



Our mission is to inspire and enrich our community by being a catalyst for the arts.

Facility Use Policies

General

1. LHUCA does not allow other parties to fundraise, or allow fundraising events, on campus.
2. The Event Agreement must be signed by an adult (21 years of age or older).
3. On Request, the Client (“You”) must provide LHUCA a Certificate or Proof of Liability Insurance prior to the event. Limit of Liability coverage must be at least \$500,000.00 for property loss and \$500,000.00 for bodily damage. On request, You must have LHUCA listed as an additional-insured at Your expense.
4. You must provide LHUCA with a written timeline of the event no later than 6 weeks prior to the event. This timeline must list activities, outside businesses involved, such as caterers and florists and who will be doing the setup and cleanup for the event.
5. Unscheduled events, rehearsals, or set-ups are not allowed.
6. The Event Agreement includes only the reserved venue for a **four (4) hour period**.
7. Events may not be booked later than midnight.
8. LHUCA does not hold a Texas State Liquor License. All alcohol served on campus must be administered by a certified TABC server. If You are using a catering service with a liquor license, that server **MUST** provide LHUCA with their TABC license prior to the event.
9. The server’s TABC license and appropriate ID signage must be posted if alcohol is being sold.
10. Your guests may not bring alcohol in to the event. Alcohol is not allowed outside the reserved venue.
11. A security officers must to be onsite at events that serve alcohol, or for any event with children under the age of 18. Security officers can only be provided by LHUCA and the number of officers is left to the discretion of LHUCA. You must pay the expense for security officers as an additional fee.
12. Any changes to the original Event Agreement must be made seven (7) days before the earliest event date, must be in writing on LHUCA’s Change Order Form, and must be signed by LHUCA’s representative.

13. You are responsible collecting any sales-tax due for event tickets or merchandise (T-shirts, CDs, hats, etc.) sold for, or at, Your event. You must provide a copy of Your Texas Sales Tax Permit or the number (**Permit #**_____) to the LHUCA Events Coordinator for filing no less than seven (7) days before Your event date. If You do not have a sales-tax permit, You can obtain one online at www.window.state.tx.us/taxpermit/.
14. If a matter requires LHUCA's approval under these policies, that approval is in LHUCA's sole discretion.

Cancellation

15. LHUCA reserves the right to cancel any Event Agreement, at any time, with or without notice, IF You violate any policy, term, condition or promise in the Event Agreement. In such event, You will receive no reimbursement or credit towards any amounts previously paid or any amount still owing.
16. Client cancellations documented six months before reserved date(s), entitle You to a full refund of Your deposit.
17. Client cancellations documented between six months and three months before the reserved date(s), entitle You to a refund of 1/2 Your deposit.
18. Client cancellations documented within three months of reserved date(s) will not entitle You to any refund.

Charges

19. All charges and fees will be provided to You in a separate invoice.
20. The venue is not reserved until You sign the Event Agreement and pay the 50% deposit.
21. You will owe a late fee of \$100 per-fifteen-minutes if your event continues past the scheduled end-time.
22. The outstanding balance on Your invoice must be paid by the Due Date stated on Your invoice (generally, either the day of the event or within five (5) business days after the event). You agree to pay a \$10.00/day late-charge for each day your Invoice is past due.
23. You agree to pay a \$25.00 service charge for all returned checks.

Your Event

24. **All event activities must remain within the venue listed on the Event Agreement.** Other activities may take place on LHUCA campus during Your scheduled event time. Please be aware that others are using the campus and Your guests should not interfere with other events.
25. Your event must not interfere with other events or LHUCA operations. LHUCA reserves the right to adjust the volume of sound-reinforcement (PAs) during Your event.

26. Your setup must be done the day of the event, during normal business hours Tuesday - Saturday, 11am - 5pm. Any extra time required for load-in/load-out of Your event will need to be rented by the day.
27. Your music, food and beverage service must terminate 30-minutes prior to the event end-time.
28. Children (up to age 18) must be supervised by an adult (21 years or older) at all times. Please review City of Lubbock Curfew Ordinance at http://z2codes.franklinlegal.net/franklin/DocViewer.jsp?docid=92&z2collection=lubbock#JD_14.03.031.
29. LHUCA does not have an in-house janitor service and only provides basic floor cleaning, bathroom re-stocking, and table/chair setup and takedown.
30. You must return the reserved venue and grounds of LHUCA to the condition in which it was found. If you fail to do so, You agree to pay LHUCA's charges for cleanup when billed.
31. Cleanup must be completed by the Your event end-time.
32. Hanging any signage or posters outside the reserved venue must be pre-approved by LHUCA.
- 33. For political events, LHUCA does not allow signs, posters, or campaign materials outside the reserved venue. Likewise, because of our 501.c.3 status, You may not take on-campus pictures or market your political event in ways that convey, or might convey, that LHUCA is affiliated with, or supports, a political party, position, issue or candidate.**
34. Decorations may not be attached to the walls, ceiling, or floor.
35. Live music played in the galleries must be pre-approved by LHUCA.
36. The following matters are prohibited on the LHUCA campus:
 - 36.1. Smoking inside any building.
 - 36.2. Throwing of anything (e.g. glitter, rice, birdseed, confetti, petals, food, kittens) inside any building.
 - 36.3. Anything with an open flame (e.g. candles, lanterns, bonfires)
 - 36.4. Chocolate fountains, or the like.
 - 36.5. Illegal activities.
 - 36.6. Activities that endanger, or in LHUCA's discretion might endanger, LHUCA's 501.c.3 status.

I have read and understand the above Policies, and I agree to abide by them and to any other terms that may be attached to rehearsal/event space usage. I agree to pay any penalty assessed for violations of these Policies or my Rental Agreement. I understand that continued violations will result in termination of the Agreement.

CLIENT

Signature: _____

Name: _____

Date: _____