

SAP 51.99.99.T0.01 Facility Use Fee



Approved: February 14, 2012
Revised: New
Next Scheduled Review: February 14, 2017

Procedure Statement

The purpose of this Standard Administrative Procedure (SAP) is to establish the approval process for use of university grounds/facilities by faculty, staff, students, recognized/affiliated university organizations/departments and external users.

Reason for Procedure

The facilities and grounds of Tarleton State University are public property readily accessible to visitors and persons having legitimate business with the university. However, to ensure that the university's mission of teaching, research, and service is met first and foremost, it is necessary to regulate activities of organizations and individuals desiring to use university facilities/grounds.

Definitions

- "Campus", "University grounds" and "University facilities" are defined as all university-owned and/or controlled properties.
 - "Facility/Grounds Rental Coordinator" is defined as the individual(s) designated by the university to reserve approved facilities/grounds.
 - "Individuals" are current faculty, staff, and/or students of Tarleton State University.
 - "External User" is defined as any individual, group or organization not affiliated with the university.
 - "Executive Leadership Cabinet" is defined as the University president, vice presidents, and chief of staff as defined in the [University Committees and Councils Membership list](#).
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Procedures and Responsibilities

1. FACILITIES AVAILABLE FOR RENTAL

- 1.1 The Executive Leadership Cabinet will approve, on a biennial basis, the facilities/grounds available for rental. The identified facilities/grounds rental coordinators will be posted on the university website.
- 1.2 Each facility/grounds rental coordinator will propose rental fee rates for both internal and external users. The fee schedule will be reviewed each biennium and submitted to the Executive Leadership Cabinet for approval.

2. PRIORITY FOR GROUNDS/FACILITIES USE

Tarleton grounds/facilities are available according to the following priorities:

2.1 Recognized/Affiliated University Organization/Department

- 2.1.1 Regular institutional programs conducted by academic/administrative departments and/or recognized student organizations
- 2.1.2 Programs sponsored and/or conducted by members of The Texas A&M University System
- 2.1.3 Activities that serve or benefit the Tarleton community and are sponsored by university individuals
- 2.1.4 External users who contract with the university to rent designated facilities/grounds.

2.2 Affiliated Organizations

Office space and other assistance including, but not limited to utilities, telephone service, custodial service, maintenance, and use of Tarleton services may be provided, at rates approved by the university, to non-profit organizations that exist for the purpose of supporting Tarleton's mission, and thereby serve a public purpose, and where the provision of this assistance is not otherwise prohibited by law. Organizations authorized for this support include, but are not limited to:

- Tarleton Alumni Association (TAA)
- Tarleton Foundation

3. RESERVATION REQUIREMENTS

3.1 Recognized Student Organizations

- 3.1.1 Reservations are required for the use of facilities/grounds. Reservations are made through an activity permit. Activity permits are available online at www.tarleton.edu/studentactivities or in the Office of Student Activities. Deposits may be required for the use of certain facilities.
- 3.1.2 Requests for facilities/grounds use must be consistent with applicable university regulations and local, state, and federal law.
- 3.1.3 Activity permits must be filed at least five (5) business days before the intended use.
- 3.1.4 Activity permits require the signature of the appropriate Facility/Grounds Rental Coordinator as well as the organization's faculty/staff advisor prior to submittal.
- 3.1.5 The Facility/Grounds Rental Coordinator reserves the right to administratively approve, deny, or cancel facility/grounds use requests for their respective area(s) of responsibility through consultation with the director of student activities.
- 3.1.6 Established university rules will be followed and additional documentation may be required for events that involve food, alcohol, outside vendors or those events open to the public.
- 3.1.7 Recognized student organizations may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the Risk Management & Safety Office as necessary, prior to approval.
- 3.1.8 If any expenses will be incurred in the course of an event, the recognized student organization will be required to make arrangements for payment/deposit with the appropriate facility/grounds rental coordinator prior to approval. The facility/grounds rental coordinator will be responsible for collecting and processing fees associated with the facility/grounds use, and appropriately depositing them in accordance with established university cash handling procedures.

