



## 21.99.99.O0.01 A&M-SA Facilities Usage Guideline

### OVERVIEW

This guideline provides individuals or groups with information and steps to request use of Texas A&M University-San Antonio (A&M-SA) facilities for events, activities and services.

The facilities at A&M-SA exist for the primary purpose of education. Priority use of academic facilities is given first to the University classroom needs and second to the programs and activities of A&M-SA groups and departments. A&M-SA groups are defined as student organizations; A&M-SA departments are defined as faculty, administrators or staff whose primary activities are based at or directly related to the University.

Any requests not defined by this guideline will be reviewed by Event Services, and reservation requests requiring further evaluation will be reviewed by the President's designee.

University academic needs are first priority over all requests received. Room reservations for primary academic spaces (see **Appendix A**) can be scheduled but will not be assigned a confirmed status before the Census Date (the 12<sup>th</sup> class day) of each semester. After academic needs are met, room reservation requests are confirmed on a first-come, first-served basis. In order to ensure academic activities which, take place outside of the classroom (speakers, trainings, etc.) are given highest scheduling priority, faculty members are encouraged to schedule these events before the Census Date. The request may be confirmed based on the event's alignment with the University's mission.

All groups using University facilities must comply with the Facility Usage Guideline. It is the responsibility of Event Services to ensure these guidelines are adhered to. Individuals or groups failing to meet the guidelines or comply with its regulations may be denied future use of University facilities. Individuals or groups causing damages to University facilities will be charged for the repair and replacement of damaged property.

Rooms that can be requested include both academic and non-academic space. To see the layouts and set up plans, please see the Set-up types and Floor plan document **Appendix D**.

## RESERVATION PROCESS

The University has a variety of spaces available to the A&M-SA community and general public that range from classrooms, multi-purpose rooms, conference rooms, foyers, auditoriums to outdoor spaces.

Consideration of a room request is based in order:

- University academic needs
- University sponsored events
- Programs and activities of A&M-SA groups and departments
- Non-university groups

To assure appropriate space utilization, the University reserves the right to assign, and if necessary, reassign facilities based on the following: group size, type of program, and space availability.

Groups reserving space at the University will receive an email reservation request confirmation. Spaces are reserved in the order in which requests are received. Requests requiring the use of an academic space will be placed on hold until after the Census Date of the respective semester. Once Census Date has passed, the reservation will be confirmed based on availability.

Academic courses are scheduled through the Office of the University Registrar. In the event a need to change an assigned room arises, please use their form, <https://tamusa.atlassian.net/servicedesk/customer/portal/46/group/440>

### **Space Reservation System**

All staff and faculty, please visit the A&M-SA Space Reservation System site at [Space Reservation Information https://www.aaiscloud.com/TXAMUSanAntonio/Default.aspx/](https://www.aaiscloud.com/TXAMUSanAntonio/Default.aspx/) to make an event reservation request. For assistance with this site, please call (210) 784-2601.

Reservations requiring services from IT/AV, A&M-SA Police Department, and Facilities, must be submitted at least 16 business days prior to the event date. Requests made with less than 16 business days' notice may not be eligible to obtain these services and must accept the facility with its standard set up.

For detailed pricing information, **refer to Appendices A, B, and C.**

## **Student Organizations**

All student organizations must adhere to the Facility Usage Guideline. Organizations may request University space by accessing [JagSync](#) through the Student Life landing page. This will apply to the advisors of the student organizations as well.

## **Students**

Faculty must make space requests on behalf of students wishing to use conference rooms and/or classrooms. Please contact your faculty member in order to request a space.

## **Hosting External Organizations**

Faculty and Staff are allowed to host external organization meetings with no facility use charge Monday through Sunday from 8 a.m. - 8 p.m. so long as the following criteria are met:

1. The requesting Faculty/Staff member is a current active member of the organization or a formal sponsor of the organization's event
2. The organization meeting/event must reasonably align with the mission of the University
3. The Faculty/Staff member must be in the facility in use during the duration of the event
4. The Faculty/Staff member will be accountable for all on-campus activities of their sponsored organization

Should the meeting/event require special attention from facilities, custodial, IT/AV or A&M-SA Police Department, the organization will be charged accordingly. Should the organization fail to pay any fees associated with facility use, the sponsor will incur the fees.

