41.01.01.C0.01 Use of University Facilities

Revised: March 4, 2024
Next Scheduled Review: March 4, 2029
Revision History

Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) focuses on the higher education needs of South Texas and the state, and is committed to excellence in teaching, research, scholarship and creative activity, and service. Priority for facility use at the university will be primarily for functions consistent with the mission of the institution. Use of university facilities by outside individuals, groups, or organizations may be granted with written permission and in accordance with university rules and procedures, Texas A&M University System policies and regulations, and other State of Texas requirements. This procedure defines the groups able to use and access university facilities and outlines the different activities for which university facilities may be used.

Definitions

Academic Facilities – Buildings and instructional spaces in which academic functions and business take place. Buildings that house classrooms, instructional labs, lecture halls, and administrative offices are considered academic facilities (e.g., Bay Hall, Center for Instruction, Faculty Center, Tidal Hall, etc.)

Non-Academic Facilities – Buildings, ballrooms, and meeting spaces in which non-academic functions are held at least half of the academic year. Examples of non-academic facilities include, but are not limited to, the Performing Arts Center, the University Center, and the Weil Gallery.

See university rule *08.99.99.C1, Expressive Activity on Campus* for definitions of traditional public forums, designated public forums, limited public forums, and non-public forums.

Procedure

1. GENERAL

The main campus of TAMU-CC is in an ecologically sensitive area, which includes protected wetlands that serve as a habitat for numerous rare and endangered

species. All university facilities must be used in a way that respects, conserves, and protects the unique environmental setting.

2. EXCEPTIONS

2.1. The Mary and Jeff Bell Library is exempt from the requirement for individuals to have written permission to use the facilities. As a government documents depository, the Bell Library holds copies of government records of potential use to all citizens and is thereby committed to offering access to these documents. In addition, the Bell Library offers community access to unique spaces, including the I-Create lab and rotating exhibitions and events.

2.2. There are areas such as residences, the Bell Library, utility buildings, etc., that have distance requirements, crowd placement restrictions, and security concerns that may vary depending on security needs, terror alerts, and other factors. Additionally, security needs, terror alerts, and local and national events may affect the availability of spaces that would otherwise be routinely available. Information about existing requirements, restrictions, or security concerns will be discussed at the time the reservation request is processed.

2.3. The President or their designee has authority to grant exceptions for use agreements and/or waive facility use fees.

3. GROUP AND FUNCTION DEFINITIONS

3.1. University Groups

3.1.1. A department is an administrative or academic unit within the university that is staffed by university employees acting within the scope of their employment. This may include volunteers approved by Human Resources and the department.

3.1.2. A student departmental group is funded or supported by an administrative or academic unit within the university but is not a recognized student organization. Examples include but are not limited to: Cheerleaders, Dance Team, Honors Student Association, Island Ambassadors, President's Ambassadors, Student Government Association, Campus Activity Board, and Student Newspaper.

3.1.3. A university-affiliated group is any entity that has a signed affiliation agreement with the university and exists for the primary purpose of supporting the activities of the university. Examples include but are not limited to National Alumni Association, Harte Research Support Foundation, South Texas Institute of the Arts, and the Texas A&M-Corpus Christi Foundation.

3.1.4. A recognized student organization is a student group that has agreed to the guidelines established for these groups and has been accepted by Student Activities for inclusion as a recognized student organization. Student Activities maintains a list of these groups that is updated annually.

3.2. Non-University Groups

Non-university groups may include some members or participants who are university personnel, alumni, or students. The university does not have control over these groups' activities, nor do the groups exist for the primary purpose of supporting the university's mission. Examples include but are not limited to individuals, for-profit groups, non-profit groups including professional organizations or societies, governmental organizations, other universities, and political groups.

3.2.1. An individual is defined as a person operating on their own behalf, rather than in their capacity as a university employee or representative of an organization.

3.2.2. For-profit groups include businesses, corporations, or sole proprietorships that exist for the goal of generating profit. For-profit groups do not have tax-exempt status from the IRS.

3.2.3. Non-profit groups are organizations that receive a tax-exempt status from the IRS because they are organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational, or other specified purposes. Non-profit groups may be eligible for discounted facility use rates upon verification of their non-profit status through their tax identification number.

3.3. University Functions

University functions are activities scheduled, planned, participated in, and/or performed by university groups. There are several types of functions within this definition.

3.3.1. General functions have a purpose significantly related to the mission and/or advancing the activities of the entire university. Examples include but are not limited to convocations, homecoming, state of the university, and student orientations.

3.3.2. Departmental functions are activities performed by a unit or department of the university that have a purpose significantly related to the mission of the department or the guests of the department.

Examples include but are not limited to athletic events, benefits fair, career fair, departmental retreats, employee development day, meetings, recreational activities, ring ceremony, and theatrical or music productions.

3.3.3. Student group functions are activities performed by a departmental unit, student departmental group, or recognized student organization for the benefit of students. Examples include but are not limited to entertainment activities, fundraising activities, meetings, membership drives, and distribution of information.

