right to reduce sound levels of any event that may disrupt other events in the University Unions facilities.

4.9 Video Copyright

The University Unions facilities are considered public viewing areas under copyright law. Any viewing of copyrighted material, unless expressly part of the instructional portion of a class, requires purchase of the viewing rights of the material by the sponsoring group. Proof of those viewing rights must be provided to the University Unions Administration prior to the event date.

4.10 Room Setup

All setups must be finalized with the University Unions Administration three (3) business days prior to the event. Substantial changes in room configuration after the room has been setup may result in a change fee.

All event setup, tear down, and housekeeping must be completed by the University Unions or Facility Services staff members to prevent damage to furniture and personal injury.

Some spaces have permanent furniture arrangements that cannot be changed. Reconfiguration of these rooms will be done at the discretion of the University Unions Administration and is considered on a case-by-case basis.

4.11 Rehearsal Space

Should your event require the need for dedicated rehearsal time, you may reserve up to 2 rehearsals prior to your event. One rehearsal reservation may include required set up and audio/visual needs. Rehearsal reservations are subject to availability and will be approved by the University Unions Administration.

4.12 Study Days/ Finals Week

TCU student organizations will demonstrate support for the academic achievement of their members. TCU student organizations are encouraged to not hold mandatory events during study days or finals week as defined by the University calendar. Events on study days or during finals will be allowed, so long as member attendance is considered optional. See TCU Student Code of Conduct section on [“Disruptive Classroom Behavior and Lack of Academic Progress Policy”](#)

4.13 Event Tabling

A limited number of tables are provided, free of charge, to TCU students and departments for all tabling events that take place inside the University Unions and in the Community Commons.

- For Community Commons and King Family Commons tabling, tables for outdoor events can be obtained from the University Unions Information Desk by providing a TCU ID card

that will be retained during the activity period. Once the table has been returned to the Information Desk, the TCU ID card will be returned. All non-returned tables will be charged to the student/department account.

- For East Campus Tabling:
 - Student Organizations: Tables must be reserved through Facility Services at pltworkrequest@tcu.edu. Notice of 48 business hours is required and you will need to provide the confirmation of your reservation with your table request.
 - Campus Departments: Tables must be reserved through the AIMs Work Order system from Facilities Services. Notice of 48 business hours is required and you will need to provide the confirmation of your reservation with your table request.

4.14 Clean-Up and Damage Charges

In the event that additional clean-up, or maintenance is required following a reservation, the group holding the reservation will be held financially responsible for the necessary work. For larger events, additional trash cans can be requested through TCU Facilities.

Please note that use of paint, glitter, hay, confetti, loose sequins, fog machines, and open flame usage in the Unions is strictly prohibited and will result in the application of a clean-up fee.

Any items left in the event space at the conclusion of an event will be disposed of. The University Unions is not responsible for any items left.

4.15 Insurance Requirements

All events held on the Unions' property are required to adhere to TCU Risk Management and Conference Services liability insurance requirements. Any vendor coming onto TCU campus, must submit a completed Certificate of Insurance form and provide it to the University Unions Administration.

For a sample of what is required please visit <https://tcuriskmgmt.tcu.edu/website-forms/>

4.16 Security Arrangements

The University Unions Administration reserves the right to require groups to provide security or medical personnel, at their expense, for events on the University Unions' property. The need for these will be determined by the University Unions Administration in consultation with TCU Police. Only TCU Police, or their designee, may provide such services. Events requiring security coverage will be canceled if adequate security is not available or if a security plan is not received by the University Unions staff and TCU Police at least two (2) business days prior to the start of the event.

TCU Police Special Events form: <https://publicsafety.tcu.edu/special-events/>

4.17 Event Parking

Students, faculty, and staff utilizing the Unions must adhere to TCU parking policies. Events with non-TCU guests should work with TCU Police to arrange parking access.

Event organizers who wish to utilize valet service must notify the University Unions Administration of their intent at least 10 business days in advance. Valet service will be approved by the Unions based on the availability of the Union driveway. Once the valet service is approved by the Unions, the event organizer is then responsible for booking directly with approved valet companies and coordinating with the TCU Police.

4.18 Occupancy

All events must comply with occupancy regulations, as set by the Fort Worth Fire Marshal. Please visit the University Unions website or speak to a University Unions staff member to learn more about room capacities. Union.tcu.edu

4.19 Event Timeliness

All events must start and finish within the scheduled reservation time period. This includes set-up and teardown activities. Events may begin no earlier than 60 minutes after the building opens and must conclude 30 minutes prior to closing. Should an event take place outside of these hours, fees will be assessed.

4.20 Demonstrations

Students or organizations wishing to hold a demonstration anywhere on TCU's campus, including Unions' property, must register with the Dean of Students Office no less than 48 business hours in advance. For more information on event registration and campus demonstration practices, please see the Demonstration Guidelines section in the Code of Student Conduct at <https://deanofstudents.tcu.edu/student-handbook/university-regulations/demonstration-guidelines/>

4.21 Late Requests

The University Unions Staff may not be able to fulfill reservation requests received less than two (2) business days prior to the requested event. If an appropriate room is available, it may be assigned, but special services, including audio-visual equipment, may not be available.

Section 5: University Unions Rental Fees

5.1 Facilities Rental Fees

Use of space in the Unions space is free of charge for student organizations and University department events, provided that greater than 50% of the attendees are current TCU students, faculty, or staff. All Non-University reservations are charged at rates set by TCU Conference Services. Conference Service policies are available at <https://conferenceservices.tcu.edu/planning-resources/tcu-faculty-staff-students.php>

5.2 Sponsoring Off-Campus Organizations

Texas Christian University departments, student organizations, and students/faculty/staff may not serve as sponsors for off-campus organizations. Off-Campus organizations may not utilize the spaces within the University Unions free of charge. If fronting is discovered, outside rental rates will apply. University departments and student organizations may co-sponsor events with

off-campus organizations, as long as the mission of the outside group relates to the on-campus group and Conference Services is involved.