## **Room Fees (Appendix A)**

The University requires (50%) deposit once all meeting details have been confirmed. The remaining balance will be paid after the event has ended to provide a list of costs and services rendered from the meeting facility, which can include additional fees ranging from overtime charges, personnel and/or equipment fees.

Groups will be charged a room rental fee based on the following categories:

1. Non-Profit/Non-University
2. Extended Hours

3. Cleaning and/or Damages Fee
4. Audio visual and other Equipment
5. Personnel fee

### **Cancellation**

To cancel your reservation, please contact the Event Coordinator in an email to request@tamusa.edu seven (7) business days prior to a scheduled event may be subject to forfeit all deposits.

If a reserved space was not used and was not cancelled in accordance with the timeline under “cancellation,” the organization and/or the sponsoring department will be responsible for associated fees as stated in the executed agreement issued to the client.

### **Sponsorship Room Fee Waiver**

University Departments may formally sponsor organizations on our campus. The department will be held accountable for costs associated with the event. To qualify to receive rental-fees waiver, a University employee, by name, must self-identify and be recorded on the activity’s room reservation entry and perform all sponsor roles.

Sponsorship requires a University employee to welcome the organization or guests, oversee event setup, serve as the main point of contact throughout the event, and ensure the venue is properly closed and restored to its original condition. If the employee is unable to attend, a secondary point of contact must be designated and present.

The sponsor is the primary point of contact that will coordinate IT, A&M-SA Police Department, and facilities services for the event. The sponsor is also responsible for confirming that payment to A&M-SA Police Department, IT, SSC etc. is settled, and no outstanding event costs remain after invoice(s) have been received.

Any lost, broken or dysfunctional University property or equipment must be reported through A&M-SA Police Department on the same day detected by the sponsor.

If an IT tech is needed, the sponsor is responsible for placing a ticket with the IT Helpdesk and connecting the tech with the event organizer to coordinate the needs for the event. SSC custodial services should also be noted in the facilities work order (if the event will serve food, custodial services are required). We recommend one (1) custodian per 100 people. A&M-SA Police Department is required for events with over 150 people, and when alcohol is served/consumed on campus.

### **University Closures**

In case the University is required to close due to adverse weather conditions or similar

*\*Rates listed go into effect September 1, 2025*

circumstances, the event requestor will be contacted as soon as possible. It will be the responsibility of the event requestor to notify all participants of the cancellation. The meeting will be rescheduled for the next available time and charges will be assessed accordingly.

### **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, A&M-SA Police Department, or designee. Employees, students and conference attendees shall be directed by the Building Emergency Coordinator. Elevators shall not be used to evacuate the building. Once outside the building, individuals shall not return to the building until directed to do so by the Risk and Compliance Coordinator, A&M-SA Police Department, or designee.

### **Advertisements**

Flyers and promotional materials displayed throughout the University must be pre-approved and posted in approved locations.

Student organization materials must be approved and stamped by the Office of Student Life. University, division, and department materials, and external party/vendor materials must be approved and stamped by the Office of Strategic Communications at (210) 784-1456.

Removal of flyers should be done the day after the event occurred by event organizers. Use of University email and other digital media to advertise non-sponsored, third-party events is not permitted. See TAMUS policy 33.04 *Use of System Resources*.

### **Signage**

All pull-up banners must be placed in areas that do NOT interfere with navigability, accessibility, ingress/egress from a building or space, and/or block emergency equipment (e.x.: fire extinguishers or AED signage or devices).

All signs placed on doors of classrooms or event spaces must be done with painters' tape and MUST have either an effective date or date the signage was posted.

All yard signs should be clearly marked with effective dates of advertising, placed along the edges of sidewalks or in tree wells where they are not in the way of the use of lawns, and promptly removed after the event or celebration they are promoting.

### **Certificate of Insurance**

All non-University organizations renting or being sponsored for use of meeting space must carry a minimum of \$1,000,000 General Liability coverage and name Texas A&M University-San Antonio as an

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additional insured. Proof of insurance must be given to the Event Coordinator during the signing and prior to the execution of the agreement.

#### Equipment & Room Setup Requests

All requests for use of tables, chairs, audio visual equipment (laptop computer, LCD projectors, overhead projector, microphones, etc.), staging, and desired room setup must be made at the time of the reservation. Any changes to the existing setup must be communicated to Event Coordinator no later than two weeks prior to the day of the event.

