

STUDENT UNION AT HUBBARD HALL

VENDOR TABLE POLICIES & PROCEDURES

COMMUNITY & EXTERNAL CLIENTS

These Policies and Procedures apply to reservations for community & external groups only. Contact the Student Union Office for questions about TWU department and student organization vendor table reservations.

VENDOR TABLE RESERVATIONS

RESERVATIONS REQUESTS & PRICING

Requests must be received at least 1 week prior to the reservation date. Once the request is received, the Student Union staff will review the request, and send an email confirmation if approved. Payment can be made at the Student Union Information Desk (located on the 2nd floor) by cash or credit card. Payment must be received before setting up any items at the table.

Vendor table spots are available for \$75 and include one 6' rectangular table and two chairs. An additional table may be added for \$50. The client may provide additional equipment, however they may not take up more than the allocated space.

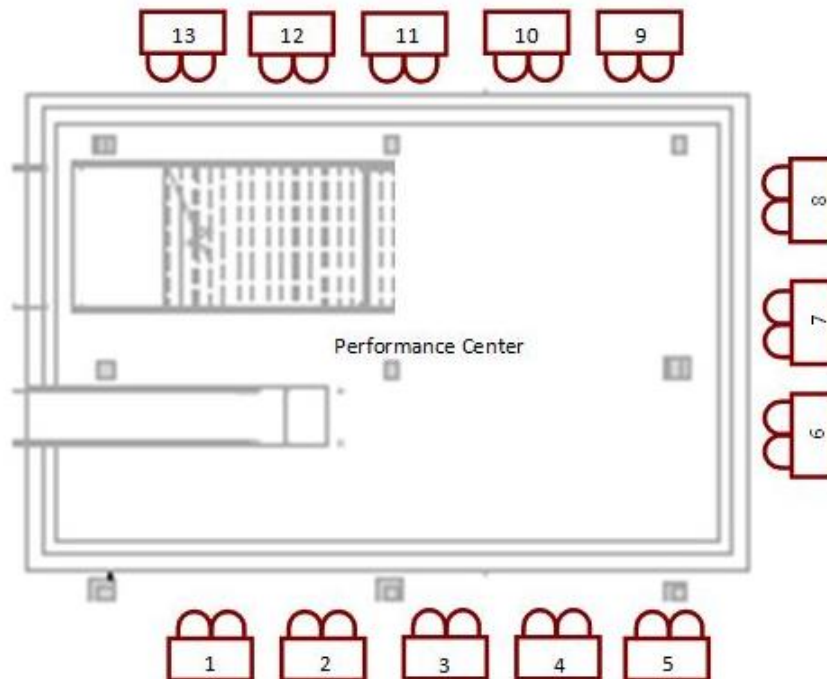
The primary and secondary contact are the only people authorized to make changes to any reservation details.

TABLE LOCATIONS

Vendor tables are available at the Student Union at Hubbard Hall.

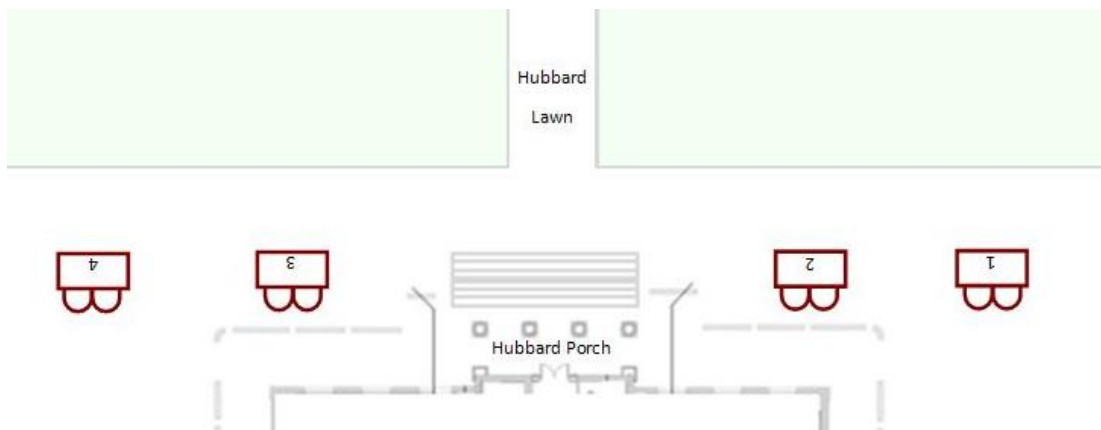
INDOOR VENDOR TABLE LOCATIONS:

Indoor spaces are located on the first floor by the Performance Center and near the retail dining area.



OUTDOOR VENDOR TABLE LOCATIONS:

Outdoor spaces are located on the east side of Hubbard Hall near the porch/columns.



Vendor tables are not available at other locations on campus.

CANCELLATION POLICY

Vendor table fees are non-refundable, however a vendor table reservation may be rescheduled to any date in the future within 6 months (pending availability). Requests to reschedule should be submitted at least 1 business day prior to a reservation.

