

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

## **SRSU Policy: University Facilities Use Policy**

**SRSU Policy ID: APM 2.02**

**Policy Reviewed by: Director of University Center and Campus Activities**

**Approval Authority: Associate VP for University Services**

**Approval Date: May 1, 2012**

**Next Review Date: May 1, 2017**

### I. Introduction

- A. This policy is intended to facilitate the fair allocation and efficient use of facilities at Sul Ross State University and to provide for the uniform and consistent administration of facility usage.
- B. This policy applies to the temporary use of specific facilities on Sul Ross State University campuses that are made available for meetings, activities, and events. General use areas such as hallways, game rooms, etc. may not typically be reserved.
- C. As used in this policy, unless the context otherwise requires:
  - 1. A “Student Organization” means a student organization currently registered with the Campus Activities Office.
  - 2. A “University Group” shall mean a faculty and/or staff group or organization; an academic school, department or program; a University council or committee; or an auxiliary enterprise.
  - 3. A “Non-University Group” shall mean an organization or group, or individual that is not included in the terms “University Group.”
  - 4. A “Joint Sponsorship” shall mean an agreement upon the part of the University administration to serve as the cosponsor, with a Non-University Group, of an activity or event which involves financial commitments or the scheduling or use of facilities through which the name of the University is associated as a sponsor for purposes of promoting or advertising the event or activity. Joint sponsorship is governed by the policy and procedures as outlined in the Rules and Regulations, Texas State University System (Chapter VII, section 3.4).

### II. General Guidelines

- A. The Sul Ross State University Director of the University Center and Campus Activities is responsible for scheduling the use of campus facilities. Requests for the use of facilities must be submitted to the Director of the University Center and Campus Activities. The Director of the University Center and Campus Activities will schedule all space requests with the respective building coordinator.
- B. Sul Ross State University facilities are reserved in the order in which requests are received, with consideration being given to the size of the group, type of set up needed, and space available. Sul Ross State University reserves the right to assign, and if necessary, reassign facilities to assure the maximum and most appropriate utilization of Sul Ross State University facilities.

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- C. Groups shall not engage in activities that interfere with the ongoing activities of the University or any other approved organization.
- D. The possession and/or consumption of alcoholic beverages on the Sul Ross State University campus is strictly prohibited except where permitted by established University policy. The purpose of the Policy on Consumption and/or Possession of Alcoholic Beverages (see Student Handbook, and Administrative Policy Manual 2.04) is to address those areas wherein the consumption and/or possession of alcoholic beverages is permissible and to establish under what conditions such consumption and/or possession is permitted.
- E. Advertising an event prior to event confirmation is prohibited and may result in denial of the request to use Sul Ross State University facilities.
- F. All advertising for fund raising activities sponsored by University Groups must prominently display the name of the sponsoring department or student organization.
- G. Non-University Groups are responsible for including the following statement in any printed materials related to a scheduled event. "Use of Sul Ross State University facilities does not imply University sponsorship."
- H. After a facility has been scheduled, food service and audio-visual arrangements can be made by the reserving party.
- I. Catering for events must be arranged through the contracted University food service provider. Any event where food is available must be arranged with the Sul Ross State University contracted agent after the appropriate facility has been scheduled. The requestor will be required to complete and sign a Food & Beverage statement, which will indicate if the Director of Food Services will cater or not cater an event.
- J. Groups are allowed to bring in A/V equipment but Sul Ross State University assumes no liability for outside equipment, nor will Sul Ross State University provide storage for it. Sound amplification equipment may not be used in any areas other than in the assigned facilities for scheduled events.
- K. All events must end one half hour prior to the closing time of the building, except by special arrangement.
- L. Groups with participants under the age of 18 must provide adequate adult supervision.
- M. Some sales or solicitations are permitted at Sul Ross State University, but only as part of the legitimate fund raising activities of a student organization or University Group (see Student Handbook). All of the profits generated by a sale or solicitation conducted at Sul Ross State University must be used for the activities of the sponsoring student organization, University Group, or their publicly stated cause, e.g., a charitable organization. All sales generated from student fundraisers must be deposited in their student organization agency account.
- N. Distribution of literature, petition drives, surveys and similar activities may be conducted only from a reserved location.

