



Baylor University  
GEORGE W. TRUETT THEOLOGICAL SEMINARY

### Truett Seminary 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 and provide an acknowledging signature to the Office Manager in a PDF.
- 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 Truett's Office Manager at 254-710-6093.
- 5. Your department is responsible for making any necessary catering arrangements. **We strongly recommend you 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. Communication Support: Baylor departments and external groups will be expected to manage their own advertising and print materials. If you would like to extend an invitation to Truett students, faculty, and staff, please submit a request to share in the [Truett Times](#). Truett Seminary will support events when content falls within the guidelines and policies set by the Seminary. All Truett faculty and staff hosting events are responsible to work with the Media and Communications Manager in advance of the event (please see guidelines for lead times).
- 8. Your department is responsible for submitting a preferred diagram of the table/chair set-up needed in the requested room(s) to the Office Manager. She will submit the Work Order.
- 9. Notify [Truett's Office Manager](#) of any cancellations immediately.



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**GENERAL FACILITY GUIDELINES**

**Room Set-up Policies:**

- Furniture may not be removed from or around the rooms **without prior approval.**
- Each room has a maximum capacity based on the type of set up. All events must adhere to these capacity limits per City Fire Codes.
- Aramark is the only authorized party to move furniture.

**Food and Drink Policies**

- Red liquids are NOT allowed in the building.
- No food or drink is allowed in the Paul W. Powell Chapel.
- **Tablecloths are required for all events. Truett does not have tablecloths on site and recommends renting from Aramark.**
- If there is an accidental spill, please immediately contact the Dean's Suite staff (Truett 105) during work hours or Baylor Housekeeping at 254-709-1720 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 Truett's Media and Communications Manager in Truett Seminary, Room 105.3, before printing or posting.
- If there are any housekeeping, locking or unlocking issues
  - After 5 pm during the week or on weekends, call 254-709-1720.
  - **\*NOTICE:** if your event requires housekeeping during the weekend, there will be a fee applied to your reservation.
- 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.

**BLACKOUT DATES:** All Baylor University Holidays, Graduation Weekends, Baylor Home Game Weekends, Board of Regents Meeting Dates, Family Weekends, Homecoming Weekends, Truett Orientations, and Truett Previews.

<b>ADDITIONAL FEES THAT MAY APPLY</b>	<b>All Groups</b>
Housekeeping/Maintenance Fees	For Incurring Damages of premises

### ROOM CONFIGURATIONS / ROOM CAPACITY

<b>PAUL W. POWELL CHAPEL</b>	
56 Pews	Maximum 375 people

<b>PAUL AND KATY PIPER GREAT HALL</b>	
15 Round Tables – 8 people per table	Maximum 120 people
Chairs Only – 200	Maximum 200 people
Standing Reception	Maximum 275 people

<b>CLASSROOMS</b>	
Room 107 *Stationary Seating Only	Maximum 88 people
Room 232 *Stationary Seating Only	Maximum 36 People
Room 309	
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

<b>CONFERENCE ROOM</b>	
Heritage Room 106	Maximum 15 people
Room 313	Maximum 8 people