

MOODY HALL Space Reservation Rates

These rates are subject to change at any time, but events will not incur charges beyond what has been confirmed during the reservation process.

All occupants must abide by the building guidelines found below.

Reservation rates are all-inclusive of spaces, tables, and chairs (with the exception of listed Audio/Visual support in large spaces) and have been determined based on the average use of facilities, setup and takedown, and wear-and-tear on rooms and resources.

Room	Seated Capacity	Room Charge for External Clients	Daily Max	Room Type
125	36	\$50/hour	\$300	Classroom
126	36	\$50/hour	\$300	Classroom
125/126	72	\$100/hour	\$500	Combine Classrooms
Atrium	200	\$100/hour	\$350	Open Space (Events)
243	8-10	\$20/hour	\$100	Meeting Room (Training Room)
244	8	\$20/hour	\$100	Meeting Room (Training Room)
241	26	\$50/hour	\$100	Seminar Meeting Room (High Tech)
231	10	\$50/hour	\$100	Meeting Room
Auditorium	174	\$100/hour	\$350	Performance and Presentation Space
AV Usage				
Classrooms	No chg.			
Seminar Meeting Room (High Tech)	\$200			
Auditorium	\$200			
Video Board(s)	\$150			

Additional fees may apply if reservations meet conditions that include, but are not limited to the circumstances listed below, regardless of initial charge or SMU affiliation.

Supplementary Billing Circumstance	Fee
Excessive Cleanup Required (Spills, Trash, etc.)	\$50
Damage to Property or Resources	\$50+
Last-minute Support Changes/Requests (<72 hours prior to event)	\$100
No-notice Cancellation	Negotiable
Custodial Fees (Based on rates from Custodial Department)	\$150+
Reservation Outside of Operating Hours	\$150
Linen Cleaning	Arrange with catering

FRANCES ANNE MOODY HALL
USAGE POLICIES AND PROCEDURES
EXTERNAL GROUPS
(ALLOWED ONLY WITH AN SMU SPONSOR) revised 09/10/2023

Please read thoroughly, as you are responsible for following the School's building policies and procedures and for making all necessary special requests at least 2 weeks in advance of your event. All questions or requests for assistance need to be coordinated with Karen Wray, Moody Hall Operations Manager, prior to your event.

*To reserve space, **you must sign and date the last page** and email it to Karen Wray at wrayk@smu.edu. Spaces cannot be confirmed without a signed agreement.

****Please note:** The Moody School does not provide an on-site event coordinator. Making advanced preparations in the timeframes provided below will ensure a successful event. The SMU Sponsor signing this contract is the "responsible party" for the event and is responsible for submitting the room reservation request via STABLE, making special arrangements in advance, and serving as the on-site contact for set-up, execution, and tear down. Simmons cannot provide equipment or supplies beyond what is standard provision in the rooms; for example, we do not provide extension cords, power cords, computer adapters, slide clickers, water, utensils, etc.

MAKING YOUR REQUEST

To request meeting/event space in Moody Hall, please submit an online STABLE room/event reservation form via www.smu.edu/stable. Necessary information includes:

- Time and date of event (& include sufficient pre-event and post-event time for your set-up and tear down)
- Number of expected attendees
- AV requirements (computer, projection screen, DVD player, etc.)?
- Catering? If so, see catering section below.
- A credit card number (see rental fees section below for details)

NOTE: The Moody School does NOT have facilities staff to handle opening rooms, rearranging tables/chairs, removing partition walls, on-site AV support, etc. However, you may make requests for catering, facilities, and media support via STABLE.

ACCESS

All non-SMU groups requesting use of our space must be sponsored by a current, active SMU faculty or staff member who will be on-site during the entire event.

IF a key is needed for room access, you must request a key from Karen Wray. You will be notified when the key is ready for you to pick-up in the Access Control Office in Dawson Service Center. Only SMU employees are allowed keys; consequently, the sponsor needs to pick-up the key(s). Key requests must be placed 1-2 weeks in advance of the event. The key should be

returned to the Access Control Office immediately after the event or the following business day if the event is held after hours. Moody School staff/faculty members are not authorized to open rooms for your event. The loss of a key may require that the entire building is re-keyed—a very expensive process for which you will be charged.

The exterior doors of the Moody Hall building is open Monday –Thursday: 7 a.m. - 10 p.m. and Friday & Saturday: 7 a.m. - 6 p.m. If your event requires access outside of these hours, please make arrangements with Karen Wray at least one week in advance of your event.

