1. Procedure Statement

1.1. This procedure has been prepared to provide individuals and/or groups, as described within this procedure, assistance with the use of Texas A&M University-San Antonio (TAMU-SA).

1.2. The facilities of TAMU-SA exist for the primary purpose of education. Priority use of academic facilities is given to TAMU-SA and affiliates. Please note the use of some designated areas is dependent upon the discretion of the President or designee.

1.3. TAMU-SA reserves the right to reschedule or reassign reserved space based on the needs of the university.

1.4. TAMU-SA also reserves the right to determine all matters not expressly covered by this procedure.

2. Official Responsibilities / Process

Consistency with University Mission: Texas A&M University-San Antonio faculty and staff prepare and empower students through innovative and challenging academic and co-curricular programs that contribute to and enrich the economic and social development of the community and region. A solid foundation for success is established through dynamic teaching, scholarship, research, and public service that inspire graduates to lifelong learning and responsible global citizenship.

The University has a dual responsibility to both make its facilities reasonably available for legitimate use, where allowed by law and consistent with the mission of the university, by organizations and individuals while also not expending appropriated State dollars or resources that would benefit private individuals, interests or organizations not formally affiliated by written agreement with the University. State dollars cannot benefit private concerns. Consequently, whenever an individual or group desires to use public space or facilities of the University, they must request such use in writing and secure a sponsor in writing who is a regular full-time employee of the University.
2.1. **GENERAL**

2.1.1. Due to facility and resource limitations, the University may not be able to accommodate all requests for events and facilities. The criteria established within this rule will be used by the institution to determine its ability to accommodate requests for events and facilities.

2.1.2. Priority will be assigned to events on the following basis given the institutional facilities appropriate for the event are available on the requested date(s) and time(s) of the event:
   1) Instructional/curricular events
   2) University events
   3) All other events

2.1.3. Internal requests by TAMU-SA Groups must be received Five (5) days prior to event date. This does not apply to facility requests for meetings that occur as a result of daily university operations.

2.1.4. Events must be consistent with the mission of the institution.

2.1.5. University facilities will be available to External Groups if the activity is sponsored by a TAMU-SA Group or faculty/staff member. The following criteria will be used by the institution to determine its ability to accommodate requests for events and facilities:
   2.1.5.1. The event must not be disruptive of, or pose significant potential for disrupting, the on-going operations of the University.
   2.1.5.2. Requests must be received Thirty (30) days prior to event date. Certain events may call for additional advanced noticed in order to accommodate planning requirements.

2.1.6. All groups reserving space at the University will receive an email reservation confirmation. Facilities are reserved in the order in which requests are received.

2.1.7. Academic courses and facilities are scheduled through the Office of the University Registrar. Faculty who desire to change the room assignment must contact the Office of the University Registrar. Room changes will not be recognized if the request does not have prior approval from the Office of the University Registrar.

2.1.8. As best practice, requests requiring the use of an academic space (classroom or computer lab) will be placed on hold until after the 12th class day of the respective semester (4th class day if request is in the summer). Once the 12th class day has passed, if the requested room is not available, the Special Events Coordinator will find a similar alternate location.

2.1.9. Academic spaces are not available during final exam week.
2.2. CONTACT OFFICES

2.2.1. TAMU-SA Groups - Requests from Faculty and Staff will be placed through the virtual Event Management System (EMS). Visit http://events.tamusasa.tamus.edu/virtualems

2.2.2. External Groups – External groups or individuals interested in hosting an event on campus should contact the Special Events Coordinator.

2.2.3. Student Organizations - All student organizations must inform the Office of Student Affairs for scheduling the use of meeting rooms and/or outdoor spaces for events. Sponsors may be asked to schedule on behalf of the student organization.

2.2.4. Employers – Organizations looking to recruit students for employment opportunities should contact the Office of Career Services.