Final arrangements must be confirmed with the Event Coordinator sixteen (16) business days prior to the event or it may be subject to cancellation. **For equipment fees, refer to Appendix B.**

#### **Catering**

The Event Coordinator will be available to provide a list of caterers for events. Chartwells is the designated supplier for campus food services and should be provided the opportunity to bid during the selection process.

#### **Alcohol**

The approving party is encouraged to consult with UPD for advice on when and how much security is advisable. Requests for UPD security should be submitted no less than 2 weeks prior to the event date. See <https://upd.tamu.edu/Pages/Scheduling-Security.aspx> for details. Alcohol at any A&M-SA event requires prior written approval from the Office of the President. Alcohol shall only be served and consumed in designated areas in adherence to system policy. A&M-SA Police Department Officers are required to be present, and fees will be assessed for their service. Anyone serving alcohol on any property owned, leased, or under the control of A&M-SA must be served by persons currently licensed by TABC. Proof of licensure must be provided to the Event Coordinator no later than seven (7) business days prior to the event.

#### **Copyright**

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

The “fair use” criterion does not require a Movie Copyright Compliance Site License when or for exhibiting copyrighted materials (tape, DVDs, downloaded videos, etc.). For example, 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.

A “public performance” refers to situations where a 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.

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Copyright infringement for movies and TV shows can lead to both civil and criminal penalties. Civil penalties include fines ranging from \$750 to \$30,000 per infringed work, and up to \$150,000 for willful infringement. Criminal penalties can include imprisonment for up to five years and fines of up to \$250,000 per offense. If any event requires a movie for public performance, the University will charge the client through a licensing agreement with Swank Motion Pictures and/or Criterion Pictures. A minimum of two weeks' notice must be provided in order for licensing and DVD to be obtained.

### **Parking Permits**

Each vehicle must have a parking permit. Details for requesting parking permits will need to be addressed with A&M-SA Parking Department to avoid citations. Parking is available in designated areas. Events open to the public may have parking fees/permits waived.

### **Political Campaigning**

Political campaign posters of students or non-students may not be posted on campus. Campaign literature of student candidates is allowed with permission from the Director of Student Life and may be placed on the tables in the food court area as long as the literature does not include fund or membership solicitation. Posters or flyers announcing political events for student organizations, registered on campus, may be posted on the Student Affairs Department bulletin boards. Only the name of the candidate, the date, time, place and sponsoring organization may be on posters or flyers announcing a political event.

Candidates running for political office, both student and non-student may casually visit with students, personnel or other patrons to solicit votes. Distributing campaign literature or cards are prohibited on campus.

In accordance with the Texas A&M University System policy (07.03.01) with regard to political campaign events "the state supported institution of higher education and its members are required to remain neutral in partisan political activities. No system member may 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."

### **Guest Accounts/Wi-Fi Services**

Guest WIFI information can be found here, <https://www.tamusa.edu/Information-Technology-Services/customer-support/guest-network-access.html>

To connect to the TAMU-SA-Guest WIFI:

1. Navigate to your devices' WIFI settings
2. Select the TAMU-SA-Guest WIFI
3. Accept the Guest WIFI Terms and Conditions by checking the box
4. Select Continue to the Internet

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Guest computer account(s) must submit a request through Information Technology Services' Helpdesk Central website. All persons making the request must have a university faculty or staff sponsor. All users utilizing a guest account must be requested two weeks in advance of event. Users in violation of usage will be reported to Information Technology Services.

### **A&M-SA Police Department**

Events which are likely to attract large crowds near to, or in excess of the established room or space capacities may require A&M-SA Police Department Officers to be hired at the organization's expense. Under certain circumstances it may be necessary to have University police officers onsite to facilitate and to ensure the safety of all persons in attendance of an event on-campus.

The following type of events will require an A&M-SA Police Department Officer to be present during an event. Number of officers required to be determined by the type of event on campus and is at the discretion of the A&M-SA Police Department Chief of Police:

- Events that have an expected attendance of 150 or more
- Commencement, distinguished speakers, and organized protests
- Concerts, festivals, and sporting events
- Events are serving alcohol
- Events that charge an admittance fee, or involve cash sales

The A&M-SA Police Department is responsible for providing and coordinating police and security services on all A&M-SA owned and leased property within statutory jurisdiction. Other law enforcement agencies and contract security services may not be used without prior approval by the A&M-SA Police Department Chief of Police or designee.

