

SAP 51.99.99.T0.03 Event Space & Facilities Use Guidelines



Effective: September 18, 2022
Next Scheduled Review: September 18, 2027

Procedure Summary

Space is a critical and finite resource owned by the University. Effective allocation and utilization of space is therefore crucial to the continued success and strategic growth of Tarleton State University. This Standard Administrative Procedure (SAP) has been developed to provide relevant guidance on the use of event space at Tarleton State University in a uniform, equitable, and transparent manner. All information is provided in order to ensure that space-related decisions are aligned with the University's mission, strategic plan, priorities, and available resources.

This SAP does not supersede relevant guidance contained in System Policy sections *41 – Real Property* or *51 – Facilities, Planning and Construction*.

Definitions

Academic and administrative space – Facilities that support the primary instruction and public service functions of the institution. Typical academic facilities include classrooms, libraries, administrative and faculty offices, student laboratories, and other similar structures.

Auxiliary space (including athletic space) – Facilities that house self-supporting activities that support the primary mission of the institution. Typical auxiliary facilities include student center, campus recreation center, residence halls, food service facilities, bookstores, continuing education training facilities, and other similar structures. Also included are athletic facilities that support athletic programs including intercollegiate athletics, intramural athletics, and athletically oriented academic programs.

Exterior space – Those spaces outside of a building that are approved for scheduled events.

Processes and Responsibilities

1. GENERAL FACILITY USE GUIDELINES

The purpose of this guidance is to set priorities for facilities usage, define scheduling procedure and establish charges associated with event management and facility usage.

- 1.1. The purpose of the facilities at Tarleton State University is to support the educational mission and strategic goals of the university. The facilities are available primarily for programs offered by and intended for the campus community.
- 1.2. As a public institution, Tarleton State University also seeks to reach out and be accessible to the larger community. To the extent that space is available, the university welcomes community groups and organizations to utilize limited, designated spaces in certain campus facilities for purposes compatible with the university's mission and strategic goals.
- 1.3. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the university, the Texas A&M system or federal and state laws. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used.
- 1.4. Permission to use a facility does not imply endorsement, sponsorship, or support by the university of the views, opinions, or programs of the users or speakers.

2. IN SCOPE FACILITIES

The guidance in this document applies to all buildings, structures and grounds that are leased, owned or controlled by Tarleton State University. This includes, but is not limited, to the following categories.

- 2.1. Athletic / Recreational Space: Any facility or are utilized for organized or recreational sports
- 2.2. Classroom Space: Any space which is regularly used for direct instruction of students (e.g., lecture rooms, laboratories, tennis courts)
- 2.3. Office Space: Any space regularly assigned to an employee(s) for conduct of academic, administrative or clerical work.
- 2.4. Parking Areas: Any space designated for regulated vehicle parking by employees, students, or campus visitors

- 2.5. Residential Areas: Any facility devoted to providing housing to on-campus resident students
- 2.6. Service Areas: Any special facility utilized to provide services other than direct instruction (e.g., the Library, Bookstore, Student Health Center, dining venues, etc.)
- 2.7. Special Use Facilities: Several Tarleton State University academic or recreational facilities designated as Special Use Facilities are available for other than Tarleton State University instructional activities for example, the Thompson Student Center.
- 2.8. Support Spaces: Any spaces dedicated to the support of operations at Tarleton including cooling plants, warehouses, mail rooms and computer centers.
- 2.9. Grounds: All remaining outdoor areas not included in categories defined above

3. AUTHORIZED USERS

The following are the categories of users, listed in priority order, that are authorized for facility use at Tarleton State University.