2.2.5. Vendors – All vendors should first contact the Office of Procurement Services.

2.2.6. Sponsors – Before a University employee signs as a sponsor of an external group or individual for use of University space, property, or facilities, the prospective sponsor should carefully consider the effect that sponsorship might impose on their daily job responsibilities, fully understand the responsibilities of a sponsor, and commit to the liability that sponsorship imposes – including consequences that their departmental budget may be charged if the sponsored group disputes a damage/loss charge or refuses to pay same; the University’s potential liability in case of accident, theft, or damage, and; all attendant collateral risks associated with adverse public relations.

   Responsibilities of the Sponsor:

2.2.6.1. Request in writing space usage through Special Events Coordinator;
2.2.6.2. Provide rationale explaining the benefit to the university of sponsoring the external group or individual;
2.2.6.3. Assign a delegate to be physically present prior to and at the close of each day’s scheduled event, to inspect for damages, theft, or misuse of the facility and equipment used;
2.2.6.4. Affirmatively communicate to the renter’s lead representative any and all restrictions regarding use of the facility and equipment;
2.2.6.5. Assume responsibility, individually and jointly with the sponsored group, for any and all charges levied for use of the rental facility, special services and equipment, repair of any damages to the facility or equipment, replacement of stolen or broken items and cleaning above what is associated with usual and customary use.

2.3. RENTAL FEES FOR EXTERNAL GROUPS

2.3.1. The University may require a deposit of up to (50%) on rental fees once reservation and meeting details have been confirmed. Payment of the remaining balance must be paid on or prior to the event date. A final invoice will be provided, which may include additional fees agreed to within the facilities usage agreement.
2.3.2. Rental fees based on the following categories (Please see the Special Events Coordinator for the current fees schedule):

2.3.2.1. Non-Profit/Non-University – Non-Profit Groups must show proof of 501(C) or 501(C) 3.

2.3.2.2. Extended Hours - Events that begin before 8 a.m. and continue beyond 10 p.m. at the University may be subject to an overtime charge.

2.3.2.3. Cleaning and/or Damages Fee - In addition to rental fees, labor and material charges will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. Extra charges will be assessed for damages resulting from chewing gum, stains or misuse of any furnishings or equipment requiring repairs or replacement. Clients will be notified in writing of all damages and charges. Assessed labor and damage fees must be paid in full prior to regaining access to University facilities for events.

2.3.2.4. Audio Visual and other Equipment - Events held in meeting facilities may use University audio visual equipment maintained and staffed by the Information Technology Services (ITS) based on availability. Corresponding fees include full day base, half workday and overtime charges for equipment and other audio visual equipment. Please note that audio visual and other equipment to include items such as tables, chairs, bleachers, and tents, must be rented through a local vendor at External Groups expense.

2.3.2.5. Staffing of University Employees – These fees, based per hour, include custodial, AV technicians, and UPD officers. Events that extend over normal operating hours will be charged additional personnel and equipment fees.

For events with University Police Officers, there must be a minimum of two (2) hours of service. The following type of events will require a University Police Officer to be present during an event:

- Events that have an expected attendance of 200 or more;
- Events that have an expected attendance of 25 or more and serving alcohol;
- Events that charge an admittance fee, or involve cash sales.

2.3.2.6. Waiver of fees – Any and all waiver of fees must have the prior approval of the University President or designee.

2.3.2.7. Cancellation - When a scheduled meeting or event is cancelled, please contact the Special Events Coordinator. Cancellations not received five (5) business days prior to a scheduled event may be subject to a cancellation fee. Non-profit and for-profit organizations will forfeit all deposits, if cancellation is not received with required notice. If a reserved space was not used and was not cancelled in accordance with the timeline under “cancellation,” that organization and or the sponsoring department will be responsible for
associated fees as stated on the most recent confirmation or contract issued to the client.

2.4. USE OF FACILITIES

2.4.1. Catering - The Special Events Coordinator will be available to provide you with a list of preferred caterers for your event. The university’s food service provider should be provided the opportunity to bid during the selection process.

2.4.2. Alcohol - Should be served and consumed in designated areas and designated time in adherence to system policy. UPD officers are required to be present for events with alcohol hosting over 25 guests. Anyone serving alcohol must be in full compliance with the Texas Alcoholic Beverage Commission (TABC) Code and Rules. Alcohol may not be served to anyone without a valid State ID/Driver’s License verifying that they meet the legal age requirements.

