

**Julie Puett Howry Center**  
(Hereafter referred to as the Howry Center)

**Facility Usage Policy**

**Date Effective: July 1, 2009**

To schedule events in the Julie Puett Howry Center, complete an online *Calendar Event & Facility Use Request* form by going to <http://splus.southwestern.edu/SP/xpress/XpressWho.asp>. at least five (5) days prior to the event or 10 days prior if special services are required.

After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to [www.southwestern.edu/sucalendar/main.php?view=documentation](http://www.southwestern.edu/sucalendar/main.php?view=documentation) to get details.

**Hours of Operation**

The Howry Center is open only during scheduled events. The Golf/Tennis Pro Shop is open from sunrise to one hour before sunset.

Note: If an event is scheduled to conclude after the center's hours of operation, Campus Police must be notified to lock the facility at the conclusion of the event.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

**Regulations for Use**

1. Smoking is strictly prohibited inside the Howry Center. Ash urns have been provided outside on the deck for those wishing to smoke.
2. Alcoholic beverages will be allowed at faculty/staff sponsored events with special permission from the Vice President of Institutional Advancement or the President.
3. The consumption of alcoholic beverages at student events must be approved in writing by the Associate Vice President and Dean of Students. The person requesting the facility must complete the "Alcoholic Beverages Request Form," which can be picked up in Room 310 of the McCombs Center.
4. If alcohol is approved, it must be contained within the building and the back patio area. Appropriate barriers must be set up when special permission is granted for alcohol consumption on the side lawn.
5. External groups using the Howry Center are not allowed to serve alcoholic beverages.
6. University Police must be notified in advance about any event where alcoholic beverages will be served.
7. Doors and windows should be locked and furniture returned to its original position at the conclusion of the event.
8. Decorations or posters are not permitted to be hung on walls unless special permission has been obtained from the University Events Office for faculty/staff

events or from the Associate Vice President and Dean of Students for student-sponsored events.

9. University regulations prohibit the use of candles or halogen lamps.
10. Permission must be obtained from the Facility Coordinator if fireplace use is requested. Fire must be extinguished prior to the departure of the staff/faculty sponsoring the event. The group scheduling the facility will be charged a fee for wood and clean-up of area. University Police should be notified by scheduler if use of the fireplace has been requested.
11. All catering services must be provided by Southwestern's food service provider for all external constituents using this facility.
12. Catering services for student events must be approved by the Associate Vice President and Dean of Students.
13. User(s) are responsible for clean up of the Howry Center and patio (including the removal of trash and personal items).
14. University Police must be contacted regarding any specific security or parking concerns.
15. Groups using the Howry Center will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying this facility.

#### **Indemnification/Insurance**

External constituents wishing to rent space in the Julie Puett Howry Center must contact University Events (863-1480) and provide a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**.

**Southwestern University is not responsible for injuries sustained or property lost/damaged while persons utilize its facilities.**

Exceptions to this policy must be approved by the Vice President for Fiscal Affairs and for student events, the Associate Vice President and Dean of Students.