

905 S. University Parks Drive  
Waco, Texas 76706

254-710-7687  
<https://hurdcenter.web.baylor.edu/>

---

# Building Policies & Information – Mark & Paula Hurd Welcome Center

---





The following general policies and guidelines pertain to the Mark and Paula Hurd Welcome Center. Any exceptions to these policies may only be approved by the Building Manager.

Contact Information.....	1
Building Hours of Operation.....	2
Alcoholic Beverages and Controlled Substances (Drugs).....	3
Animals.....	3
Bicycles, Skateboards, and Scooters.....	3
Flyers, Posters, and Handouts.....	4
Campus Carry and Firearms.....	4
Emergencies.....	4
Events and Meeting Rooms.....	5
Extension Cords and Power Strips.....	5
Food and Drink.....	6
Lighting & Candles.....	6
Loading Dock.....	6
Lost and Found.....	7
Mail Services.....	7
Public Restrooms.....	7
Recycling and Waste Disposal.....	7
Smoking.....	8
Visitor Parking.....	8

## **Contact Information**

### **Hurd Welcome Center Information Desk**

General Information Desk Number.....254-710-7687

### **Dylan Keville, Hurd Welcome Center Facilities Manager**

Office Number.....254-710-4172

### **Spirit Shop**

Office Number.....254-710-7475

### **Selah Rettinger, Campus Brand Ambassador**

Office Number .....254-405-4770

### **Baylor University Institutional Events**

[www.baylor.edu/events](http://www.baylor.edu/events)

### **Kent Ellis, Senior Director of Logistics**

Office Number.....254-710-6559

### **Baylor University Undergraduate Admissions**

[admissions.web.baylor.edu](http://admissions.web.baylor.edu)

General Office Number.....254-710-3435

### **Baylor University Alumni Association**

[baylor.edu/alumni](http://baylor.edu/alumni)

General Office Number.....254-710-8300

**Baylor DPS**.....254-710-2222

**Aramark Service Desk**.....254-710-1361

## **Building Hours of Operation**

Normal Fall/Spring Building Hours:

**Monday – Friday: 7:00am – 10:00pm**  
**Saturday: 8:00am – 10:00pm**  
**\*hours may vary due to home football games.**  
**Sunday: 1:00pm – 6:00pm**

Hurd Welcome Center Spirit Shop:

**Monday – Friday: 8:00am – 5:00pm**  
**Saturday: 10:00am – 4:00pm**  
**Sunday: CLOSED**

Varsity Coffee & Soda

**Monday – Friday: 7:30am – 10:00pm**  
**Saturday: 8:00am – 10:00pm**  
**\*hours may vary due to home football games.**  
**Sunday: 1:00pm – 6:00pm**

Summer Building Hours:

**Monday – Friday: 7:00am – 5:00pm**  
**Saturday & Sunday: CLOSED**

The Hurd Welcome Center is **CLOSED** on University Holidays.

Select university employees will have swipe card access into the building outside of normal business hours for events or other needs. For any additional needs or requests, please contact the Building Manager to schedule.

## **Alcoholic Beverages and Controlled Substances (Drugs)**

The consumption of alcoholic beverages is prohibited in the Mark & Paula Hurd Welcome Center.

Baylor University prohibits individuals from engaging in unlawful behavior associated with a Controlled Substance, Controlled Substance Analogue, Dangerous Drug, or Drug Paraphernalia, or alcohol on or off Baylor property. Baylor also prohibits individuals from possessing, using, distributing or being under the influence of an alcoholic beverage while on Baylor University campuses (including all extension campuses).

See the University's Official Policy for additional information.

## **Animals**

With the exception of certified service animals and animals involved in appropriate university activities, no animals are permitted inside the Hurd Welcome Center.

See the University's Policy for additional information.

## **Bicycles, Skateboards, & Scooters**

Bicycles, mopeds, skateboards, scooters (manual & electric), and roller skates (including in-line skates) are not permitted in the Hurd Welcome Center, with the exception of discreet storage of a bicycle by a staff member working in the building. The staff member must obtain appropriate approval from their department head and notify the Building Manager. All bicycles, mopeds, skateboards, and scooters must be parked in designated outdoor area. This prohibition does not apply to wheelchairs or other mechanical or automated equipment designed for and used by people with impaired mobility.

See the University's Policy for additional information.

---

## **Flyers, Posters, or Handouts**

Any posters, flyers, pamphlets, or handouts that internal or external organizations are interested in advertising around the building are prohibited from being physically posted on building walls, tables, windows, or doors. Any requests or inquiries content distribution must be made to the Building Manager. Solicitations and personal notices will not be permitted within the facilities.

## **Campus Carry and Firearms**

Concealed carry and/or possession or use of firearms and weapons that could inflict bodily harm or result in disturbances of the peace are strictly prohibited in any areas of the Hurd Welcome Center.

See the University's Policy for any additional information needed.