2.4.3. Setup Requests - The University has limited capacity to meet setup requests and will assist, as available, on a case by case basis. TAMU-SA Groups will be given priority for setup requests over External Groups.

2.4.4. All requests for use of tables, chairs, audio visual equipment (laptop computer, LCD projectors, overhead projector, microphones, etc.), staging, and desired room set-up must be made at the time of the reservation. Any changes to the existing set-up must be communicated to Special Events Coordinator no later than two weeks prior to the day of the event or be subject to a late change request fee, if the request can be accommodated.

Final arrangements must be confirmed with the Special Events Coordinator (5) business days prior to the event or it may be subject to cancellation.

2.4.5. Wireless Internet Services - A Guest’s Access Form must be completed listing all users utilizing wireless Internet services. The access form must be completed or requested 48 hours in advance of event from the Special Events Coordinator.

2.4.6. Decorations – Decorating plans not addressed within this policy should be reviewed by the Special Events Coordinator prior to the event. If needed, building staff will assist with alternative ways to hang materials that will not damage walls or finishes. These alternate arrangements must be resolved at least two days prior to the event.

2.4.7. Events that have or require excessive amounts of decorating will be required to takedown the items immediately after the event has ended as the rooms are scheduled for events that occur on a daily basis.

2.4.7.1. No nails, screws, hooks, tacks, pins, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as “floor tape.”

2.4.7.2. Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings.

2.4.7.3. No decorations may be glued to any surface. No pins or tape may be used to affix posters, paper, etc., to the walls, tables, etc. No decorations may be hung from ceiling tiles or ceiling grids.

2.4.7.4. No glitter, confetti, sequins, or sand filled items may be used.

2.4.7.5. Piñatas may be hung but not opened.
2.4.7.6. Displays or exhibits that require flame or water cannot be used on campus.
2.4.7.7. Open flame candles are prohibited throughout the University facilities.
2.4.7.8. Restrictions on Candles and Other Fire Prevention Requirements –See TAMU-SA Procedure: 24.01.01.01

2.4.8. Outdoor Events - The University offers outside venues for general purpose use such as concerts, fitness events, and information tables, etc. Any public performance such as a movie presentation, require copyright permission to showcase the video. Outside events with music or any amplified sound require special permission to be placed in designated locations on campus. Sound levels must be maintained within the legal limits. A rain location will be considered, if a designated meeting space is available. All outside events must conclude by midnight, unless special arrangements have been made through the Special Events Coordinator.

3. **Sales and Solicitation**

3.1. **GENERAL**

The campus buildings and grounds are public property readily accessible to visitors and individuals having legitimate business with the University. To ensure normal working and educational conditions on campus, it is necessary, however, to regulate the activities of individuals and organizations desiring to solicit, sell, or promote products and services directly with students, employees, and visitors. Organizations and individuals desiring to engage in such solicitation and sales must obtain written permission before entering the campus and beginning their activities. Permission normally will be granted for direct sales only when availability of the product or service represents a distinct convenience to the purchaser and is not otherwise available. The Office of Finance and Administration is responsible for granting permission for direct sales and solicitation activities on campus.

If at any time the sales and/or solicitation activities of an organization or individual disrupt the normal business of the University, such organizations or individuals may be requested to cease their activities and, when appropriate, leave the campus. Should they refuse to cease their actions, or leave, if requested to do so, they will be informed they are trespassing on state property. The University Police may be called upon to remove them.

3.2. **RESPONSIBILITIES**

3.2.1. Access to Campus by vendors will be controlled by the Office of Procurement Services. Off campus vendors must be sponsored by a TAMU-SA Group and have signed authorization from the Office of Finance and Administration. Vendors will be charged the greater $35.00 or 15% of revenues generated.

3.2.2. Credit Card Vendor Procedures

3.2.2.1. Credit Card Vendors will be charged a flat fee of $150.00 to reserve space in all designated areas where solicitation is allowable.

3.2.2.2. Must furnish printed material informing consumers of potential hazards of credit card abuse.

3.2.2.3. Solicitations cannot interfere with normal university business.
3.2.2.4. Credit Card Vendor may not require students to sign an agreement in order to receive a gift.