ROOM CONFIGURATIONS

The reconfiguration of tables and chairs must be handled by your staff. If you need to *remove* tables or chairs from a room, please schedule furniture removal with SMU Facilities via STABLE. This service must be booked at least TWO weeks in advance and will incur a fee; overtime charges will be assessed for “after hours” work. In order to ensure that the room is reset in ample time for the class that follows your event, please factor into your reservation request the time required to remove and replace tables/chairs.

If you wish to remove the wall between Moody Hall classrooms on the first floor, please make arrangements with Karen Wray at least one week before the event. If you wish to remove or replace the walls, please use STABLE to arrange for Facilities to do so. Walls must be reassembled at the end of your event.

AV

If you would like to test your PowerPoint, flash drive, laptop, etc., please make arrangements with Karen Wray to do so at least a week before your event. If you require AV assistance during your event, please arrange such through STABLE or contact SMU AV Services (media@smu.edu). In some cases, you may need to rent microphones or additional AV equipment not available in your room. Extra AV equipment and on-site support staff will incur a charge.

CATERING

Catering is permitted in all rooms provided all trash is discarded and tables are wiped-down at the conclusion of your event. Red wine is prohibited, alcohol permit notwithstanding. Special janitorial services required as a result of your event (stains, etc.) will be charged to your credit card. If you use a room with real-wood tables, be sure to use coasters and placemats. SMU Catering is familiar with our facilities and provides catering services for numerous on-campus events; however, outside caterers are permitted. The [alcohol approval request](#) must be completed online and approved if you wish to serve beer or wine (no hard liquor). The university asks that groups serve Coca Cola products if they plan to provide carbonated beverages.

Your SMU sponsor serves as the contact with catering and is ultimately responsible for the state of the room at the end of an event. Sponsor, please approve the room before leaving the site (Has trash been cleared out? Is AV turned off? Have the tables and chairs been returned to their original configuration?). **THIS IS NOT THE RESPONSIBILITY OF YOUR CATERER. The sponsor is also responsible for providing access to the caterers for set-up and tear-down**, including opening and locking the respective rooms.

PARKING

You are encouraged to use the U lot that is next to Moody Hall and the Airline Parking Garage that is located to the north of the buildings. If your guests do not have SMU stickers, you may purchase visitor/event parking passes: <https://blog.smu.edu/parkingandidcardservices/event-parking-reservations-and-arrangements/>. **PLEASE NOTE** that purchased parking stickers do NOT guarantee the availability of parking spaces.

LIGHTS

Lights should be accessible 24/7. You may need to flip the toggle switch or touch the wall panel to engage lights. Some rooms operate on motion sensors. If you have problems getting lights to turn- on after hours, please contact the call center at 214-768-3266.

HVAC (Heating, Ventilating, and Air Conditioning)

The number displayed on the thermostat screen is the current room temperature. If you wish to make the room warmer or cooler, press the warmer or cooler buttons to adjust the set point. Classrooms have a 5-degree variance only. HVAC runs in the classrooms from 7 a.m.-10 p.m., Monday-Saturday and until 5 p.m. on Sundays. In the event of an after-hours emergency, you may call Hot/Cold at 214-768-3266.

SUNDAYS

Only SMU staff/faculty can be given building access for events held on Friday, Saturday, and Sunday evenings.

PLEASE SUBMIT A CERTIFICATE OF INSURANCE.

SECURITY

Please lock your room at the end of your event and return any loaned keys as soon as possible to the Access Control Office.

WIRELESS INTERNET ACCESS

Participant access to the wireless network can be arranged through STABLE and requires the day(s) of your event and the name and email address of every participant. Individual passwords will be sent to each email address for use on the day(s) of your event. Otherwise, Wi-Fi is available, and access instructions are available on the room lectern.

NOISE

Noise and music is expected to be kept at a reasonable level throughout the duration of the event as a courtesy to other classes, meetings, and events. Please be particularly mindful of any group in a room that shares a wall with your event.

I would like to confirm our space and agree to the terms and policies listed above.

SMU Sponsor: _____

Group Name: _____

Event Name and Room Assigned: _____

Credit Card Number/Exp. Date: _____

Name on the Credit Card: _____

Date and Time of Event: _____

Signature: _____ Date:

Please send this signed form via email to Karen Wray, wrayk@smu.edu.