

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

## **SRSU Policy: Use of University Property**

**SRSU Policy ID: APM 2.01**

**Policy Reviewed by: Director of Accounting**

**Services Approval Authority: VP for Finance and**

**Operations Approval Date: October 14<sup>th</sup>, 2025**

**Next Review Date: October 14, 2030**

The purpose of this administrative policy statement is to provide a policy context for the promulgation and implementation of guidelines and procedures relating to the use of University property. The following definitions shall apply in the interpretation of this policy:

"University Employee(s)" shall mean any employee, full or part-time, who is engaged by the University with assigned duties and responsibilities whether as administrative staff, classified or unclassified staff, faculty members including all academic staff and teaching personnel, or student employees.

"University Group" shall mean a registered student, faculty and/or staff group or organization; an academic school, department or program; a University committee or Faculty Assembly council; or an auxiliary enterprise.

"Non-University Group" shall mean an organization or group that is not included in the terms "University Group."

"Sponsoring Organization" shall mean a University group which invites an outside group to use University property and thereby assumes responsibility and liability as outlined in APM 2.03.

### **A. Use of Official Stationery, Supplies, Equipment, or Personnel Services**

No University employee engaged in outside remunerative activities shall use, in connection therewith, the official stationery, supplies, equipment, or personnel services of the University. Further, no University employee shall accept pay from private persons or corporations for tests, essay, chemical analysis, computer programming, bacteriological examinations, or other work of a routine character which involves the use of property owned by the University.

### **B. Use of University Property**

1. University Groups - University property, including equipment and furnishings is for the primary use of the University community including recognized student, faculty, and staff organizations. Use by University groups is given priority over use by non-University groups.

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2. Non-University Groups - It is University policy to consider requests by outside groups for use of University property to the extent that such use does not interfere or conflict with normal University usage of such property, and provided the proposed activity or program serves a public purpose of the University. This category includes, but is not limited to, the following groups:
  - a. State and federal agencies,
  - b. City of Alpine Del Rio, Eagle Pass, Uvalde and its tax-supported agencies,
  - c. Public schools and educational organizations,
  - d. Professional or semi-professional organizations which have interests related to the work of the University such as ranching, farming, science, charity, philanthropy, government, or research,
  - e. Non-University groups who have been invited by a University group who shall serve as the sponsoring organization.
3. Private Use - Incidental personal use of university owned telephones, faxes, Internet, or e-mail is permitted if it does not cause additional costs to the University (including long distance charges), does not interfere with the completion of university responsibilities, or does not result in equipment damage. Otherwise, University property is not available for use by individuals for private purposes at any time.
4. The use of university property is not ordinarily authorized for the purposes and groups listed below although requests shall be considered on their merits by the President or his/her designee, taking into consideration the particular circumstances which impel the request.
  - a. Promotional groups, commercial, or otherwise,
  - b. Activities where admission is charged or where money is otherwise raised, including theatrical and other types of entertainment, except in cases where profits are for charitable purposes and in cases where other facilities in the community are inadequate or unavailable.

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5. Borderline cases, or cases not covered by the classifications listed above, are considered on their merits by the University President or his/her designee.
6. Requests for use of tables and chairs by University or non-University groups should be processed through the Office of Campus Activities (see Appendix A - Equipment Check Out). A limited number of portable P.A. systems are available through the Office of Campus Activities. Rental charges will be assessed non-University groups for the use of this equipment as appropriate.

**C. Use of Property by Non-University Groups**

1. Any non-University group seeking to use University property must qualify in accord with the guidelines established in section B of this policy.
2. Requests for use of University property by non-University groups or associations should be initiated through the Office of Campus Activities (or in the case of the University Center, the University Center Coordinator). Each request must be signed by the representative of the non-University organization.
3. Requests for use of University property by non-University groups processed by the Office of Campus Activities are to be forwarded to the administrator responsible for the property. The administrator may approve the request or may deny the request, in the event of which the Office of Campus Activities will notify the parties involved of the action.
4. All requests by non-University groups requiring Executive Committee approval should be presented to the Committee at least two weeks prior to the anticipated activity or event.

**D. Qualified Vehicle Operators**

1. Prior to a University employee being authorized to operate a University vehicle an Employee Driving Permit Request must be submitted and approved to Physical Plant.
2. All 15+ passenger vans or vehicles are to be driven by SRSU faculty or staff personnel experienced or trained in the proper operation of these vehicles.

## **E. License Requirements**

Any person who drives a University road vehicle must have a valid State of Texas driver's license as follows:

1. Class "C" license is required for 1) single two-axle vehicles with a gross vehicle weight not exceeding 24,000 pounds [i.e. passenger cars, pick-up trucks, or vans] and 2) buses with a seating capacity of less than 24 passengers. A "P" endorsement is required to operate any passenger vehicle in this classification capable of carrying 16 to 24 passengers including the driver.
2. Class "B-CDL" license is required for 1) single vehicles with a gross weight exceeding 24,000 pounds [i.e. dump trucks or garbage trucks] and 2) buses with a seating capacity of 24 or more passengers. A "P" endorsement is required to operate any passenger vehicle in this classification.
3. All drivers must also be on the University's Approved Drivers List before being authorized to drive a University vehicle.

## **F. Special Requirements for Student Operators**

In accordance with The Texas State University System Rules and Regulations, Chapter VII, Section 2, Subsection 2.3, the following are special requirements for student operation of University vehicles or equipment:

1. Students operating University vehicles must be employed by the University.
2. Student employees will not operate University vehicles between the hours of 12:00 midnight and 5:00 a.m.