41.01.01.C0.04 Facility Use Rental and Recovery of Charges

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

Procedure Summary

This procedure provides guidance and approval for rental and recovery charges at the Texas A&M University-Corpus Christi (TAMU-CC) campuses and facilities owned or leased by the university. This document also outlines rental rates and equipment charges for university and non-university groups for the TAMU-CC campuses and facilities owned or leased by the university.

Procedure

1. GENERAL

1.1. The TAMU-CC campuses and facilities owned or leased by the university are primarily used to serve institutional activities. It may be possible to accommodate additional activities in facilities owned or leased by the university from outside individuals, groups, or organizations. In the interest of good stewardship of state resources, TAMU-CC may seek to recover those costs that are directly incurred for use of facilities, personnel, and equipment from university and non-university groups as described in university procedure *41.01.01.C0.01, Use of University Facilities*.

1.2. This procedure, in conjunction with university procedure *41.01.01.C0.01, Use of University Facilities,* is intended to provide guidance for rental and recovery charges and the process to request a waiver.

1.3. The authority to approve waivers of fees incurred for the use of facilities, personnel, and equipment for university and non-university groups has been delegated to the Vice President for Finance and Administration (VPFA) by the President.

2. RATES

2.1. Rental rates and equipment charges for each facility rental will be established annually by the Facility Use Committee, reviewed by the VPFA, and approved

by President's Cabinet. Utility market costs and facility-specific factors will be used to determine rates.

2.2. Rates for personnel charges such as custodial, security, and audio/visual technical support will be based upon standard rates approved by the VPFA.

2.3. Rates can be obtained through Event Services for non-university groups. Taxes, surcharges, and recovery of damage costs may apply. Rates are subject to change as conditions warrant.

2.4. For university groups, estimates of charges will be provided to the customer upon request for use of the facility. Charges will be billed to customer through Interdepartmental Transfer (IDT) entry or direct bill.

3. WAIVER OF CHARGES

3.1. To request a waiver of rental charges, university groups or Event Services (for non-university groups) will complete the Request for Waiver of Facility Use Fees form and submit it to the facility administrator(s). This form can be found in the Appendix section of this procedure. Only facility/room rental fees may be waived. Fees or charges for other items including but not limited to equipment, extended use hours, or staffing are not waived.

3.2. The routing process will begin with the facility administrator(s) to the VPFA. For fundraising events and non-university groups, the form should route through the Senior Vice President for Institutional Advancement before the VPFA. Time sensitivity will be kept in consideration during the process.

3.3. Upon final decision from the VPFA, the decision will be communicated to the facility administrator(s) and the requestor.

4. SPONSORSHIP OF NON-UNIVERSITY FUNCTIONS

4.1. On some occasions where the university receives a benefit for a non-university function held on campus, cost-sharing in the form of sponsorship may be requested.

4.2. Requests for university sponsorship or co-sponsorship must be routed by Event Services to the Senior Vice President for Institutional Advancement, Vice President for Finance and Administration, and President's Office for approval.

4.3. Co-sponsorship can be provided by university groups who determine that holding a non-university function on campus will provide a benefit to their department. Requests to hold a co-sponsored event on campus are facilitated through the Event Services Request for Proposals process outlined

on the Institutional Advancement website. The co-sponsoring unit on campus is responsible for providing some level of financial support for the event and may determine what costs or percentage of costs they will contribute. Any charges not paid by the co-sponsoring unit will be paid by the non-university group holding the event.

4.4. University sponsorship can be requested by university groups and non-university groups through Event Services. University sponsorship may take the form of discounted or waived fees. University sponsorship may also take the form of monetary support toward an event in exchange for sponsorship recognition.

5. MONITORING

Individual Facility Event Coordinators will be responsible for monitoring and ensuring compliance with services and rates.

Related Statutes, Policies, or Requirements

University Procedure *41.01.01.C0.01, Use of University Facilities*

This procedure supersedes:

- *33.04.99.C1.01, Facility Use Rental and Recovery of Charges*
- *41.01.99.C1.01, Facility Use Rental and Recovery of Charges*

Appendix

Request for a Waiver of Facility Use Fees

Contact Office

Contact for clarification and interpretation:	Vice President for Finance and Administration 361.825.2321