3.4. Non-University Functions

Non-university functions are functions or events performed for the primary benefit of a non-university group and their guests. Fundraising, sales, and solicitation activities that are conducted by university groups or individuals will also fall under this category if the proceeds are not exclusively benefiting a student group, recognized student organization, the university, or another state agency. Non-university functions are coordinated through the Event Services office within the Division of Institutional Advancement

3.4.1. Co-sponsored Functions

In some instances, an academic or administrative unit may find benefit in partnering with external groups on non-university functions held on campus. In these cases, departments can co-sponsor events by paying some or all costs associated with hosting the non-university function on campus.

3.4.2. University-sponsored Functions

In rare instances, non-university functions which provide direct benefit to the university may be eligible for university sponsorship. Requests for university sponsorship must be routed by the Event Services unit to the Senior Vice President for Institutional Advancement, Vice President for Finance & Administration, and President's Office for approval.

3.5. Academic Functions

Academic functions are instructional/curricular, research, or extension activities that include regularly scheduled courses offered by the university. Activities related to established academic courses or programs and conducting research are also considered academic functions.

4. USE OF UNIVERSITY FACILITIES

4.1. For the university to ensure consistent, efficient, and effective use of facilities, scheduling is decentralized. Authority to schedule university facilities and space will be delegated by the President to various campus administrators.

4.2. All university physical spaces, including buildings, grounds, and parking areas, will be used for the purposes for which they are designed. In those cases where a request is outside the original design purpose, the facility administrator may allow an exception.

4.3. For most facilities, priority for scheduling will first accommodate all academic functions. Other uses of facilities or physical space must not interfere with academic functions.

4.4. University functions that involve only university personnel and/or students will be coordinated and scheduled by the appropriate administrative units.

4.5. Event Services coordinates and schedules non-university functions. Non-university groups will submit details of their functions to Event Services to initiate the reservation process.

4.6. Written use agreements are required for all non-university groups and functions using facilities. The agreement will provide information to include financial responsibility, insurance coverage as well as the fees to recover costs associated with the use of space, personnel, and equipment.

5. FACILITIES SCHEDULING

5.1. Academic Facilities

5.1.1. Approved academic courses are scheduled through the Office of the University Registrar into rooms using the appropriate software to ensure no conflicts exist and appropriate needs are met. Room changes due to class size, maintenance, or other needs follow this same process.

5.1.2. Requests by university groups for scheduling academic facilities other than regularly scheduled courses will be made through the Office of the University Registrar by submitting an Academic Facilities Request Form located on the Registrar's website and in the Appendix section of this procedure. Examples are review sessions, additional class time(s), etc. Requests by non-university groups for scheduling of academic facilities will be made through Event Services.

5.1.3. After-Hours/Weekend/Holiday Use of Academic Facilities

5.1.3.1. To provide good stewardship of university resources, after-

hour, weekend, and holiday use of academic buildings may be limited and/or restricted to designated buildings or areas only as deemed appropriate by the President or the appropriate designee. It may not be possible to honor a specific building request. The Office of the University Registrar will use a prioritized sequencing of buildings to determine the best location.

5.1.3.2. Hours between 11:00 p.m. on Fridays and 7:00 a.m. on Mondays are considered after-hours and weekends. Recognized holidays are posted on the TAMU-CC website.

5.1.3.3. Once the requestor completes the Academic Facilities Request form, the form will be routed to the Office of the University Registrar to determine whether the requested building(s) will be approved for use beyond regular hours of operation.

5.1.3.4. Supervisors will be notified of the group size, the scope of the event, and if it is a non-university function by the requestor as required by the academic unit (e.g., college, school, library) or division.

5.1.3.5. Whenever the use of academic buildings is requested outside of regular operating hours, a report of services requested will be sent by the Office of the University Registrar on Mondays and Fridays to the respective departments.

5.1.3.6. The Office of the University Registrar will ensure that these services are requested for university events in academic buildings beyond regular hours of operation.

5.1.3.7. Cost recovery for these additional services will be processed through the inter-departmental transfer of funds (IDT) and debited from the requesting department. Cost estimates are available in advance upon request with adequate notice. It is the requestor's responsibility to communicate with their dean/director and department chair/supervisor regarding any charges to the academic unit or department.

5.2. Non-Academic Facilities

5.2.1. University groups and functions such as student groups, departmental, and/or academic groups shall request non-academic facilities through the appropriate administrative unit (e.g., Performing

Arts Center, University Center, etc.).

5.2.2. After business hours/weekend/holiday use for non-academic facilities shall be requested through the appropriate administrative unit and may be limited and/or restricted to designated buildings or areas only as deemed appropriate by the President or the appropriate designee.

5.2.3. Recognized holidays are posted on the TAMU-CC website.

5.3. Non-university groups and functions will submit details of their functions to Event Services to initiate the reservation process for any university facility.

