

J.C. Kellam 11th Floor Meeting and Event Spaces

The Lyndon B. Johnson Student Center is responsible for reservations and support of the 11th floor of the J.C. Kellam Building comprised of the Executive Conference Rooms (1103 A&B), Ballroom (1101), lobby area, and kitchen.

JCK 11th Floor Ballroom

- Use is limited to university departments.
- The use of audiovisual technology will require a dedicated audiovisual technician and additional fees may apply.

JCK 11th Executive Conference Rooms

- Use is limited to University Departments and rates may apply.
- All offices directly associated with members of the cabinet will not be charged for use of the Executive Conference Rooms.
- University Department reservations in the standard set for less than four hours will not be charged. Additional fees may be assessed for reservations lasting more than four hours.
- Executive Conference Rooms A & B are considered standard set rooms. Groups requesting changes to the setup may be assessed the additional setup fee.
- Events requesting the Executive Conference Rooms in conjunction with the Ballroom may take priority and all efforts will be made to find an alternate space for the previously scheduled meetings.
- Executive Conference Room reservations will not require a dedicated audiovisual technician unless determined necessary by LBJSC Event Services or upon request.

JCK 11th Floor Lobby

- The JCK 11th Floor Lobby may be used in conjunction with events held on the 11th Floor for check-in.
- Requests for use of the 11th Floor Lobby for anything other than event check-ins are subject to the approval of the Director, LBJ Student Center & Event Services and the designated building proctor for JCK.

JCK First Floor Lobby

- The JCK First Floor Lobby is considered a public space and must remain accessible during building hours but may be used in conjunction with events held on the 11th Floor for check-in.
- Requests for use of the First Floor Lobby for anything other than event check-ins are subject to the approval of the Director, LBJ Student Center & Event Services and the designated building proctor for JCK.

Security

- JCK building hours are Monday-Friday 7:00am-7:00pm. Events outside of the hours of JCK require [event security](#) and will be considered on a case-by-case basis and are subject to the approval of the Director, LBJ Student Center and the designated building proctor for JCK. The sponsoring organization will be

responsible for all expenses related to event security in addition to special opening / extended building hours fees.

Cancellation and No-Show

- Event spaces are in high demand and space is limited. Late cancellations or no-shows prevent others from making use of space. Therefore, a fee will be assessed for space that is not cancelled in a reasonable amount of time or is a no-show.
 - JCK 11th Floor Ballroom reservations may be cancelled with no fee ten or more business days in advance..
 - Fees for late cancellation are 50% of the rental rate with a \$50 minimum.
 - Day-of cancellation or failure to show for events and/or use the space as originally confirmed will be charged full rental rate with a \$75 minimum and may forfeit the ability to reserve space in the future.

LBJ Student Center and JCK 11th Floor Food and Beverage Guidelines

Catering

Carved and Crafted by Chartwells is the exclusive caterer in LBJ Student Center and JCK 11th Floor. Contact Event Services (512-245-2264 or lbjreservations@txstate.edu) with any questions regarding food/beverage options.

Alcoholic Beverages

Chartwells is the only caterer permitted to serve alcohol in the LBJ Student Center ([see UPPS No. 03.01.18 Purchase of Alcohol.](#))

Prior approval must be granted and the approved [Alcoholic Beverage Activity Form](#) must be submitted to **Event Services** at least 5 business days prior to event date.

Processes/Forms

Departments and Student Organizations: If Chartwells is not providing food for your event, a [Food Approval Form must](#) be completed, submitted, and approved prior to bringing food into the building, at least 2 business days prior to the event date.