Departments and student organizations who co-sponsor an event with an off-campus organization, must adhere to the following requirements:

- Serve as the primary contact
- Be involved in all pre-event planning
- Must be in attendance for the duration of the entire event (including set up and tear down).

Section 6: Food and Beverage Service

6.1 Food Service Policy

All meals served inside the University Unions and on the outside Campus Commons Plaza (brick paver area) must be catered by Sodexo. Exceptions to this rule must be approved through the Director of the University Unions. Snacks, such as cookies, cake, or chips, and bottled water may be provided by event organizers, so long as the University Unions Administration is informed prior to the event. It is the responsibility of the party providing the food to ensure area is clean and left in the same manner as the space was upon arrival. Please note that the University Unions will not cloth and skirt tables that will be used for food.

6.2 Ordering Catering

After the appropriate facility has been approved by the University Unions Administration, food and beverage arrangements may be made through Sodexo at 817-257-5239 or by email at catering@tcu.edu. All food and beverage arrangements are the responsibility of the organizing group.

6.3 Alcohol

Alcohol will not be served in the University Unions without the express written approval of the Vice Chancellor for Student Affairs. Requests should be submitted using the Request to Serve Alcoholic Beverages in Academic/Administrative Building or on TCU Property form to the Office of the Vice Chancellor for Student Affairs at least ten (10) business days prior to the event. This form can be obtained when working with Sodexo Catering. All alcohol, once approved by the Vice Chancellor, must be purchased and served by Sodexo.

Section 7: Decorations

7.1 Decoration Limitations

Tape, glue, tacks, command hooks, or nails are not permitted on the walls, doors, floors, ceilings, glass, furniture, draperies, moveable walls or any painted surface in the University Unions. Glitter, hay, loose sequins, confetti, and paint are also expressly forbidden in the University Unions.

Any items left in the event space at the conclusion of an event will be disposed of. The University Unions is not responsible for any items left.

7.2 Damages caused by decorations

Groups that cause damage to the facility or furnishings or decorate using materials requiring excessive clean up time will be assessed a fee.

7.3 Ingress and Egress

Doorways, hallways, corridors, staircases, and fire exits cannot be blocked or obstructed.

7.4 Decoration set-up and teardown

Groups bringing decorations must provide the labor necessary to set up and teardown their decoration. All set up and teardown must be completed within the reservation time period. The group is responsible for any necessary clean up required by decoration set up and teardown. Any vendor (florists, balloon, etc.) coming onto TCU campus, must submit a completed Certificate of Insurance form and provide it to the University Unions Administration Office. For a sample of what is required please visit <https://tcuriskmgmt.tcu.edu/website-forms/>

7.5 Candles

Use of candles must be pre-approved by the University Unions Administration staff. Only candles enclosed in glass or floating in water will be considered.

7.6 Using Outside Vendors

Any vendor coming onto TCU campus must submit a completed Certificate of Insurance form and provide it to the University Unions Administration Office. For a sample of what is required, please visit <https://tcuriskmgmt.tcu.edu/website-forms/>

Section 8: Outdoor Policies

8.1 Weather Plans

Groups reserving outdoor spaces are permitted to reserve an indoor location in the Unions for use in the event of inclement weather. Reservations of back-up space is not guaranteed and is subject to availability.

8.2 Outdoor Equipment

See section 4.13 for information about table usage and rentals for outdoor events. A small, portable outdoor audio system can be requested for usage in The Commons, no further than Frog Fountain. The University Unions staff will provide and set up this equipment at no additional charge.

Event organizers must coordinate the reservation of trash cans, electrical access, water access, and the adjustment to the University's groundskeeping schedule at least five (5) business days in advance of the reservation by contacting the TCU Facilities at 817-257-7956 or through departmental access to the AIM system.

8.3 Large-Scale Outdoor Events

Any large-scale outdoor event must be coordinated with the University Unions and all necessary equipment must be rented from a TCU-approved rental company. The University Unions does not provide tables, podiums, staging, or AV equipment for large-scale outdoor events. All set up and teardown must be completed within the reservation time period. The group is responsible for any necessary clean up required. Any vendor (florists, balloon, etc.) coming onto TCU campus, must submit a completed Certificate of Insurance form and provide it to the University Unions Administration Office. For a sample of what is required please visit <https://tcuriskmgmt.tcu.edu/website-forms/>

A timeline of delivery and tear-down is required in conjunction with the event reservation.

8.4 Food Trucks

The University Unions and Student Activities partner to oversee Food Trucks on TCU's campus. Designated areas have been identified for Food Trucks to park. In addition, there are specifications in terms of liability that all food trucks must carry. If your organization or department is interested in bringing a food truck to campus, please email studentactivities@tcu.edu with the food truck you are requesting as well as contact information for the vendor.

8.5 Overnight Use

Reservation and use of the Unions' outdoor spaces is limited to the operating hours of the University Unions. Overnight use, such as campouts, are prohibited unless approved by the University Unions Administration. For hours of operation, please visit www.union.tcu.edu

8.6 Noise

The University Unions Administration reserves the right to restrict the use of amplified sound and activity in outdoor spaces in order to maintain a healthy living environment for on campus residents and area neighbors. See website for Quiet Hours.

<https://deanofstudents.tcu.edu/residence-hall-regulations/>