3.2.3. TAMU-SA assumes no responsibility for the quality of goods or services provided. TAMU-SA assumes no responsibility for debt incurred by customer(s) of Credit Card Vendors or customer(s) of any other Vendors selling products or services on University property. In NO way does TAMU-SA endorse any vendor, product, or services offered at TAMU-SA Facilities.

4. Miscellaneous

4.1. Proper Care and Use of Facilities - It is expected that proper care will be taken of the TAMU-SA Facilities. The following applies to all individuals and group sponsored events held in the facility:

4.1.1. Flammables are not permitted inside TAMU-SA Facility.

4.1.2. It is the responsibility of the group using space inside the facility to place all trash in the conveniently located receptacles and leave the room in good condition.

4.1.3. Any individual causing damage to the facility shall be held financially responsible for the extent of the damage. In group sponsored events, the sponsoring organization will be held accountable for damages. Barbeque pits are not allowed when a fire ban is issued by City of San Antonio and/or County of Bexar. Barbeque pits are allowed just as long as the coals and fire bricks are disposed of in the proper disposal area as indicated by the University’s Risk Manager. Meeting rooms must remain in the condition they are received. It is best practice that the room furnishings from desks, tables, chairs, etc. remain intact and are not removed or displaced. Heaters are permitted for outdoor events, but must be inspected by the Director of Safety, Risk and Emergency Management before use and removed immediately following the event end time.

4.2. University Closures - In the event that the University is required to close, due to adverse weather conditions or similar unforeseen circumstances, the event requestor will be contacted immediately, by the Special Events Coordinator. It will be the responsibility of the event requestor to notify all participants/attendees of the cancellation. The meeting will be rescheduled at the next available time and charges will be adjusted accordingly. Any fees already acquired will be used as a credit towards rescheduling the event. If the University is unable to provide a feasible reschedule date the deposit will be fully refunded.

4.3. Certificate of Insurance - All non-University organizations renting meeting space with a guest expectation over 15 must carry a minimum of $1,000,000 General Liability coverage and name Texas A&M University-San Antonio as an additional insured. This requirement does pertain to guests utilizing the facilities where food, alcohol or physical activity is involved - 5K, fashion show, camps, dinners, etc. Also vendors providing services for university sponsored events are required to show a certificate of insurance. Proof of insurance must be given to the Special Events Coordinator two weeks prior to the scheduled event.
4.4. Building Emergency Evacuation - Building evacuation is the result of a situation when it is no longer safe to remain inside a building. The evacuation will occur when the fire alarm sounds and/or notification is made by the Director of Safety, Risk and Emergency Management or designee, University Police Department, San Antonio Police Department and/or the San Antonio Fire Department. Employees, students and conference attendees shall be directed by the Building Emergency Coordinator. Elevators shall not be used to evacuate the building. Evacuation chairs are available for use at the main campus for individuals with mobility impairments. Once outside the building, individuals shall not return to the building until directed to do so by the Director of Safety, Risk and Emergency Management or designee.

4.5. Take Shelter - If severe weather (tornado, severe thunderstorm, etc.) is approaching a TAMU-SA Facility, Campus Safety and Security personnel will use building public announcement systems to instruct people to seek shelter in designated Take Shelter locations. Those locations are on the lowest floor of a multi-story building and are interior rooms without windows or glass door panels.

4.6. University Police Department (UPD) - Events which are likely to attract large crowds near to, or in excess of the established room or space capacities may require TAMU-SA UPD to be hired at the organization’s expense. Under certain circumstances it may be necessary to have UPD onsite to facilitate and to ensure the safety of all persons in attendance of an event.

4.7. Children (under the age of 16 years) – All children must not be left unattended on campus at any time. Any damages caused by unattended children may be charged to the parent or guardian. If children have been confirmed as being lost, UPD will be contacted for assistance.

4.8. Pets & Animals - Pets or animals are not allowed inside buildings, unless they are a service animal assisting a person with disability. Exceptions to pets or animals entering buildings for special circumstances or events must be authorized by the Vice President of the Division sponsoring the event.

