



Brochstein Pavilion is intended as the place where graduate and undergraduate students, faculty, staff and visitors can meet, chat and come together as a community. It was designed to be the common ground where myriad viewpoints are shared over a cup of coffee, a glass of wine or a simple meal. To keep with its intended purpose, informal events are always welcome at Brochstein Pavilion as long as they do not interfere with the enjoyment of the space by the rest of the campus community.

Brochstein Pavilion is available for department rental of the TV lounge during business operating hours under the terms described below. The rest of the Pavilion will remain open to the campus community.

- Department facility fee is \$300 for up to 3 hours.
- Non-University facility fee is \$500.00 for up to 3 hours.
- A facility use application forms require to fill in and submit on Rice's Brochstein Pavilion webpage prior from the event date to secure the rental.
- A payment is made by an interdepartmental transfer, fund and org number will be requested as part of the reservation process.
- All catering services are to be arranged and provided through the on-site operator.
- The Pavilion is to be used in "as is" condition. It does not have storage space for the furniture or a staff to move tables and chairs in or out.

The rental of Brochstein Pavilion for exclusive use may do so under the terms below:

- Primarily for the use of Rice's community.
- Events are to be scheduled during non-business operating hours:
 - Monday – Friday 7:00 p.m. to 11:59 p.m.
 - Saturday and Sunday 5:00 p.m. to 11:59 p.m.
 - Not available during the University's holiday and final examinations period.
- Rental fee is \$2,500.00 for up to 4 hours
- A facility use application form requires to fill in and submit on Rice's Brochstein Pavilion webpage prior from the event date to secure the rental.
- An executed Facilities License Agreement, which further delineates rights and responsibilities, and the facilities fee, must be received in order to secure the reservation. Insurance coverage for use of the Pavilion must be purchased or proof of adequate existing coverage provided. Security officer is required for event with more than 100 guests.
- The facility fee must be paid in advance of the event and is non-refundable, payment is made by an interdepartmental transfer, a fund and org number will be requested as part of the reservation process or by check only.
- Guests will self-park in any of the available visitor lots on campus, department can purchase validations or assist with valet service through the Rice Parking Office to park in a nearby lot.
- All catering services must be arranged and provided through the on-site operator.
- The Pavilion is to be used in "as is" condition. It does not have storage space for the furniture or a staff to move tables and chairs in or out.

Frequently Asked Questions

My department is having a meeting. Since we can't all fit in one office we want to have the meeting at the Brochstein Pavilion. Do we need a reservation?

No, not as long as the meeting is being held during the Pavilion's regular operating hours and can be accommodated while leaving a reasonable number of tables and chairs for others to use. The sensitivity of your meeting content should be considered. Other patrons may overhear what is said at your meeting.

My committee is having a meeting and would like to offer refreshments to the participants. May we bring in outside food and drink?

Probably the best way to answer this question is to ask, *if the meeting were being held at an off-campus restaurant would you bring food and drink in from another restaurant?* Although

the Pavilion was created to be more than just a restaurant or café space, it is important to support the on-site operator who contributes fees to help maintain the building.

My department is having a reception. How would that work at the Pavilion?

Receptions may be scheduled within regular business hours within the TV lounge for up to three hours with a maximum of 50 people. The rest of the Pavilion would remain open for business during your event. The facility license fee is \$300. Food and beverage service is additional and will need to be arranged with the onsite operator.

We would like to hold a special event at the Pavilion. Can we reserve the entire space?

Yes, the entire space may be rented during non-business operating hours except University's holiday. The cost is \$2500. Security, event insurance, parking, and any additional equipment are extra and will be billed separately. Food, beverage, wine and beer service is additional and will need to be arranged with the onsite operator.

How many people can we have at our event?

Within the Brochstein Pavilion you can seat up to 250 people. Please see below for the building floor plan, which includes height and space dimensions and furniture layout.

What about parking for my guests?

There are several options: Guests may self-park in any of the available visitor lots on campus. You may wish to purchase validations through the Rice Parking Office to park in a nearby lot and also assist you with valet service. The Rice Parking Office phone number is 713-348-2023.

We would like to use different chairs and tables for our event.

No, the Pavilion is to be used in "as is" condition. It does not have storage space for the furniture or a staff to move tables and chairs in or out.

How do I make a reservation?

You may email us at pavilion@rice.edu or submit an online application listed on our webpage. We will check the booking calendar for the Pavilion and if available, will send a Facility License Agreement and Reservation Summary in order to continue the reservation process. The facility fee must be paid in advance of your event.

How do I pay?

Payments can be made by an interdepartmental transfer. A fund and org will be requested as part of the reservation process. If a non-Rice department is holding the event, check payment is only acceptable.