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- O. Sul Ross State University is not responsible for any lost, stolen or damaged property belonging to users of the facilities.
  - P. All Sul Ross State University facilities are designated as tobacco-free.
  - Q. The group sponsoring an event is held accountable for the actions of the participants throughout Sul Ross State University campuses.
  - R. Scheduling requests beyond the scope of the Facilities Use Policy may be sent to the Executive Committee of the University by the Director of the University Center and Campus Activities for special consideration. These requests will be evaluated in terms of potential benefits to the University community.
  - S. Sul Ross State University Department of Public Safety reserves the right to require fire, police or other security personnel for events at Sul Ross State University. The need shall be determined based on the time, place, and type of event. Security personnel may also be provided at the request of the sponsoring organization. Events requiring security coverage will not be permitted if adequate security is unavailable. Security personnel must be coordinated in advance by Sul Ross State University Department of Public Safety (UDPS) to allow sufficient security for the event. The group sponsoring the event is responsible for all applicable security charges.
  - T. Groups using Sul Ross State University facilities shall obey and assume full responsibility for having read and understood the Code of Student Conduct, University policies, and the Texas State University System Rules and Regulations as well as all local, state and federal laws regarding the use of facilities, alcohol, speakers, etc. A copy of the Sul Ross Facilities Use Policy with all laws, rules, and regulations as well as the TSUS web address will be provided to those wishing to use the facilities.
- III. Scheduling Sul Ross State University Facilities & Services
- A. Student organization reservations must have an authorized signature (Advisor) from the student organization to ensure that organizational funds are committed appropriately (if charges are applicable).
  - B. University Groups must provide the appropriate account information and the approval of an authorized signature to confirm all services including facilities, catering and audiovisual services.
  - C. A minimum 50% of charge is required to confirm reservations under Rental Rate Categories I and II.
  - D. The balance of all charges including audiovisual services is due upon receipt of the invoice and must be paid in full prior to the event in the form of: a) a check or money order payable to "Sul Ross State University" b) state agency purchase order.
  - E. Groups wishing to claim a tax exemption must provide appropriate verification with the reservation request form.
  - F. Groups using either the Gallego Center, Kokernot Outdoor Theatre, SALE Arena, Marshall Auditorium, or the Studio Theatre, who need the use of the lighting and/or the sound systems, will be charged for authorized SRSU personnel to run the lighting and/or

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sound systems.

## G. Accessible Parking:

1. All accessible parking spaces, together with their accompanying access aisles, curb ramps, and accessible routes leading to accessible entrances shall be provided in accordance with the U.S. Department of Justice's accessibility guidelines (ADAAG, Appendix A to 34 C.F.R. Part 36), and shall be provided and made available to students, faculty, staff, and the general public for all university programs, activities, and/or services, and should not be blocked or otherwise made unavailable.
2. If it is determined to be necessary to temporarily block or otherwise make unavailable any accessible parking spaces on the SRSU campus an adequate number of alternative accessible parking spaces will be provided in close proximity to the blocked/unavailable accessible parking, which provides comparable accessible parking on the shortest accessible route of travel to an accessible entrance or university program, activity or services.
3. If temporary, alternative accessible parking is provided, it will be accompanied by adequate signage that informs students, faculty/staff, and/or general public of the existence and location of said parking;
4. The use and/or reservation of all SRSU facilities must first receive review and approval/denial by the Coordinator of the SRSU Campus Activities Office, by means of the completion of a Facility Use Request Form. The SRSU Campus Activities Office is located in University Center, Room 108, and the phone number for the Director of the University Center and Campus Activities is 837-8191.

## IV. Rental Rate Categories

- A. The fees will be as listed below, per day. This includes separate days needed for set-up and clean up. Additional fees such as technical, security, arena grooming, and other personnel may apply. Fees will be reviewed on an annual basis.
- B. The following categories shall be used in determining the rental rates for Sul Ross State University facilities:
  1. Category I events scheduled by all Non-University non-profit groups and subject to standard room rental charges.
  2. Category II events scheduled by all Non-University for profit groups or individuals and subject to standard room rental charges.
  3. Category III events scheduled by University Groups and registered student organizations whose primary audience is Sul Ross State University students, faculty or staff with no admission charge or other solicitation of funds (i.e. donations) associated with the event and exempt from room rental charges with the exception of state, regional and/or national conferences.
- C. Events scheduled by University Groups that jointly sponsor with a Non-University

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Group (non-profit or for profit) are subject to standard room rental charges for the category of the Non-University Group and to be paid for by the University Group. The University Group shall specify all arrangements including the fee in a written arrangement to be approved by the Executive Committee.

- D. Events scheduled by individual University employees or current students are subject to standard room rental charges at Category II rates. A for-profit event where admission is charged or profit made would also be charged Category II rates.
  
- E. Any group shall be assessed and held responsible for any damages, non-routine set-up, clean up security, and/or charges incurred as a result of a scheduled event.