## **Emergencies**

Evacuations will be indicated by an audible and visual alarm. All occupants are asked to leave the building immediately. For weather and other shelter-in-place emergencies, instructions will be announced building-wide. If a life-threatening emergency is taking place, please contact Campus Police at 254-710-2222 or local authorities by dialing 911.

For additional campus emergency information, see the Baylor Emergency Management and Fire Safety website.

---

## Events and Meeting Rooms

Please submit all requests for any Hurd Welcome Center meeting spaces through the [EPIC System](#). Any Student Life-based events must first request their event through [Connect](#), then (once approved) send the request to EPIC for final university approval. All requests must contain all required event information filled in (room number requested, dates, times, number of attendees, details/description of event, faculty member and department overseeing, A/V needs, etc.).

Requests will be declined if information is missing, and any requests received less than 7 days in advance will be declined. A confirmation email will be sent once the request is approved. Keep confirmation to present as validation of the reservation of the room. Any changes or cancellations to requests must be emailed to [Dylan\\_Keville@baylor.edu](mailto:Dylan_Keville@baylor.edu).

- All catering must be provided through our Aramark campus partner.
- All rooms must be returned to their original setup.
- Furniture and equipment may not be moved from one room to another.
- All clients must use facility-provided furniture for events for each of the reservable spaces.
- Any facility or furniture damage from events or meetings may be subject to a bill for the respective damage caused.

## Extension Cords and Power Strips

The use of extension cords in place of permanent electrical wiring on campus is not permitted. Extension cords can be used for temporary purposes, such as accommodating the wiring needs of a meeting or an event. Contact the Hurd Welcome Center Building Manager if additional power supply is needed.

Power strips are permitted, as long as they are plugged directly into the wall and do not plug more than one power strip into a single outlet, or plug a power strip into another power strip.

Please contact the Building Manager if additional assistance is needed.

---

## **Food and Drink**

Students, faculty, staff, visitors and guests are permitted to purchase and consume food and non-alcoholic beverages in common areas and reservable rooms within the Hurd Welcome Center. All persons bringing in food or drink into the building are responsible for appropriate disposal of trash and cleaning of the room/common area. Staff within the building should consult their department heads regarding appropriate rules and practices for food and drink within spaces controlled by specific administrative departments within the Welcome Center.

Any external catering orders placed for events or meetings must only be placed through Baylor University approved catering vendors. For the full list of vendors, please visit our [Approved Vendors](#) or ask the Building Manager.

## **Lighting & Candles**

Hurd Welcome Center management prohibits the use of halogen light bulbs, any additional supplemental lighting, outside specials effects, and/or open flames or candles within the facility without the approval of the Building Manager.

## **Loading Dock**

The loading dock area, located on the southwest corner of the building, is utilized regularly by vendors, contractors, and delivery services who provide services to tenants within the Hurd Welcome Center, as well as, other departments conducting events. Vehicle operators may park in the loading zone for 30 minutes to unload a vehicle or an extended length of time as determined by event needs and with the approval of the Building Manager. Once the loading/unloading process has been completed, the space must be vacated and those not in the process of loading or unloading may be cited by Parking and Transportation Services.

---



---

## **Lost and Found**

Lost and found items can be located at the Hurd Welcome Center Information Desk located on the first floor, north side of the building. Office hours are 7:00am – 5:00pm. Please contact the Hurd Welcome Center Information Desk line during these business hours. After hours, please contact Baylor Campus Police for emergency needs.

## **Mail Services**

Campus Mail is delivered and picked up two times per day during scheduled work days at 9am and 2pm to/from the designated mailboxes located throughout the facility. Departments are responsible for picking up and delivering Campus Mail to their designated Campus Mail boxes in the Hurd Welcome Center.

## **Public Restrooms**

Restrooms are located on all levels of the Hurd Welcome Center. These restrooms are available to all student, faculty, staff, guests and visitors during normal operating hours.

If you discover that the condition of the restroom requires immediate attention, please contact the Hurd Welcome Center Building Manager at 254-710-4172, 7:00am-5:00pm Monday-Friday. If you have any after hours emergency, please call 254-710-1361.

## **Recycling and Waste Disposal**

Facilities Services is responsible for recycling products on campus via the designated blue bins found throughout the Hurd Welcome Center. Recycling bins are single-stream, and are emptied by Facilities Services during routine operations.

Bins found inside restrooms are for paper towels only.

Large boxes and solid waste may be discarded in the recycling and waste dumpsters found on the southwest corner of the building next to the loading dock. (NOTE: please break down boxes before putting them in recycling.)

---

## **Smoking**

Baylor University is a tobacco-free campus. The use of tobacco products is prohibited in university building and on university grounds.

More information can be found by visiting the university's official policy.

## **Visitor Parking**

Hurd Welcome Center parking lots are designated visitor parking during normal operating hours. All student, faculty, and staff are to park in the Dutton Parking Garage or other parking spaces on campus as designated by the assigned parking permit.

Parking permits for university employees are available from the Baylor University Parking and Transportation Services.

---