If the University closes to the public because of reasonable concern due to weather emergencies, power outages, water outages, civil unrest, pandemics, threat to national security or any other occurrence which may threaten the safety of persons on campus, events may be canceled and the rental fee refunded. The University shall not be responsible for any costs to the client resulting from a cancellation or delay due to such a decision.

FOOD & BEVERAGE

Chartwells is the exclusive caterer for the Student Union at Hubbard Hall. Food and beverages may not be sold or distributed from external vendor tables. Alcohol is not permitted at vendor tables.

GENERAL GUIDELINES

Amplified sound is not permitted at vendor tables.

Limited power access may be available for \$10. If power is required for a vendor table, please request it upon booking. The Student Union will provide an extension cord and/or surge protector if available. Do not plug in any electronic equipment without consulting with the Student Union office.

Use of tape, glue, nails, tacks, sticky putty, or other means to affix items to the walls, woodwork, windows or floor is not allowed. Items which create litter, could be dangerous to animals, or cause slipping hazards may not be tossed (rice, confetti, etc.). Loose glitter, confetti, and flame candles are strictly prohibited (LED and other electronic candles are allowed). The group will be financially responsible for any special clean-up or damages resulting from the event or activity. This list is not comprehensive, and groups are required to check with the Student Union Office for approval of decoration plans.

Decorations must not block or limit access to doors, fire extinguishers, fire sprinklers, or fire alarms. Decorations may not be hung from light fixtures or fire sprinklers.

Vendor table reservations guarantee space only. **Student Union Hubbard Hall is not liable for sales made or marketing/advertising of sales for an event table.** Traffic in the building varies by day, however the Student Union staff may offer suggestions based on the time of year or general campus activities.

OPERATING POLICIES

ANIMALS

Animals are not permitted inside campus facilities, with the exception of those used to assist persons with disabilities or when in compliance with the Pets at Work Policy (University Policy 5.35).

INCLEMENT WEATHER POLICY

All groups must follow University safety protocol and instructions during severe weather warnings.

If the University closes due to inclement weather, the reservation may be rescheduled at a later date pending availability. See URP: I.23.b for additional information about campus closures.

LOST ITEMS

It is the responsibility of the individual reserving a room(s) to ensure all items are removed upon conclusion of the function. TWU and its representatives do not assume responsibility for any lost or

misplaced items prior to, during, or after an event. Any items found at events will be immediately turned over to TWU's Police Department.

SMOKING AND OPEN FLAMES

Use of tobacco products is prohibited on all campuses. Open flame candles are not permitted indoors. All patrons must adhere to the fire codes imposed by city ordinances.

OTHER INFORMATION

AMERICANS WITH DISABILITIES

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, Texas Woman's University will make reasonable accommodations to ensure equal opportunity and access for qualified members of the public who wish to participate in applicable programs, activities and facilities.

DISCLAIMERS

The Student Handbook and Student Code of Conduct supersede all policies with regard to rental rates, alcohol, and food service. Rates and policies are subject to change without notice. The Student Union at TWU reserves the right to refuse requests from entities in direct competition for services provided by our institution. The client agrees to hold harmless TWU, its Board of Regents, officers, agents, employees, and students from any and all liability including claims, demands, losses, costs, damages, and expenses of every kind and description, including death or damage to persons or property arising out of use of TWU facilities and services.

Additional safety precautions may be required at any time. Contact the Student Union Office to find out the current policies for events (masks, face coverings, social distancing, etc.). If restrictions are in place all groups and guests visiting TWU will be required to follow those policies.

INSURANCE

Client may be requested to provide a certificate of insurance in the minimum amount of \$1,000,000.00 general liability and \$1,000,000.00 for each occurrence naming Texas Woman's University as an additional insured. Please see 'Liability'.

LIABILITY

In consideration for permission to use the facilities, the individual who submits the reservation request shall indemnify and hold harmless TWU, its Regents, officials, and employees for and against any and all liability, attorney's fees, court costs, loss or damage the university may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of facilities.

PARKING

Visitor parking on campus is available at a fee Monday – Friday. Parking is free on weekends. Visit the [TWU Parking webpage](#) for information regarding pricing, available lots, and parking schedules.

Tickets will be issued if unauthorized automobiles are parked in state vehicle, handicapped, or service spaces without proper authorization. Users and guests are responsible for paying their own parking violation fees. Lack of parking does not justify violation of any parking regulations.

SUPERVISION

It is understood that the client and all associated individuals will abide by the rules, regulations, and requirements of TWU or the State of Texas for the use of its various services and facilities on the campus, property and grounds of TWU. It is further understood that the client will withdraw, remove or expel any person associated with or participating in the event upon request of TWU for good cause. Moreover, the client agrees to cease and desist any activity, function, programs, etc., upon the request of TWU for a good cause. The term "good cause" as used herein shall include but not be limited to violations of any rule, regulation, or condition of TWU or the State of Texas. Cooperation from our patrons in adhering to the policies set forth in this agreement is most appreciated. Failure to abide by the established policies could result in additional charges and/or loss of privilege for future reservations.