ROOM/FACILITY	CATEGORY I	CATEGORY II
<b>MEETING ROOMS</b>		
Standard class rooms	\$0	\$50
LH 300, LH 309, RAS 117, and special use class rooms	\$0	\$100
<b>ARENA - Grooming \$25/hour</b>		
SALE Arena + arena grooming	\$150	\$500
Outdoor Arena + arena grooming	\$0	\$150
<b>CENTENNIAL SCHOOL</b>		
Conference room (103)	\$50	\$100
Classroom (107)	\$0	\$50
<b>GALLEGO CENTER</b>		
Gallego Center Gym	\$500 without, \$1,200 w/ flooring	\$1,000 without, \$2,400 w/ flooring
Concourse	\$150	\$300
129	\$50	\$100
<b>KOKERNOT LODGE</b>	\$100	\$250
<b>OUTDOOR AREAS</b>		
Poets Grove	\$100	\$200
Mall Area	Half \$150; entire \$250	half \$300; entire \$500
Sand Volleyball Court	\$0	\$50
<b>RECREATION</b>		
Graves Pierce Gym*	\$200	\$400
Jackson Field	\$350 day use/ \$750 night use	\$700 day use/\$1,500 night use
Kokernot Field	\$250 day use/ \$500 night use	\$500 day use/\$1,000 night use
Swimming Pool	\$30 per hour	\$75 per hour
Tennis Courts	\$75	\$150
Track/Track Field	\$150	\$300
<b>THEATRE/AUDITORIUM</b>		
Kokernot Outdoor Theatre	\$100	\$200
Marshall Auditorium	\$200	\$400
Studio Theatre	\$100	\$200
<b>UNIVERSITY CENTER</b>		
210, C, D, or Exec. Conf. Rm.	\$50	\$100
Espino Conference Center		
A, B, or CD	\$75	\$150
A, B, C, and D	\$225	\$450

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Game Room*	\$100	\$200
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\* Graves-Pierce Gym and UC Game Room are for access only during normal operating hours. The building will not be closed to SRSU students during this time.

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- V. Advance & Late Scheduling
- A. University Groups may schedule major campus events up to two years in advance. A “major event” is defined as a conference or similar activity requiring multiple rooms and where a commitment for facilities is required more than one year in advance.
  - B. University Groups may schedule non-major events up to 12 months in advance.
  - C. Non-University Groups may schedule an event up to 12 months in advance.
  - D. A tentative hold may be placed on a room until confirmed by a facility use request form and deposit, if appropriate. Another group needing the same room, and prepared to confirm the space with a deposit, may place a request with the Director of the University Center and Campus Activities. At that time the group tentatively holding the room must either confirm or release the room.
- VI. Cancellations
- A. If a Non-University Group fails to cancel a room reservation at least seven business days prior to their event, the group shall forfeit the deposit.
  - B. If an event is cancelled, University Groups, and Non-University Groups will be held responsible for all charges incurred as a result of any commitments made to facilitate the event.
- VII. Decorations, Exhibits & Displays
- A. Decorating and posting limitations must be discussed with the Director of the University Center and Campus Activities at the time the event is scheduled. No tape, glue, tacks, Velcro or similar material, or nails are permitted on the walls, doors, floors, ceilings, glass or woodwork of Sul Ross State University facilities without approval of the respective building coordinator.
  - B. Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.
  - C. Light bulbs may not be placed where the heat from the bulbs might create a fire hazard.
  - D. Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., are not permitted without approval of the respective building coordinator.
  - E. Sul Ross State University is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building.
  - F. Decorations, exhibits and displays must be removed immediately following the event or activity, unless the respective building coordinator has approved other arrangements.
  - G. Table centerpieces must be non-flammable or constructed of fire resistant materials.

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- H. Sul Ross State University does not permit the use of glitter, rice, or similar materials in decorations and activities.
- I. Any special needs for decorations, exhibits, and displays beyond the scope of this policy must be approved by Sul Ross State University.

## VIII. Sanctions

- A. Any group that violates any section of this policy may be denied the privilege of using Sul Ross State University facilities.
- B. Appeals must be submitted in writing to the Director of the University Center and Campus Activities within five working days of the issue being appealed. The appeals statement must contain grounds for the appeal and include all information presented for appeal. Decisions will be communicated to all parties within ten business days.

## IX. Liabilities and Limitations

Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns explicitly disclaim any and all liability, damage, injury, or death resulting from the use of its facilities by University or Non-University Groups, regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns. Further, individuals, University, or Non-University Groups, their officers, employees, agents, or assigns shall hold harmless and indemnify Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns from any and all liability, damage, injury, or death resulting from the use of its facilities, regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, employees, agents, and assigns.