



LITTLEFIELD HOME

Event Guidelines

The following general policies and guidelines pertain to usage of the Littlefield Home. Any exceptions to these policies may only be approved by University Events.

HOURS OF OPERATION

Monday - Friday from 8:30 a.m. - 8:30 p.m. (*No event can begin before 8:30 a.m. or end after 8:30 p.m.*)

FACILITY CLOSURES

We are closed for all Staff Holidays.

The Littlefield Home follows the holiday schedule for The University of Texas at Austin.

The home may be closed and/or may have reservations cancelled at the discretion of the University or building administration. Such occurrences may include, but are not limited to: emergency or scheduled maintenance, special events, repairs or interruption of utility services, dangerous conditions, et cetera.

The Littlefield Home is not a place of unrestricted public access. For sufficient cause, entry may be refused or privileges suspended or revoked to any group or individual. Failure to comply with a request to leave will result in the staff calling The University of Texas at Austin Police Department.

GENERAL POLICIES

1. Number of occupants is limited to 75 individuals.
2. Check in with a University Events staff member at beginning of event and end of event.
3. Clean up:
 - A post-event cleaning of the venue space is required and should be provided by Facilities Services. Please provide a copy of the scheduled facilities service request to your event associate upon confirmation of your event reservation date.
 - This should include sweeping and mopping of both kitchens, removal of trash, vacuuming and cleaning restrooms.

 - Caterers must tidy up after themselves, make sure all equipment has been properly turn off (gas stove should be completely shut off) and return anything moved to its original location.
4. Facilities/ rentals:
 - The client must provide tables and/or seating.
 - The house furniture is not to be moved.
 - Catering must provide all plates, utensils, linens, etc.
 - Grilling on site is not permitted.

5. Smoking:

The University is a tobacco free campus and subject to the Handbook of Operating Procedures for The University of Texas at Austin, Policy Number HOP 2.A.2, which prohibits the use of all forms of tobacco products on University property.

6. Alcoholic Beverages:

The general use and/or consumption of alcoholic beverages is allowed for those 21 and older. Please provide University Events with a copy of the exception approval.

If alcohol will be served past 5 p.m., a UPTD officer is required on site.

7. Animals:

With the exception of certified support animals, no animals are permitted inside The Littlefield Home.

8. Sound:

Music is allowed after working hours, after 6 p.m. Playing of the piano is not allowed.

The Littlefield home is a functioning office building. Sound levels will be controlled at the discretion of University Events staff.

9. Payment for Damage:

All users shall be responsible for payment for damage to The Littlefield Home and its fixtures and equipment, whether caused by the user or its patrons. Ordinary wear and tear is expected.