

# Foster Campus Building Policies

The Foster Campus for Business and Innovation supports the mission of the Hankamer School of Business to cultivate principled leaders and serve the global marketplace through transformational learning and impactful scholarship in a culture of innovation guided by Christian values. As a part of the Foster Campus, the Meyer Conference Center hosts many activities that promote the academic focus of the Business School and the University. The expectation is that activities scheduled within the Meyer Conference Center and other spaces in the Foster Campus reflect the educational and professional environment of the Foster Campus. The Foster Campus, including the Meyer Conference Center, does not serve as a special events center, and only activities deemed consistent with an educational and professional environment will be approved.

## Event Requests

### **Event Request from Business School Departments:**

Please submit your room request through Astra. Please fill out all event details including tables/chairs/technology/catering. See the Astra link below.

<https://adastra.baylor.edu/ScheduleProd/Portal/GuestPortal.aspx>

Business Departments will submit a Foster room diagram for their event. Please see the link below.

<https://www.baylor.edu/business/forms/index.php?id=871998>

Once [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu) receives the requested room, the Facilities Coordinator will submit the room diagram to Baylor Facility Services for set up.

### **Student Group Event Request:**

Please submit all Foster room requests and Atrium table requests with your **APPROVED** student activities event request form through <https://www.baylor.edu/business/forms/index.php?id=962772> [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu) will receive an email notice of the request. Provide all requested table/chair information. **NOTE: Your request is NOT approved until you receive a confirmation email from Astra.**

Once [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu) receives the room request and the Facilities Coordinator approves the event, you will receive an Astra event confirmation. **NOTE: Your request is NOT approved until you receive a confirmation email from Astra.**

If technology is required, please submit a request through Student Activities at

[https://orgsync.com/login/baylor-university?redirect\\_to=%2Fhome%2F756](https://orgsync.com/login/baylor-university?redirect_to=%2Fhome%2F756)

### **Classroom requests: Student groups**

- Student Activities approved business organizations and Student Government may reserve a classroom every week.
- All other Student Activities approved organizations may reserve a classroom twice a month.

## Meyer Conference Center – 143/144/240/250 Requests: Student groups

- Student Activities approved business organizations and Student Government may reserve 240 twice a month.
- All other Student Activities approved organizations may reserve 240 once a month.

### All other Baylor departments:

If you require any technology, (microphones, podium, computer, audio) go to Option 1. If no technology, go to Option 2.

#### Option 1: Technology Required

Submit event request through Astra at the link below.

<https://adastra.baylor.edu/ScheduleProd/Portal/GuestPortal.aspx>

Please include all tables/chairs/catering details.

Foster room diagrams can be located at the link below. Please submit a completed room diagram for your event.

<https://www.baylor.edu/business/forms/index.php?id=871998>

Once [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu) receives the requested room, the Facilities Coordinator will submit the room diagram to Baylor Facility Services for set up.

Submit Institutional Events technology request form at the link below.

<https://www.baylor.edu/events/index.php?id=97936>

#### **Event Requests - All other Baylor departments (continued):**

#### Option 2: No Technology Required

Submit your request through the Astra link below.

<https://adastra.baylor.edu/ScheduleProd/Portal/GuestPortal.aspx>

Please include all tables/chairs/catering details.

Foster room diagrams can be located at the link below. Please submit a completed room diagram for your event.

<https://www.baylor.edu/business/forms/index.php?id=871998>

Once [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu) receives the requested room, the Facilities Coordinator will submit the room diagram to Baylor Facility Services for set up.

## Room Set up Policies

- **Set ups must be prearranged as a part of the room reservation.**
- As part of the Baylor family, please be respectful and use furniture or additional items within these rooms with care. **Furniture and equipment may not be moved from the premises or from one room to another.**
- The Foster Campus has a limited number of locations in the atrium to use for bake sales, registration, etc. To reserve a table location, follow the event reservation instructions.
- All table set up for catering must be planned ahead with the [university approved caterers](#) and handled by those reserving the room.
- In compliance with City Fire Codes, each room has a maximum capacity based on the type of event. Please adhere to these capacity limits designed for your safety.

