



STUDENT AFFAIRS

Housing & Residence Life



Tom Brown / Pete Wright Commons Building Policies & Reservations

The Tom Brown/Pete Wright (TBPW) Commons Building is located in the TBPW Complex on the campus of Texas Christian University. TBPW Commons Building is a part of the Campus Apartments community was built primarily for TCU students & student events. Since the space is intimate this prohibits our ability to reserve space for academic departments and outside organizations. For these groups we encourage them to contact the Brown Lupton University Union or the Dee J. Kelly Alumni & Visitors Center. It is not intended for non-TCU affiliated groups to use this facility.

Available Spaces:

- 1st Floor Lobby
- External Fireplace
- 2nd Floor Main Area
- 2nd Floor Small Conference Room seats
- 2nd Floor Large Conference Room
- 3rd Floor Conference Room
- Rooftop North Patio (3rd Floor)
- Rooftop South Patio (3rd Floor)

The following guidelines will apply for anyone using the Tom Brown/Pete Wright Commons Building:

- If catering is desired, the group hosting the event is responsible for making the arrangements. We do have on campus catering available through TCU's food-service provider, Sodexo. They may be reached at (817-257-5239) and are available to assist with planning.
- No alcoholic beverages are allowed in the TBPW Commons Building.
- Open flames are prohibited except when used in religious ceremonies and as food warmers. If candles are to be used, for any of the above mentioned reasons, they must be votives, or within another enclosure (i.e. hurricane). All objects such as plants and linens should be kept away from any flames. The Campus Apartments staff must be aware of their usage. Theatrical performances/practices are limited to the first floor.
- The Campus Apartments staff does not provide or make arrangements for table decorations, linens or kitchen utensils. These items should be provided by the reserving party, catering service or can be obtained through a rental company.
- If a need arises for tables and chairs to be used outside the building, these may be rented through a company such as Taylor's Rental Equipment Company. No furniture in the TBPW Commons Building is to be moved without prior written permission by the Campus Apartments Hall Director.
- Parking in the TBPW Visitors Parking Lot cannot be guaranteed. Students are encouraged to utilize parking in Lot 8.
- After an event has been booked in the TBPW Commons Building the Campus Apartments Hall Director (817-257-5895) should be contacted to coordinate the event. Any changes in set-up require a 24-hour notice.
- The TBPW Commons Building is open from 8:00am – 11:00pm each day of the week.
- Smoking is prohibited in the building or on the patios.
- Attaching any object to any TCU premise by tape, nail, screw, or alteration of the premises in any manner whatsoever without prior written permission is not permitted. No signs are to be attached to the outside walls of any TCU facility without prior written permission.

- All visitors are expected to comply with TCU traffic regulations, policies and procedures. Parking is allowed only in the white-lined spaces. Parking or driving on *any* non-paved area is prohibited.
- The illegal possession, manufacture, distribution, use or sale of any quantity of any drug, narcotic, or any controlled substance or being illegally under the influence of any drug, narcotic, or any controlled substance is prohibited.
- Tampering with the fire system or with firefighting equipment is a violation of the Fort Worth City Ordinance. EVERYONE MUST evacuate the building when an alarm is sounded. All violators are subject to prosecution and fine (\$400) by the University as well as city authorities.
- Possession, ignition or detonation of any explosive device, fireworks, liquid, or object which is flammable or which would cause damage by fire or explosion to person or property is prohibited.
- All students serving food must have a food handlers certification. This can be obtained through Student Organization's training. For more information, please contact the Brown Lupton University Union staff.

Reservations:

- We recommend that you request space one week in advance. Groups wishing to reserve the space are encouraged to give staff as much advance notice as possible. Most reservations are made 3 – 4 weeks in advance.
- To make a reservation e-mail APARTMENTS@TCU.EDU. Our staff will respond within 24-48 hours to inform you of space availability.

Reservation Agreement:

- It is expected that the building space and furniture be moved back to the original set-up. ALL food and items brought in should be taken to the dumpsters located behind Walker Hall in the TBPW Community Complex. We have vacuums available at our Desk Assistants office located on the first floor. Groups will need to bring their own cleaning supplies.

Damages & Cleaning:

- All damage to furniture and fixtures, and excessive cleaning will be the responsibility of the person who has reserved the space. Failure to do so will result in cleaning fees to the person reserving the space of \$150 per hour. Damage fees will be assessed by Housing and Residence Life staff and a charge will be assessed to the student's TCU account.

Liability:

- Texas Christian University (TCU), or staff acting on behalf of the University are not responsible for lost, stolen, or damaged items; nor injuries sustained while in the facility.

Medical Attention/Security:

- If you are in need of medical attention you may contact a TBPW staff person at the Desk Assistant's office located on the first floor of the TBPW Commons Building or by calling TCU PD at (817) 257-7777.

To Reserve a space click the link:

<http://tbpwcommons.wufoo.com/forms/z7x3p9/>