

# Foster Campus Facilities Policies

The Foster Campus for Business and Innovation supports the mission of the Hankamer School of Business to cultivate principled leaders and serve the global marketplace through transformational learning and impactful scholarship in a culture of innovation guided by Christian values. As a part of the Foster Campus, the Meyer Conference Center hosts many activities that promote the academic focus of the Business School and the University. The expectation is that activities scheduled within the Meyer Conference Center and other spaces in the Foster Campus reflect the educational and professional environment of the Foster Campus. The Foster Campus, including the Meyer Conference Center, does not serve as a special events center, and **only activities deemed consistent with an educational and professional environment will be approved.**

## Event Requests

### Event Requests from Baylor University Departments:

Business School departments are limited to two events in the conference center per month, and all other departments are limited to one event per month. Due to high demand surrounding Homecoming, Business School departments will be limited to one event during October. Exceptions to these limits would require approval by the Business School Dean. Please submit your room request through Astra. Please complete all event details including tables/chairs/technology and catering. The Astra link below will guide you through the room reservation process (Duo authentication required):

<https://www.aaiscloud.com/BaylorU/Default.aspx>

Departments are required to submit a Foster room diagram for their event if they are using F143/144 or F250. Room diagram templates are located here:

<https://www.baylor.edu/business/forms/index.php?id=871998>. Select the appropriate form from among the **Drag Drop Banquet Front Form**, Drag Drop Banquet Side Form, Drag Drop 143/144. Complete the form and click submit. Once reviewed and approved, the Facilities Manager will submit the room diagram to Baylor Facility Services for set up.

### Student Group Event Requests:

Please submit all Foster room requests and Atrium information table requests with your APPROVED PDF **Connect** student activities event request form using the **Foster Student Event Proposal Form** located at <https://hankamer.baylor.edu/student-resources> under **General Resources**. [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu) will receive an email notice of the request. Please include all requested table, chair and technology information.

Once [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu) receives the room request, the Facilities Manager will review your event for approval. Upon approval, you will receive an Astra event confirmation. **Please Note: Your request is NOT CONFIRMED until you receive a confirmation email from Astra.**

- **Classroom requests: Student groups**
  - All Student Organizations may reserve a classroom once per week.
  - Students may **NOT** request classrooms for student study sessions.
  - Include all details including guest count, table and chair count, technology, and technology event support needs.

## Event Requests (continued)

- **Meyer Conference Center Requests (143/144/240/250): Student groups**
  - Student Business Organizations and Student Government may reserve 143/144/240/250 twice a month.
  - All other Student Organizations may reserve 143/144/240/250 once a month.
- **Foster Atrium: Student groups**
  - All Student Organizations may request an information table on the first floor Atrium. Space outside the Foster Campus may not be used for this purpose. A table will be provided, so please do not bring your own table for this reservation.
  - Student Organizations may request approval to post flyers by emailing [Fosterreservations@baylor.edu](mailto:Fosterreservations@baylor.edu). There are 7 glass information boards in Foster that are approved for posting. Student Organizations are not allowed to post the flyers on walls, doors, windows at tables. Flyers in unapproved locations will be removed.

## Room Set up Policies

- **Requested setups must be included and approved as a part of the room reservation.**
- As a member of Baylor's Caring Community, please be respectful and use furniture or additional items within these rooms with care. **Furniture and equipment may not be moved from the premises or from one room to another.**
- The Foster Campus has a limited number of locations in the atrium to use for information tables, bake sales, registration, etc. To reserve a table location, follow the event reservation instructions. **Note:** Student groups, please follow the instructions above for requesting informational tables.
- In compliance with city fire codes, each room has a maximum capacity based on the type of event. Please adhere to these capacity limits designed for your safety.

