Lobby Usage Policies

Waco Hall Lobby Use Guidelines and Policies

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1. Adhesives
The use of tape, adhesives or fasteners (nails, tacks, screws) of any kind is prohibited on all surfaces in audience or public areas of the building including the lobby area floors, walls or furniture.
Special tape is required for use on carpeted and stage floor surfaces, and may be purchased on site. Contact the Waco Hall Director or his representative for details.

It is ultimately the responsibility of the Lessee to ensure that their service contractors remove all tape from floor surfaces during move-out of the event. Should tape be left over from an event, the Lessee will be billed for the labor required to remove the tape.

The Lessee will be billed for labor and materials for damages resulting from non-adherence to these adhesive requirements.

Any deviation from this policy must be in writing from the Waco Hall Director or his representative.

2. **Alcoholic Beverages**
   No alcoholic beverages are allowed within Waco Hall or on the campus of Baylor University.

3. **Animals**
   With the exception of service animals and service animals-in-training, animals for the purpose of exhibition or performances are not permitted in Waco Hall without prior written approval from the Waco Hall Director or his representative.

4. **Balloons**
   Helium balloons are not allowed in any part of Waco Hall, either for display or for sale. For decoration purposes, air-filled balloons may be used. The Lessee is responsible for informing all exhibitors of this policy. Waco Hall reserves the right to remove any helium-filled balloons at the Lessee's expense.

5. **Banners**
   Event-related banners may be displayed in various locations inside and outside of Waco Hall with prior approval. Banner designs and requests for banner locations must be submitted in writing to the Waco Hall Director or his representative no later than 30 days prior to your event. Please contact the Waco Hall Director or his representative for more information.

6. **Carpet Tape**
   See "Adhesives."

7. **Confetti**
   The use, display or throwing of confetti, glitter, rice or other particulate is prohibited within Waco Hall. The Lessee will be billed for the labor and materials required for clean up resulting from non-adherence to this policy.
8. **Damage**
Waco Hall will not be responsible for any damage or injury that the Lessee or its agents, employees, volunteers, or property sustain from any cause prior to, during or subsequent to, the period covered by the lease; and the Lessee shall expressly release said Waco Hall and Baylor University from any and all claims for such loss, damage, or injury. The Lessee will indemnify, save and hold harmless Waco Hall and Baylor University from all actions or proceedings to recover damages for injuries to persons or property arising from the Lessee's occupancy of the leased premises or the Lessee's actions therein.

The Lessee agrees to pay for any damages to the leased premises resulting from the Lessee's or occupancy thereof; or resulting from any acts or omissions, intentional, negligent or accidental, whether said acts or omissions are of the Lessee, its agents, employees or persons participating in or attending the function contemplated by this lease. If Lessee decides to set-up a reception outside the area that has been designated for receptions, the Lessee will may be subject to a $500.00 fine for clean-up.

Lessee should contact the Waco Hall Director or his representative to schedule a pre-event and post-event walk through of all leased space in order to establish the condition of the leased space prior to and after the event.

Baylor University shall not be liable to the Lessee for any damage, loss, or expense of any kind sustained by the Lessee as a result of vandalism or malicious mischief.

9. **Decals**
See "Stickers."

10. **Draping**
No decorative or structural items may be hung from overhead beams, columns, handrails, utility pipes, exterior walls or fences without prior approval in writing of the Waco Hall Director or his representative. Items attached without approval will be removed at the expense of the Lessee.

Drapes, decorations, buntings and other decorative materials may not prevent access to fire exits, fire hose cabinets, fire alarm pull stations or cover any of the signage detailing their location and must be fire retardant materials which are properly treated to meet the requirements of flame-proofing and approved by the Fire Safety Specialist.

11. **Fasteners**
See "Adhesives."

12. **Fire Effects**
Candles, open flames, flammable substances, pyrotechnics, etc., are not allowed in or
around Waco Hall.

13. **Food & Beverage Policies**
No prepared food (including bake sale items) is allowed to be served to the general public without approval from Baylor Dining Services and the Waco Hall Director or his representative. A written request for approval must be submitted at least thirty working days in advance of the event. All vendors must be approved by Waco Hall Director or his representative.

Due to the exclusive contract between Baylor University and Dr Pepper Bottling Company of Texas, products brought on to the campus, including Waco Hall, must be Dr Pepper or Dr Pepper related products.

**Red beverages or food products (fruit punch, strawberries, etc.) may not be served in the lobby.**

14. **Glitter**
The use, display or throwing of glitter, confetti, rice or other particulate is prohibited within Waco Hall. The Lessee will be billed for the labor and materials required for clean up resulting from non-adherence to this policy.

See "Confetti" and "Rice."

15. **Hanging Items**
Only items approved by the Waco Hall Director or his representative may be hung within Waco Hall. If you wish to hang any item, please contact the Waco Hall Director or his representative for more information prior to the event.

16. **Helium Balloons**
Helium balloons are not allowed in any indoor area of Waco Hall.

See "Balloons."

17. **Nails**
See "Adhesives."

18. **Painting**
Painting of any type is prohibited in any space.

19. **Pets**
With the exception of service animals and service animals-in-training, pets are not allowed in Waco Hall.

See "Animals."

20. **Posters/Signage**

Posters are to be mounted on easels or individual holders.

All signage must be of a printed nature and meet the approval of the Waco Hall Director or his representative. No signage may be affixed to walls, doors or glass; only easels may be used. Any extra labor to remove signage or repair damage will result in additional fees to Lessee.

At move-out, all posted signage must be removed by the Lessee. If any Lessee leaves materials in or on Waco Hall property, the Lessee will be billed for labor to remove signage.

21. **Rice**

The use or throwing of rice, glitter, confetti or other particulate is prohibited inside Waco Hall. Disregard of this policy will result in a clean-up fee to affected areas.

See "Confetti" and "Glitter."

22. **Signage**

See "Posters."

23. **Spray Paint**

See "Painting."

24. **Staples**

See "Adhesives."

25. **Stickers**

The use of stickers on any Waco Hall surface is prohibited. A fee will be imposed on the Lessee to remove any such adhesive material from Waco Hall property.

See also, "Adhesives."

26. **Tacks**

See "Adhesives."

27. **Tape**

See "Adhesives."
28. **Tobacco**
Waco Hall is a smoke-free, tobacco-free venue.

29. **Trash Removal**
Trash pick-up will be performed as necessary during the event from Waco Hall receptacles only.

Any trash clean up which requires extra labor will incur an additional charge at the determination of the Waco Hall Director or his representative.