# Food/Drink and Catering Policies

- **No food or drinks are allowed in the Foster classrooms, except bottled water.**
- Food and drinks are allowed in Foster 143/144, Foster 250, the Turner Mezzanine outside Foster 250 and the Foster Atrium. **No red drinks or punch may be served in the building.**
- **All catering must be booked through [university approved caterers](#).** Any group requiring food services and/or tablecloths should check with the caterer for the event. See room set up policies above.
- Groups who use an approved outside caterer are responsible for setup and cleaning up all food and trash related to the event.

# Service/Emotional Support Animal

**Only service dogs and miniature horses with the proper documentation are allowed in Foster.** Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA, and don't have the same public access rights. They are, however, permitted in residential housing. Emotional support animals are not allowed in the classrooms, academic buildings, or other facilities on campus.

# Prohibited Items and Activities

Events must be consistent with the educational and professional environment of the Foster Campus and not simply social in nature. Events not permitted include mixers, talent shows, social movie nights, pageants, dances, dinners (unless a part of an educational and professional program), fashion shows (except for demonstrating appropriate business attire). Loud music, DJs and bands are also not permitted.

### *Decorations:*

- No nails, tape, tack, staples, hooks, command strips
- No crepe or tissue paper
- No paper ribbon
- No glitter or confetti
- No additional lights (unless specifically approved)
- All other things of this nature are prohibited

### *Flammable Material:*

- No straw, hay, evergreens
- No candles, open flames
- No paint, spray glue, spray paint or aerosols
- No painting in rooms
- All other things of this nature are prohibited

### *Smoking/Tobacco Products:*

- Baylor University is a tobacco-free, smoke-free campus.
- The use of any form of tobacco is strictly prohibited in and outside of all University-owned buildings, including those located on campus, in Waco and other cities, as well as parking lots,

garages and sidewalks.

*Other:*

- No animals, with the exception of specifically trained service animals
- No firearms or weapons of any kind
- No alcohol, illegal drugs or other illicit substances
- No unauthorized publications and postings (See Poster/Flier Procedure)

- No external business solicitations
- No bicycles, skateboards, scooters and roller blades. (*Bicycles must be secured on the racks provided outside the premises.*)

## Conduct

- Baylor University standards of conduct apply to anyone in the Foster Campus. Any person engaging in inappropriate conduct or language, disrupting performances, or creating disturbances will be asked to leave the premises and/or will be escorted from the building by Baylor DPS.
- If an event requires security, the group reserving must submit the proper paperwork to Baylor DPS, 254-710-2222, who will confirm and provide appropriate personnel. Groups are responsible for any fee required by Baylor DPS. After submission of Baylor DPS paperwork, a copy of the Baylor DPS agreement must be submitted with a completed *Foster Room Request Form*.

## Damages and Liability

- The person responsible for the event should check the room upon entry and also immediately after the event, to look for items that are broken or for any obvious damage.
- Report damages immediately to the Facilities Coordinator, Room 200.04, 254-710-6990, 8:00 a.m. - 5:00 p.m., Monday - Friday. Damages will be verified and alternate arrangements will be made if the damages are noticed and reported before the event.
- Damage to any room, space, furnishings and/or equipment by a group will result in appropriate charges, based on fair market cost of replacement, repair, or additional cleaning to the Foster Campus property or equipment.
- The group will be notified of the damages in writing and a conference will be held **with the group representatives, the Facilities Coordinator, and the Supervisor of Baylor Housekeeping to determine the extent of damages**. An invoice will be sent to the group to make restitution.
- In all cases of required additional cleaning or damages, no further reservations will be accepted until damages are paid in full.
- Groups reserving rooms within the building are responsible for making sure that each guest is abiding by the building guidelines. Groups will be held accountable for any alterations or damages to building property and/or equipment.

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***The Foster Campus reserves the right to inspect and control all functions. The Foster Campus will not assume responsibility for the damage to, or loss of, any personal property.***

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