4.9. Bicycles, Roller skates and Skateboards - Bicycles are not allowed in the buildings. Rollerblades and skateboards may be carried but not used in buildings. Bicycles should be secured at outside bike racks not attached to columns, light poles or railings.

4.10 Distribution of materials, including flyers, for University sponsored public organizations contact the Office of Institutional Advancement and University Communications for approval.

4.11 Copyright - The University abides by the Federal Copyright Act that says how movies should be shown within the University setting. There are two types of criteria that constitute this law: 1) fair use and 2) public performance.

4.11.1 The “fair use” criterion is not required to obtain a Movie Copyright Compliance Site License with exhibiting copyrighted materials such as videocassettes or DVDs. For example, if a University faculty member who presents the material in a classroom setting and the movie is used as an essential part of the current curriculum being taught.
4.11.2 A “public performance” refers to situations where a tape or film is shown regardless if there is an admission fee or as an additional service. Under the Federal Copyright Act, a public performance license must be obtained.

4.11.3 Political Campaigning - In accordance with Texas A&M University System Regulation 07.03.01 Political Campaign Events on Property Under the Control of The Texas A&M University System, TAMU-SA will remain neutral in partisan political activities. TAMU-SA faculty and staff may not endorse, or recommend or otherwise indicate partisan political support for any candidate for an elected office or for any current officeholder of such an office.

4.11.4 Storage Facilities – TAMU-SA may not be able to accommodate the storage of items owned by a TAMUSA or External Groups and reserves the right to decline any related requests. The university is not held responsible for lost, damaged and/or stolen items left behind from an event.

4.11.5 Parking Permits - All guest vehicles must have a parking permit. Details for requesting parking permits or waived parking will need to be addressed with the Special Events Coordinator or the University Police Department to avoid citations. Visitor parking is available. TAMU-SA Parking Information can be found at http://www.tamus.a.tamu.edu/upd/parking.html.

4.11.6 Golf Carts – Golf Cart safety instructions are found in TAMU-SA Procedure 24.01.01.01.01 Supplemental Risk Management Standards - Golf Carts.

Related Statutes, Policies, or Requirements (If applicable)

System Regulation 07.03.01 Political Campaign Events on Property Under the Control of The Texas A&M University System

TAMU-SA Procedure 24.01.00.03 Restrictions on Candles and Other Fire Prevention Requirements

TAMU-SA Procedure 24.01.01.01.01 Supplemental Risk Management Standards - Golf Carts

TAMU-SA Parking Procedures can be found at http://www.tamus.a.tamu.edu/upd/parking.html.

Appendix

Please contact the Office of University Communications, Special Events Coordinator for the current fees schedule.
Definitions

TAMU-SA Facilities – Facilities include all property and buildings owned or leased by Texas A&M University-San Antonio (e.g. Main Campus, One University Way; Brooks City Base Campus, 2601 Louis Bauer; Gillette Campus, 1450 Gillette Blvd.)

TAMU-SA Groups - Defined as student organizations, faculty, administrators or staff whose primary activities are directly related to the University. This also includes offices, departments and/or schools at TAMU-SA.

External Groups – Defined as businesses and/or external organization members outside those defined as TAMU-SA groups. External Groups extends to include organizations partnering with TAMU-SA groups.

Vendor(s) – A supplier of goods and/or services to the University.

Special Events Coordinator - The primary function for the Special Events Coordinator is to process requests for use of event facilities and to coordinate details with TAMU-SA and External groups.

Soliciting Donations – The collection of funds, pledges or contributions by an individual, group or entity without requiring consideration in return. This also includes the promise of future pledges and/or contributions.
Contact Office

Event Coordination:
Office of University Communications
Special Events Coordinator
(210) 784-1104

Facilities, Sales and Solicitation, and General:
Office of Finance and Administration
AVP or VP for Finance and Administration
(210) 784-2001

Vendors:
Office of Procurement Services
Director of Procurement Services
(210) 784-2030

Academic Courses and Room Assignments:
Office of the University Registrar
(210) 784-1372