## Food/Drink and Catering Policies

- **ONLY bottled water is allowed in classrooms. Absolutely no other food or drinks is permitted.**
- Food and drinks are allowed in Foster 143/144, Foster 250, the Turner Mezzanine outside Foster 250 and the Foster Atrium. **No red drinks or punch may be served in the building.**
- Catering must be planned in advance, included in your reservation, and approved. Below is the link to the Student Activities catering policy. Students should include catering information in the Foster Student Event Proposal form.

<https://studentactivities.web.baylor.edu/get-involved/student-organization-policies/event-planning/official-catering-policy>

- All groups who use catering are responsible for setup and cleaning up all food, trash and other items related to the event.

## Service/Emotional Support Animal

**Only service dogs and miniature horses with the proper documentation are allowed in Foster.** Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA, and don't have the same public access rights. They are, however, permitted in residential housing. Emotional support animals are not allowed in the classrooms, academic buildings, or other facilities on campus.

## Prohibited Items and Activities

Events must be consistent with the educational and professional environment of the Foster Campus and not simply social in nature.

### **Events not permitted in Foster:**

- Mixers
- Talent Shows
- Social movie nights
- Pageants
- Dances
- Fashion shows (except for demonstrating appropriate business attire)
- Loud music
- DJs and bands

### ***Decorations:***

- No nails, tape, tack, staples, hooks, command strips
- No crepe or tissue paper
- No paper ribbon
- No glitter or confetti
- No additional lighting (unless specifically approved)
- All other things of this nature are prohibited

### ***Flammable Material:***

- No straw, hay, evergreens
- No candles, open flames
- No paint, spray glue, spray paint or aerosols
- No painting in rooms
- All other things of this nature are prohibited

### ***Smoking/Tobacco Products:***

- Baylor University is a tobacco-free, smoke-free campus.
- The use of any form of tobacco is strictly prohibited in and outside of all University-owned buildings, including those located on campus, in Waco and other cities, as well as parking lots, garages and sidewalks.

### ***Other:***

- No animals, with the exception of specifically trained service animals
- No firearms or weapons of any kind
- No alcohol, illegal drugs or other illicit substances

## Prohibited Items and Activities (continued)

### ***Other (continued):***

- No unauthorized publications and postings (See Poster/Flier Procedure)
- No external business solicitations
- No bicycles, skateboards, scooters and roller blades. (*Bicycles must be secured on the racks provided outside the premises.*)

## Conduct

- Baylor University standards of conduct apply to anyone in the Foster Campus. Any person engaging in inappropriate conduct or language, disrupting performances, or creating disturbances will be asked to leave the premises and/or will be escorted from the building by Baylor DPS.
- If an event requires security, the group reserving must submit the proper paperwork to Baylor DPS, 254-710-2222, who will confirm and provide appropriate personnel. Groups are responsible for any fee required by Baylor DPS. After submission of Baylor DPS paperwork, a copy of the Baylor DPS agreement must be submitted with a completed *Foster Room Request Form*.

## Damages and Liability

- The person responsible for the event should check the room upon entry and also immediately after the event, to look for items that are broken or for any obvious damage.
- Report damages immediately to the Facilities Manager, Room 200.04, 254-710-6990, 8:00 a.m. - 5:00 p.m., Monday - Friday. Damages will be verified and alternate arrangements will be made if the damages are noticed and reported before the event.
- Damage to any room, space, furnishings and/or equipment by a group will result in appropriate charges, based on fair market cost of replacement, repair, or additional cleaning to the Foster Campus property or equipment.
- The group will be notified of the damages in writing and a conference will be held **with the group representatives, the Facilities Manager, and the Supervisor of Baylor Housekeeping to determine the extent of damages**. An invoice will be sent to the group to make restitution.
- In all cases of required additional cleaning or damages, no further reservations will be accepted until damages are paid in full.
- Groups reserving rooms within the building are responsible for making sure that each guest is abiding by the building guidelines. Groups will be held accountable for any alterations or damages to building property and/or equipment.

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***The Hankamer School of Business reserves the right to inspect and control all functions. The Hankamer School of Business will not assume responsibility for the damage to, or loss of, any personal property.***