3.2 University Departments/Individuals

- 3.2.1 Reservations are required for the use of facilities/grounds. Reservations are made by contacting the appropriate facility/grounds rental coordinator. Deposits may be required for the use of certain facilities.
- 3.2.2 Requests for facility/grounds use must be consistent with applicable university rules and procedures, and local, state, and federal law.

- 3.2.3 The facility/grounds rental coordinator reserves the right to administratively approve, deny, or cancel facility/grounds use requests for their respective area(s) of responsibility.
- 3.2.4 Established university rules and procedures will be followed. Additional documentation may be required for events that involve food, alcohol, outside vendors or those events open to the public.
- 3.2.5 University departments/individuals may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the Risk Management & Safety Office as necessary, prior to approval.
- 3.2.6 If any expenses will be incurred in the course of an event, the department/individual will be required to make arrangements for payment/deposit with the appropriate facility/grounds rental coordinator prior to approval. The facility/grounds rental coordinator will be responsible for collecting and processing fees associated with the facility/grounds use, and appropriately depositing them in accordance with established university cash handling procedures.

3.3 External Users

- 3.3.1 Reservations are required for the use of facilities/grounds. Reservations are made by contacting the appropriate facility/grounds rental coordinator. Deposits may be required for the use of certain facilities.
- 3.3.2 Requests for facility/grounds use must be consistent with applicable university rules and procedures, and local, state, and federal law.
- 3.3.3 The facility/grounds rental coordinator reserves the right to administratively approve, deny, or cancel facility/grounds use requests for their respective area(s) of responsibility.
- 3.3.4 Established university rules and procedures will be followed and additional documentation may be required for events that involve food, alcohol, outside vendors or those events open to the public.
- 3.3.5 External users may be required to provide a certificate of insurance in accordance with recommendations from the Risk Management & Safety Office as necessary, prior to approval.
- 3.3.6 If any expenses will be incurred in the course of an event, the external user will be required to make arrangements for payment/deposit with the appropriate facility/grounds rental coordinator prior to approval. The facility/grounds rental coordinator will be responsible for collecting and processing fees associated with the facility/grounds use, and appropriately depositing them in accordance with established university cash handling procedures.

3.4 Co-Sponsorships with External Users

- 3.4.1 Recognized student organizations, university departments, and individuals are allowed to co-sponsor activities with external users.
- 3.4.2 Student organizations that wish to co-sponsor an activity with an external user should work directly with the Office of Student Activities. University department/individuals should work directly with the appropriate facility/grounds rental coordinator.
- 3.4.3 Without written permission from the facility/grounds rental coordinator, recognized student organizations, university departments and individuals may not contractually agree to rent, lease, or make available space inside any university facility or on university grounds.
- 3.4.4 The university reserves the right to refuse to honor contracts or agreements signed or pledged by recognized student organizations, university departments and individuals for the use of grounds/facilities if appropriate reservation guidelines have not been followed, or if the agreements/contracts have been improperly executed in accordance with Tarleton State University [SAP 25.07.01.T1 – Contract Administration](#).
- 3.4.5 Recognized student organizations, university departments, and individuals may not gain permission to use facilities/grounds and then permit the facilities/grounds to be utilized by an external user. The sanction for violation of this provision may include but is not limited to forfeiture of the privilege of using grounds/facilities for a period not to exceed one year.

3.5 Fee Waivers

- 3.5.1 The fees collected for the use of a particular building or grounds are deposited into an account maintained by either the facilities/grounds rental coordinator or department. Individuals or groups renting university facilities/grounds may request a waiver of fees. The first waiver may be granted at the discretion of the facilities/grounds rental coordinator, with documented justification for the waiver. Any additional waiver of fees beyond the first request must be routed to the facilities/grounds rental coordinator's vice president (or designee) for review and determination.

4. APPEALS OF FACILITIES/GROUNDS REQUEST DENIALS

Recognized student organizations, university departments and individuals whose requests for the use of grounds/facilities are denied may appeal in writing to the individual designated by the Executive Leadership Cabinet.

Contact Office

Office of the President
254.968.9100