University departments planning special events and/or festivals which are to be hosted on University-owned, leased, or controlled property must contact the A&M-SA Police Department to assess and coordinate police and security needs and should complete a [Special Events Form](#).

## **OUTDOOR SPACES**

Any public performance such as a movie presentation require copyright permission to showcase the video. For events with music or any amplified sound, please contact the Event Coordinator. These events require special designated locations.

Barbeque pits are not allowed to be utilized when a fire ban is issued by City of San Antonio and/or County of Bexar. Barbeque pits are allowed as long as the coals and fire bricks are disposed of in the proper disposal area as indicated by the Risk and Compliance Coordinator. Charcoal burners and other open-flame cooking devices shall not be operated within 10 feet of any

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building or overhanging structure and may not be used on balconies. Fires must always be attended, a method of properly extinguishing the flame must be present, a means of contacting the A&M-SA PD must be present, and the area must be cleaned up after use including proper disposal of ashes.

All outside events must conclude by 10 p.m. unless special arrangements have been made through the Event Coordinator. At the time of scheduling the event, all aspects of the event such as electricity needs, sound needs, pre-access time, actual event time, tent, safety and security and audio-visual needs must be discussed. Events scheduled during class hours must not be disruptive to adjacent buildings that are proctoring classes. If the event is disruptive to classes, the event will be shut down immediately for failure to comply with the guideline requirements.

Community organizations holding outdoor events requiring equipment such as tables, chairs, bleachers, tents, staging and audio-visual needs, must be rented through a local vendor.

## **FACILITY & EQUIPMENT RATES**

### **Cleaning/Damage Fees**

In addition to rental fees, labor 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 the 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 events.

### **Audio Visual & Other Equipment Fees**

Events held in meeting facilities are required to use University audio visual equipment maintained and staffed by the Information Technology Services. These fees include full day base, half workday and overtime charges for equipment and other audio-visual equipment. For a full listing of fees, refer to **Appendix B**.

Please note that audio visual and other equipment for outside events such as walk-a-thons that require items such as tables, chairs, bleachers, tents, staging and audio-visual equipment, must be rented through a local vendor.

### **Personnel Fees**

These fees, based per hour, include technicians, set carpenter, riggers, recreational sports staff, ushers and police officers. Events that extend over normal operating hours will be charged additional personnel as well as equipment fees. For events there must be a minimum of 3 hours of service (requires 30 minutes prior/after event). For a full listing of fee, refer to **Appendix C**.

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## PROPER CARE & USE OF FACILITIES

It is expected that proper care will be taken of the University facilities. The following policies and procedures apply to all individuals and group sponsored events:

1. All A&M-SA campuses and locations are non-smoking and tobacco & nicotine free. Please refer to rule 34.05.99.O1 *Smoking and Tobacco Use*.
2. Candles are not permitted.
3. Thumb tacks, staples, Scotch tape, duct tape, masking tape, or fun tack are not allowed on the walls. Painters tape is preferred, if needed, with prior approval.
4. No sitting on tables or counters.
5. Use of chalk is allowed ONLY on sidewalks. Chalk is prohibited on cobblestone and walls. ALL chalk used must be water-soluble, washable by water or rain. Non-soluble chalk is strictly prohibited.
6. 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.
7. 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.
8. 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.
9. Academic courses are scheduled through the Office of the University Registrar. In the event that you would like to change your assigned room, please submit a room change through the Office of the University Registrar's form, use their form, <https://tamusa.atlassian.net/servicedesk/customer/portal/46/group/440>. Room changes will not be recognized if the request is not formalized. Non-Academic room changes can be submitted via the [Events JIRA Portal](#).

### **Auditoriums**

Maximum Capacity for the Main Campus Auditorium is 420. No food is allowed inside the auditorium, except for in the green room and dressing rooms located backstage. Water is the only permissible drink allowed inside the Auditorium.

### **Classrooms/Conference Rooms**

Classrooms are considered Primary Academic Spaces. Furniture may be rearranged but must be returned to its original arrangement afterward.

### **Multipurpose Rooms (Vista Room, Patriots' Casa Ceremony, Business Library Hall)**

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## **Multipurpose Room)**

To arrange a specific set up for these rooms, please contact the Event Coordinator.

The Table of Remembrance inside the Patriots' Casa Ceremony Room is part of the room's standard set up and must not be moved or altered.