6. OTHER ISSUES RELATED TO THE USE OF FACILITIES

6.1. Rental and Recovery Costs

The university may charge university groups fees to recover costs incurred for the use of personnel and equipment in accordance with university procedure *41.01.01.C0.04, Facility Use Rental and Recovery of Charges*.

6.2. Sales/Rentals and Soliciting Donations

Access to university facilities for sales, rentals, and/or soliciting donations is allowable as described in university procedure *21.99.09.C0.01, Access to University Property for Soliciting Donations and for Sales and Rentals*. Use of university facilities for personal gain is not allowed.

6.3. Fundraising

The university may request and negotiate a share of fundraising net revenue in addition to or in lieu of rental fees for fundraising or sales activities that are proposed by non-university groups. The Vice President for Finance & Administration or their designee will be involved in the execution of facility use agreements that involve fundraising activities.

6.4. Conferences and Camps

For functions that involve charges, fees, or ticket sales to participants, such as camps or conferences, the university reserves the right to charge any university group, recognized student organization, or non-university group a facility fee based upon participant head count, parking needs, or any other reasonable rate structure. Considerations include the nature of the space used, number of participants, university personnel time involved, and equipment use.

6.5. Food and Beverage Use

Functions involving food and beverages are restricted to specified areas. The university has a catering provider and catering guidelines. These guidelines can be found on the University Services website. If an event includes food and beverage items, it must be declared when reserving facilities so appropriate custodial arrangements can be made. Serving alcohol at an event on campus requires approval from the President or their designee via the Request to Serve Alcoholic Beverages on Campus form (see Appendix). The use of alcohol, if approved, is permitted for designated campus sites only; see the Appendix section of this procedure for a list of sites. Groups will be held accountable for additional expenses.

6.6. Damage or Misuse to Property

Destruction, damage, and unauthorized possession of university property (including keys, library materials, and laboratory supplies) or the misuse of university facilities is prohibited. Associated costs are the responsibility of the party using the facility.

6.7. Animals

Information on service and emotional support animals in university facilities can be found in university procedure *08.01.02.C0.03, Service and Emotional Support Animals*. Information on non-research animals in university facilities can be found in university procedure *33.04.99.C0.01, Non-Research Animals on University Property and in Facilities*.

6.8. Minors

Non-student minors must always be supervised while on campus. Any damage caused by minors will be recovered by a charge to the entity holding the reservation or to the parents or guardian. Additional information can be found in university procedure *11.99.99.C0.02, Co-Curricular Services to Minors*.

6.9. Political Activities

As a state institution of higher education, TAMU-CC is required to remain neutral in partisan political activities and will adhere to all requirements contained within system regulation *07.03.01, Political Campaign Events on Property Under the Control of The Texas A&M University System* and university rule *07.03.01.C1, Political Campaign Events in University Facilities*.

6.10. Freedom of Speech, Assembly, and Demonstration

The rights of faculty, staff, students, and visitors regarding freedom of speech, assembly, and demonstration are covered by university rule *08.99.99.C1,*

Expressive Activity on Campus.

6.11. Reservation of Rights

TAMU-CC reserves the right to move any function to another facility or to reschedule the function.

6.12. Events Open to the Public

University functions open to the public require notification of the event details by the submission of the Institutional Event Notification Form to Event Services. This form can be found on the Event Services website and in the Appendix section of this procedure.

Related Statutes, Policies, or Requirements

System Regulation *07.03.01, Political Campaign Events on Property Under the Control of The Texas A&M University System*
System Regulation *34.03, Alcoholic Beverages*
System Policy *41.01, Real Property*
System Regulation *41.01.01, Real Property*
University Rule *07.03.01.C1, Political Campaign Events in University Facilities*
University Rule *08.99.99.C1, Expressive Activity on Campus*
University Procedure *08.01.02.C0.02, Accommodations at University Facilities and Events*
University Procedure *08.01.02.C0.03, Service and Emotional Support Animals*
University Procedure *11.99.99.C0.02, Co-Curricular Services to Minors*
University Procedure *21.99.09.C0.01, Access to University Property for Soliciting Donations and for Sales and Rentals*
University Procedure *33.04.99.C0.01, Non-Research Animals on University Property and in Facilities*
University Procedure *41.01.01.C0.04, Facility Use Rental and Recovery of Charges*

This procedure supersedes:

- *33.04.99.C1, Use of University Facilities*
- *33.04.99.C1.02, Procedures for the Use of University Academic Facilities*
- *41.01.99.C1, Use of University Facilities*
- *41.01.99.C1.02, Procedures for the Use of University Academic Facilities*

Appendix

Academic Facilities Request Form
Institutional Event Notification Form
Report on Sites of Permitted Use of Alcohol
Request to Serve Alcoholic Beverages on Campus

Contact Office

Contact for clarification and interpretation:	Associate Vice President for Operations 361.825.2422 University Registrar 361.825.3974