



Baylor University  
GEORGE W. TRUETT THEOLOGICAL SEMINARY

## Baylor University Department Guidelines for Facility Use

\*Reservations may only be made **6 months** in advance.

### *Items to be checked (print out this page):*

- 1. Complete the [online reservation form](#) to request a room in the Truett Seminary building. Rooms are reserved on a first-come, first-served basis.
- 2. Receive an email acknowledging receipt of your room request.
- 3. Read the General Facility Guidelines on Page 2 of this document. Sign and return the Guidelines to Jenn Martinez-Alaya electronically (signed PDF document) by emailing [Jenn.Martinez@baylor.edu](mailto:Jenn.Martinez@baylor.edu). **Your room reservation will not be confirmed until this step is completed.**
- 4. After returning your signed Facility Guidelines, you will receive confirmation of your room reservation by email. This will include the time the room is reserved for set up as well as for the event itself. **(Please note that the acknowledgement receipt in Step #2 and the confirmation email in Step #4 are two separate emails.) Do not print invitations or brochures until you have received the second email confirming your room reservation.** If you are in doubt, contact Jenn Martinez-Ayala at 254-710-6093.
- 5. Your department is responsible for making any necessary catering arrangements. **You must use [Baylor Catering managed by Aramark](#) for all catering in the Seminary. Tablecloths must be used for meals and snacks.**
- 6. Your department is responsible for making arrangements for any audio/visual or technology related needs for your event with the Truett Technology Support Team. The [Event Technology Request Form](#) should be submitted no later than three business days prior to your event. If you are requesting an Event Technology Representative to be present during the event, your request must be submitted at least two weeks prior to the event.
- 7. Your department is responsible for making arrangements for room set up by submitting an online Work Request to the Service Response Center, including the set-up date and time listed in your confirmation and a diagram of the table/chair set-up needed. You or your representative needs to be on-site to direct the set-up work. Fax or e-mail a copy of the accepted Work Order to [Jenn.Martinez@baylor.edu](mailto:Jenn.Martinez@baylor.edu). (See Room Diagrams)
- 8. Notify [Jenn.Martinez@baylor.edu](mailto:Jenn.Martinez@baylor.edu) of any cancellations immediately.



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**GENERAL FACILITY GUIDELINES**

**Room Set-up Policies:**

- Furniture may not be removed from the rooms.
- Set ups must be prearranged as part of the room reservation.
- Each room has a maximum capacity based on the type of event. All events must adhere to these capacity limits per City Fire Codes.

**Food and Drink Policies**

- Red liquids are NOT allowed in the building.
- No food or drink is allowed in the Paul W. Powell Chapel.
- No food or drinks are allowed in the classrooms, except individual drinks with lids.
- **Baylor Catering managed by Aramark must be used for all catering in the Seminary.**
- **Tablecloths are required for all events.**
- If there is an accidental spill, please immediately contact the Dean's Suite staff (Truett 105) during work hours or Baylor Housekeeping pager at 254-398-1289 after hours.

**Housekeeping and Building Use Policies**

- No alcohol, tobacco, drugs, or firearms are allowed in Truett Seminary at any time.
- Gaffer's tape is required when taping anything to the wood floor in the Great Hall. Blue tape (or painter's tape) is required when attaching anything to the walls or glass.
- The use of glitter or confetti is prohibited.
- Candles and open flames are prohibited.
- All posters and publications must be approved by Grear Howard, Director of Student Services in Truett Seminary, Suite 104, before posting.
- If there are any housekeeping, locking, unlocking, or set up problems
  - After 5 pm during the week or on weekends, call: 254-709-1720
- If there are any maintenance or HVAC problems
  - After 5 pm during the week or on weekends, call: 254-710-1361
- If there are any security issues, contact the Baylor police at 254-710-2222.

**Damages and Liability**

- The person responsible for the events should check the room upon entry and also immediately after the event to look for items that are broken or for obvious damage.
- Damage to any room, space, furnishings, and/or equipment will result in appropriate charges based on fair market cost of replacement, repair, or additional cleaning.

I agree with and will be responsible for adhering to the above facility guidelines.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**HOURS OF AVAILABILITY:** Truett Seminary is available for events on Mondays, Tuesdays, Thursdays, Fridays, and Saturdays from 8:00 am until 10:00 pm and on Wednesdays from 8:00 am until 5:00 pm. The building is not open on Sundays.

**BLACKOUT DATES:** All Baylor University holidays, the week before Graduations, Graduation Weekends, Board of Regents meeting dates, Parents Weekend, Homecoming, Truett Orientation dates, and Truett Preview dates.

<b>ADDITIONAL FEES THAT MAY APPLY</b>	<b>All Groups</b>
A/V Tech	\$25 per hour
Housekeeping / Maintenance Fees	For Incurring Damages of premises

## **ROOM CONFIGURATIONS / ROOM CAPACITY**

<b>PAUL W. POWELL CHAPEL</b>	
56 Pews	Maximum 420 people

<b>PAUL AND KATY PIPER GREAT HALL</b>	
19 Round Tables – 8 people per table	Maximum 152 people
Chairs Only – 200	Maximum 200 people
Standing Reception	Maximum 275 people

<b>LECTURE ROOM 107</b>	
Stationary Seating	Maximum 88 people

<b>CONFERENCE ROOM 309</b>	
Tables and Chairs in Rectangle	Maximum 36 people
Tables and Chairs in Long Rows	Maximum 36 people
Tables and Chairs in Short Rows	Maximum 36 people
Tables and Chairs in Pods	Maximum 32 people