## **Storage Facilities**

The University cannot provide storage for printed materials and/or other forms of equipment prior to the event. The University is not held responsible for lost, damaged and/or stolen items left behind from an event.

## **Children**

Children must not be left unattended on campus at any time. Any damage caused by unattended children will be charged to the parent or guardian. If children have been confirmed as being lost, the University police will be contacted to assist with this matter.

## **Pets & Animals**

Pets or animals are not allowed on campus at any time. The only exceptions are service animals assisting the blind, deaf or mobility impaired. Exceptions can be considered based on the specific event.

## **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.

## **Decorations**

Decorations, displays or exhibits that require flame or water cannot be used on campus.

- Open flame candles are prohibited through the University facilities.
- No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as "floor tape" or gaffers tape.
- Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings. Only painters tape may be used on the walls.
- 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.

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

Decorating plans not addressed within this guideline should be reviewed by the Event Coordinator prior to the event. If needed, building staff will assist with alternative ways to hang materials that will not damage walls or finishes. Alternate arrangements must be resolved at least two days prior to the event.

Violation of any provision of this guideline may result in suspension of facility reservation privileges for the semester. Additionally, any damages done will be repaired, and the sponsor will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the event sponsor.

Events that have or require decorating will be required to take down the items immediately after the event has ended as the rooms are scheduled for events that occur on a daily basis. Failure to do so will prevent further bookings with or in our meeting facilities and may lead to an added fee for failure to comply with this guideline. All A&M-SA rules, procedures and guidelines are available at [www.tamusa.edu](http://www.tamusa.edu).

## CONTACT INFORMATION

### **Amanda Mora**

Director of University & Public Events

(210) 784-1608

[Amanda.mora@tamusa.edu](mailto:Amanda.mora@tamusa.edu)

### **Amanda Gutierrez**

Event Coordinator II

(210) 784-1614

[amanda.gutierrez@tamusa.edu](mailto:amanda.gutierrez@tamusa.edu)

### **Hoyt Garner**

Program Coordinator

(210) 784-2601

[hgarner@tamusa.edu](mailto:hgarner@tamusa.edu)

### **Business Hours**

Monday - Friday, 8 a.m. to 5 p.m.

Email: [space.request@tamusa.edu](mailto:space.request@tamusa.edu)

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**Appendix A**

**FACILITY USE FEES**

<b>MEETING FACILITY</b>	<b>ROOM TYPE</b>	<b>ROOM CAPACITY</b>	<b>NON-UNIVERSITY CLIENTS</b>	<b>NONPROFIT</b>
Auditorium	Auditorium	Up to 420	\$300/hr = \$1,200	\$150/hr = \$600
Auditorium Lobby	Lobby	Up to 100	\$75/hr = \$300	\$37.50/hr = \$150
Central Academic Building – The Vista Room	Multi-purpose	Up to 200	\$250/hr = \$1,000	\$125/hr = \$500
Central Academic Building – The Grand Courtyard	Outdoor Space	Open	\$125/hr = \$500	\$62.50/hr = \$250
Central Academic Building – East Lawn	Outdoor Space	Open	\$125/hr = \$500	\$62.50/hr = \$250
Senator Frank L. Madla Building - West Lawn	Outdoor Space	Open	\$125/hr = \$500	\$62.50/hr = \$250
Senator Frank L. Madla Building - President's Rose Garden	Outdoor Space	Open	\$125/hr = \$500	\$62.50/hr = \$250
Patriots' Casa – The Ceremony Room	Multi-purpose	Up to 100	\$150/hr = \$600	\$75/hr = \$300
Patriots' Casa - Healing Garden	Outdoor Space	Open	\$125/hr = \$500	\$62.50/hr = \$250
Business & Library Hall – Multi-purpose Room	Multi-purpose	Up to 72	\$100/hr = \$400	\$50/hr = \$200
Classroom	Classroom	Up to 96	\$50/hr = \$200	\$25/hr = \$100
Computer Classroom	Classroom	Up to 36	\$50/hr = \$200	\$25/hr = \$100

