

Judy Cook Building (JCB)

Community Use & Access Overview

The Judy Cook Building (JCB) serves as the University of Houston's dedicated hub for community engagement. The facility supports mission-aligned programs that provide a direct and measurable benefit to the greater Houston community.

The JCB is **not a general event rental venue**. All activities must align with the University's mission and policies.

General Requirements (All Users)

All internal departments and external partners must:

- Submit a completed event request form for review and approval
- Demonstrate that the proposed event provides a clear community service or community-facing benefit
- Ensure programming aligns with the mission and purpose of the Judy Cook Building
- Receive written approval by the Judy Cook Building staff before the event is considered confirmed
- Provide a detailed run of show/event agenda prior to the event
- Include the Judy Cook Building logo and appropriate recognition on all event marketing materials
- Please indicate on your request form if any elected officials, dignitaries, or special guests will be in attendance, as this may require additional coordination and protocol review.

Approval is not final until written confirmation is issued by the Judy Cook Building staff.

All events hosted at the Judy Cook Building must be free to attend. Organizations may not charge admission fees, registration fees, or collect payment for programming held in the facility.

Internal University Partners

Eligible internal users include:

- University of Houston colleges and departments
- UH-sponsored academic, research, or service initiatives

Fees & Cost Responsibilities

There is **no fee** for internal departments to use the facility.

However, internal sponsors are fully responsible for coordinating and covering all associated event costs, including:

- Parking arrangements
- Security or police presence (if required)
- Food and catering
- Provide any event related supplies
- Custodial or operational support (if applicable)
- Any additional equipment or services beyond the building's standard inventory

External Community Partners

Eligible external users include:

- Nonprofit and community-based organizations
- Local K-12 schools and districts
- Government and civic entities
- Community coalitions and neighborhood associations

Fees & Responsibilities

There is **no fee** for external partners to use the facility.

However, external partners are responsible for:

- Submitting the required event request form
- Bringing all food and necessary event items
- Providing any tables, furniture, or equipment not included in the building's inventory
- Provide any event related supplies
- Covering the cost of police or security if required
- Ensuring proper setup, breakdown, and cleanup

Food & Catering Guidelines (All Users)

Event hosts may:

1. Use an approved University vendor (recommended), or
2. Request approval to bring in outside food or catering.

Outside food requires advance approval and may take **up to two weeks** to process. Events will not be approved until food arrangements comply with University requirements.

All users are responsible for coordinating food service, setup, and cleanup.

Security & Police

If an event requires police or additional security based on attendance size, safety considerations, or University guidance, the sponsoring organization is responsible for coordinating and covering those costs.

Reservation & Approval Timeline

- Standard events: Minimum of 15 business days advance notice
- Large or multi-room events: Minimum of 30 business days advance notice

Approval is based on mission alignment, demonstrated community benefit, operational feasibility, and space availability.

Events are not confirmed until written approval is issued.

Standard setup and teardown times are limited to one hour before and one hour after the event. Any additional time must be requested in advance and approved by Judy Cook staff.

Policy Review & Administrative Updates

These guidelines are subject to modification at the discretion of the Office of Government & Community Relations. Policies and procedures may be updated to reflect evolving priorities and operational needs.

All users are responsible for adhering to the most current version of the guidelines at the time of their event request and approval.