



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. The TBPW Commons Building, 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. These groups are encouraged to contact the Brown Lupton University Union or the Dee J. Kelly Alumni & Visitors Center for space reservations. It is intended for TCU affiliated groups to use this facility.

The TBPW Commons Building is open during the following hours:

Monday	9:00 a.m. to 10:00 p.m.
Tuesday	9:00 a.m. to 10:00 p.m.
Wednesday	9:00 a.m. to 10:00 p.m.
Thursday	9:00 a.m. to 10:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday	12:00 p.m. to 8:00 p.m.
Sunday	12:00 p.m. to 8:00 p.m.

Available Spaces:

Outdoor Fireplace
2nd Floor Main Area
2nd Floor Small Conference Room seats
2nd Floor Large Conference Room
3rd Floor Conference Room

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. On campus catering is available through TCU's food-service provider, Sodexo. They may be reached at (817-257-5239) and are available to assist with planning.
- 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.
- All guests are expected to comply with all TCU traffic and parking regulations, policies and procedures. Parking or driving on *any* non-paved area is prohibited. Student parking is not allowed in the TBPW Visitor Lot.
- After a space reservation has been confirmed in the TBPW Commons Building, the Campus Apartments Hall Director (817-257- 5895) should be contacted to coordinate the event. Any changes to your event should be communicated as soon as possible.
- All persons serving food must have a food handler's certification from the City of Fort Worth. This can be obtained through Student Organizations training. For more information, please contact Student Development Services.

Requesting a Space Reservation:

We recommend that you request space at least 10 business days in advance of your event. 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 request, complete the form below or e-mail APARTMENTS@TCU.EDU. Our staff will respond within 72 hours to inform you of space availability.

Reservation Agreement:

It is expected that the building space and furniture be moved back to its original condition at the conclusion of your event. ALL food and garbage should be taken to the dumpsters located between Walker Hall and Milton Daniel. Cleaning supplies and vacuums are available for check-out at the front desk.

Damages & Cleaning:

All damage to furniture and fixtures, and excessive cleaning will be the responsibility of the person who has reserved the space.

Emergencies:

In case of emergency, please notify a TBPW staff member at the front desk located on the first floor of the TBPW Commons Building.

To Reserve a space, click the link below:

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