

*Student Union * Bill Daniel Student Center*

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GENERAL BUILDING REGULATIONS FOR WEDDING RECEPTIONS

The Bill Daniel Student Center contains many valuable items that cannot be replaced. The safety of the building, its content and guests must be carefully considered by anyone planning to use the building. The person(s) scheduling the reception and paying the fees will ultimately be held responsible for any damage to the building or the contents during their use of the facilities.

Any plans and preparations for the reception must be discussed in detail from the beginning with the appropriate Student Union and Conference Event Management staff member and approval must be received through both staff members before going forward with the plans.

THE INDIVIDUAL RENTING THE FACILITIES IS RESPONSIBLE FOR INFORMING THE WEDDING PARTY AND GUESTS OF ALL RULES AND REGULATIONS.

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AVAILABILITY OF BILL DANIEL STUDENT CENTER

Reception dates are subject to the availability of the Bill Daniel Student Center.

Dates are reserved on a first-come first-served basis. Reception may be scheduled no earlier than the first Baylor business day of the month in which it is possible to schedule a wedding 12 months in advance. The same rule applies whether an application is sent through the mail, e-mail or hand delivered to the Reservations Office.

CAPACITY

The capacity of Barfield varies by room layout. Four different layouts will be provided for you to choose from.

Consideration must be made for space for the wedding cakes/tables, reception tables, band or other special arrangement needs. The Student Union staff will set room arrangements with a one month prior approval of room setting. No last day changes will be made.

CATERING

Catering on the Baylor Campus must be provided by Baylor Dining Services/ARAMARK. Tables for reception food, cakes will be provided and set by the Student Union staff. Rental of table coverings is from Baylor Dining Services/ARAMARK.

The cakes for the bride and groom are the only exception to this exclusive catering policy. Arrangements must be made with another company since no catering service can use the banquet kitchen area. All details concerning set up and removal of the cakes must be planned one month in advance.

Baylor Dining Services/ARAMARK is not open on most holidays.

DECORATIONS/FLORISTS

Decoration: Arrangements for delivery, placement and removal of flowers and other decorations must be completed with the Student Union staff one week prior to the reception. Baylor University's fire code precludes the use of candles in any campus building.

No wet, potted plants that can cause damage to the floor or rugs may be used. Flowers must be placed in containers so no water damage will result. Florists will remove all plants and decorations immediately following the reception.

Decorations must NOT be attached to any furniture, walls, or woodwork in the building by tacks, tape, pins or nails.

Rental items must be approved by BDSC staff and timing for bringing in and removing these items will be considered within the eight (8) hour range of time for the reception.

Florists must sign a written agreement to observe regulations and have this document on file at the Student Union one week prior to the reception. Responsibility of clean up of flowers and decorations areas before and after the reception is the responsibility of the florist and wedding party and must be within the hours specified for the event. The filled document is the responsibility of the wedding party.

Review Student Union Building Guidelines and procedures which are to be followed by all guests of the building.
http://www.baylor.edu/student_activities/student_union/index.php?id=38449

EQUIPMENT AVAILABILITY

A microphone will be provided for use during the reception. The unit will be turned on and tested before the event by the Student Union staff. A Tape player/CD player is available.

The piano may be used by a professional pianist. An LCD unit and screen are available if the bride and groom are interested in showing a PowerPoint presentation.

FACILITY USE

- The bride may use the White and Beckham rooms for dressing. Ladies' restroom is located in the White Room.
- The groom may use the Fentress Room for dressing. Men's restroom is located in the South Hall.
- Handicapped restroom is located in South Hall, across from the Fentress and Baines rooms.
- Guests are not allowed in the banquet serving facilities.
- A small elevator is located the right of the Barfield entrance. Elevator access is on the first floor next to Starbucks. No other elevator is available to the second floor.

- Large wood table in center of second floor lobby may not be moved.
- Items that must stay in place include: grand piano, folding panels, mirrors, carpets, and paintings.
- Furniture will be placed on the loggias if requested but will not be moved out of the room. Plans for placement of furniture must be completed one month in advance of the event.
- Smoking and alcoholic beverages of any type are NOT ALLOWED in any part of the building. No alcoholic beverages will be allowed on the grounds.
- Birdseed rather than rice must be used as a symbol of blessing on the bride and groom.
 - Use of birdseed is restricted completely to the OUTSIDE of the building
 - (Bags should be distributed outside of the exits of the building).

LIABILITY

The Student Union will not be responsible for personal items such as wedding dress, purses, etc. brought into the building for use by guests; nor will the Student Union staff be liable for such items if lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

A word about children: Please remember, at no time during the reception should children be allowed free reign in the building's stairwells, third floor lobby, balcony or hallways where they can get hurt, lost, or cause damage to items in the building. We ask that you please alert your guests with children of the need to exercise care.

The third floor balcony overlooking the Barfield Drawing Room may be used by the bride and groom only as a welcome or farewell location. Only the bride, groom, and wedding coordinator are allowed in this area. The doors will be opened by a Student Union student assistant and then closed immediately after use. The wedding coordinator will be responsible for informing the student assistant when they are ready for the balcony doors to be opened and closed.

PARKING

No reserved parking is available around the building. Parking in front of the building is restricted to only the bride and groom's car due to fire lane regulations.

PAYMENT

Fees for catering will be paid directly to Baylor Dining Services/ARAMARK (and/or the company providing the cakes). All catering services need to be discussed with the BDSC staff in advance so that all needs are covered.

The fee for a reception in the Barfield Drawing Room of the Bill Daniel Student Center:
\$1,300.00 non-refundable, plus \$300.00 refundable security deposit Total: \$1,600.00

Two separate checks are required payable to Baylor University. Credit cards are not accepted.

The \$300 separate deposit fee will be refunded two weeks after the reception if all regulations have been followed (including the time the event has cleared the building), \$100 will be deducted for every additional hour that any part of the group remains in the building beyond the agreed upon end time - including guests and or rental and or florist. Any damage (including cleaning beyond standard processes) will be deducted from the deposit.

**The \$300 deposit is due three months before the event.
The remaining \$1,300 is due one month before the event.
Cancellation of the reception will forfeit the \$300 deposit.**

One Security person will be on duty during the reception. This person is paid by the Student Union staff from the fee. Student Union staff will be on duty before, during, and after the reception. Housekeeping staff will be on duty before, during, and after the reception

I have thoroughly read and understand the Student Union Building Wedding Reception Guidelines. I agree to abide by the restrictions and conditions stated therein if I am permitted to use the facilities and to make every effort to ensure that people employed by me abide by this agreement. Furthermore, I agree to be financially responsible for any damage done in pursuing my event.

Bride and/or Groom's Signature

Address and phone numbers

Today's date: _____