

**Texas Christian University**  
**Department of Nutritional Sciences**  
**Bass Living Room 1203 Policies & Procedures**

**POLICY:**

The primary focus of university activity for Room 1203 of the Annie Richardson Bass Building (Living Room) is to serve as a laboratory and classroom for courses taught by the Department of Nutritional Sciences. During time periods during the week (which the room is not functioning as a laboratory or classroom), Room 1203 may be reserved for professional meetings and activities. The Living Room is not available to reserve on the weekends or for student oriented events. Only TCU faculty or staff may request to reserve the Bass Living Room. Please note that the patio area is not included for use when reserving the Bass Living Room.

Work Orders must be submitted through the TCU Facility Services Office for the arrangement of chairs and tables (only) prior to the scheduled event, and for putting chairs and tables back to their original place following the event. **(See attached diagram)**

**Catered events** are permitted. However, no storage, equipment, food preparation/clean-up area, or running water will be available. Alcoholic beverages will not be served. If you are reserving the Living Room for an **evening catered event**, the TCU faculty or staff sponsor reserving the event must make arrangements with Housekeeping for cleanup afterwards.

The **TCU faculty or staff sponsor** must reserve the room, agree to attend the event at all times when Room1203 is unlocked and make sure the furniture is put back in its original place.

**PROCEDURE:**

Reservation of Bass Living Room1203 is made on a semester to semester basis through the office of the Department of Nutritional Sciences (817-257-7309).

During the first week of each semester, NTDT faculty will reserve the room for course activities. During the second week of each semester, reservations for TCU related professional activities to be held in Room 1203 will be taken.

When a reservation request is made, the Policy Agreement and Reservation Request Form will be emailed for review and completion. The completed Policy Agreement and Reservation Request Form must be returned to the Department of Nutritional Sciences with the following information (before the reservation can be confirmed):

**Name of TCU Faculty or Staff Sponsor**  
**Telephone and TCU Box Number of Faculty or Staff Sponsor**  
**Name of Organization/Department/Unit**  
**Date and Time of Meeting**

You may complete the form, then email it to Meggan Duncan at [M.L.DUNCAN@tcu.edu](mailto:M.L.DUNCAN@tcu.edu)  
Or fax it to 5849 or drop off the reservation form to the NTDT office suite Bass 1201, Southeast corner of the atrium in the Bass building.

# Policy Agreement

## Use of Living Room 1203 - Annie Richardson Bass Building (RETURN THIS FORM TO CONFIRM RESERVATION)

### I ACKNOWLEDGE THAT THE FOLLOWING TASKS WILL BE ACCOMPLISHED/COMPLETED UPON THE CONCLUSION OF THIS MEETING/EVENT:

1. Room 1203 of the Annie Richardson Bass Building is clean and orderly. All furniture rearranged by your organization or the TCU Facility Services Office prior to the scheduled event has *been returned to its original place* by TCU Facility Services following the event; **See attached diagram.**
2. All garbage has been placed in plastic bags.
3. All bagged garbage will be carried outside and put in the garbage containers by the East Lubbock Street door of the Bass Building **NOTE: Do not leave bagged garbage in Bass Room 1203, the foyer of the Bass Building, or in garbage cans in Room 1203.**
4. Ensure that all food and food service equipment (if applicable) is completely removed by caterer.
5. I will personally attend the event during the times the door to the Bass Building Room 1203 has been unlocked for the event.

**Failure to follow the above instructions could result in the refusal of further use of Bass Living Room 1203.**

\_\_\_\_\_  
 (Signature) (Date)

## Reservation Request

### Use of Living Room 1203 – Annie Richardson Bass Building \*\*\*Please read the Policy and Procedures on the first page\*\*\*

I, \_\_\_\_\_,  
 (name) (telephone no.) (TCU Box)

representing the following organization or unit at Texas Christian University,

\_\_\_\_\_, wish to schedule Room 1203 in the Annie Richardson

Bass Building on \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_.  
 (date) (time) (time)

\*\*\*Note that the Bass 1203 Living Room door is card access. When you are reserving times for your event (especially an evening event) – allow time for set up and clean up for your event (especially if it is a catered event) so that the Living Room door will be open to easily come in and out of.

The time for open access will be set to the times you request on this form for your event. Thank you.