**\*Hourly Rates 4-hour min.**

*\*Rates listed go into effect September 1, 2025*

## Appendix B

# AUDIO VISUAL EQUIPMENT & OTHER EQUIPMENT FEES

EQUIPMENT	FULL DAY BASE RATE	HALF DAY BASE RATE	OVER TIME CHARGES
Computer Lectern (includes desktop, projection system, and HDMI connections)	\$400.00	\$100.00	\$10.00
*Microphone, Wireless Handheld	\$50.00	\$25.00	\$10.00
*Microphone, Wireless Lapel	\$50.00	\$25.00	\$10.00
*Microphone, Corded	\$20.00	\$10.00	\$10.00
*PC Laptop	\$75.00	\$50.00	\$10.00
*AV Technician	\$160.00	\$80.00	\$10.00
*Wired Condenser Microphone	\$120.00	\$30.00	\$10.00
*Wireless Presenter Clicker	\$80.00	\$40.00	\$10.00
*Livestream/recording	\$320.00	\$160.00	\$10.00

*\*Equipment available in a limited amount of rooms/classrooms.*

### **A&M-SA group or department**

*\*Events occurring outside ITS business hours of 8 a.m. to 6 p.m. \$40.00 fee per hour/per technician for a minimum of four hours.*

Monday-Thursday: 8 a.m.-6 p.m.

Friday: 8 a.m.-6 p.m.

Saturday: 8 a.m.-12 p.m.

### **\*Non-university groups:**

Monday-Thursday:

8 a.m.-8 p.m. - \$40/hour

Friday:

8 a.m.-6 p.m. - \$40/hour

Saturday:

8 a.m.-12 p.m. - \$40/hour

If an event/meeting/function is outside any of the hours above, an external company will need to be hired.

- Requests submitted less than 10 business days prior to the event date will incur a \$75.00 late fee.
- An A&M SA faculty or full-time staff member must submit all JIRA requests for student organizations, joint-sponsored outside organizations, and non-A&M SA organizations.
- Events occurring at an unsecured location will incur a \$40.00 fee per hour/per technician for a minimum of four hours.
- Non-standard setups requiring substantial equipment or layout changes will incur an additional \$75.00 fee, equipment fees, and a \$40.00 fee per hour/per technician for a minimum of four hours.

*\*All bookings require a 4-hour minimum.*

*\*Rates listed go into effect September 1, 2025*

**Appendix C**

**PERSONNEL FEES**

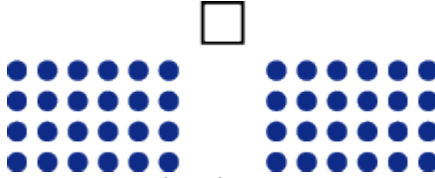
<b>PERSONNEL</b>	<b>RATE OF PAY</b>
Police Officer	\$50.00 per hour (minimum 4 hours – requires 30 minutes prior/after event)
Safety and Risk personnel	\$30.00 per hour (minimum 4 hours – requires 30 minutes prior/after event)
Custodian	\$35.45 per hour (minimum 4 hours)
Maintenance Tech	\$51.97 per hour (minimum 4 hours)

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## Appendix D

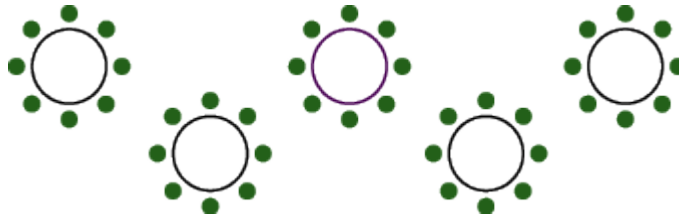
### Layouts

#### Auditorium



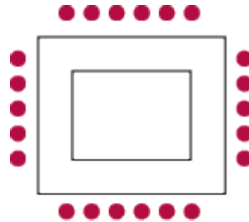
Appropriate for short lectures or larger groups that do not require extensive note-taking. Chairs only.

#### Banquet



Used for meals and small group discussions. Rounds seat eight people comfortably.

#### Hollow



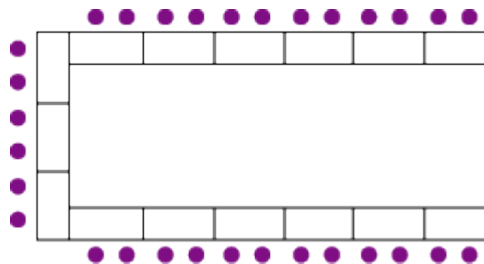
Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up.

#### Classroom



Most desirable for long lectures. For large numbers, tables will need to be rented.

#### U-Shape



#### Conference