- 3.1. University Groups: An administrative or academic unit within the university, staffed by state employees acting within the scope of their employment. Also included in this group are the intercollegiate athletic department and teams, university committees, task forces, governance bodies and councils. This group includes the Texas A&M system office.
- 3.2. Student Groups: a group that has been registered by the Student Involvement Center as a ‘recognized student group’ under the rules of that office. The rules and a list of currently recognized groups are available at:
<https://www.tarleton.edu/studentaffairs/involvement/student-organizations.html>
- 3.3. University-associated entities: Not-for-profit organizations established and approved as recognized Tarleton State University associated entities whose purpose is to support Tarleton State University. This list includes the Tarleton Alumni Association and the Tarleton Foundation.
- 3.4. Sponsored groups: Entities sponsored by a university division, college, school, office, center or institute, department, or registered student group. Sponsorship requires assumption of financial responsibility for event related costs including damage assessments. The sponsoring department may charge the sponsored group as needed for associated costs.
- 3.5. Other Texas state agencies
- 3.6. External Groups: all other categories of prospective users, even though some of the members or participants may be university personnel, alumni or students. An External

Group may be an individual, not-for-profit (must have a 501c (3) letter on file to be considered a not-for-profit group) or for-profit organization.

4. ROLES AND RESPONSIBILITIES

- 4.1. The Registrar's Office shall serve as the primary scheduling office for all academic space at Tarleton State University. The scheduling of academic classes has the highest priority in state-funded and state-leased facility space. Other use of university facilities must not interfere with these activities.
- 4.2. The Event Services office will be the primary schedulers for non-academic space.

5. PERMISSABLE ACTIVITY

- 5.1. In compliance with reasonable and nondiscriminatory time, place, and manner regulations of Tarleton State University, students, faculty, or staff, a students' association, or a registered student, faculty, or staff organization, may petition, post signs, distribute literature, set up tables and exhibits, or peacefully demonstrate on Tarleton State University property, provided that the posting of signs and the setting up of tables and exhibits may require prior authorization.

6. IMPERMISSABLE ACTIVITY

- 6.1. Buildings or facilities owned or controlled by Tarleton State University are not open to External Groups for the purposes of assembly, speech, or other activities as are the public streets, sidewalks, and parks.
- 6.2. Freedom of expression is of critical importance and requires each public institution of higher education to ensure free, robust, and uninhibited debate and deliberations by students enrolled at the institution, regardless of whether the students are on or off campus. It is a matter of statewide concern that all public institutions of higher education officially recognize freedom of speech as a fundamental right. Freedom of speech and assembly is central to the mission of institutions of higher education and persons should be permitted to assemble peaceably on the campuses of institutions of higher education for expressive activities, including to listen to or observe the expressive activities of others. (08.99.99.T1 Expressive Activity on Campus).
- 6.3. No person, organization, group, association, or corporation may use property, buildings, or facilities owned or controlled by Tarleton State University for any purpose other than in the course of the regular programs or activities related to the role and mission of Tarleton State University, unless authorized to do so as a result of abiding by the requirements for scheduling space on campus.
- 6.4. No person, including a student or employee of Tarleton State University, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or

facilities owned or controlled by The Texas A&M System or a component institution if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

- 6.5. With the exception of certified support animals and animals involved in approved Tarleton State University activities, animals are not permitted in any Tarleton State University building. Animal(s) may be brought onto campus, other than in buildings, but should be appropriately restrained or contained. The owner shall be responsible for cleaning up after the animal.

7. USE OF FACILITIES FOR WEDDINGS

The President may designate one or more indoor or outdoor areas that may be used for weddings, subject to the following conditions:

- 7.1. Requests for use of such space must be made at least four weeks in advance.
- 7.2. Use of such space for activities of Tarleton State University shall have priority over weddings.
- 7.3. A charge for the use of such space will be made that at least recovers the actual cost.
- 7.4. The user shall be required to execute a Facilities Use Agreement, the form and content of which has been approved by the University Space Committee and the Risk Management & Safety office for adequate insurance coverage.

8. FACILITIES AVAILABLE FOR RENTAL

- 8.1. The University Space Committee will approve, on a biennial basis, the facilities/grounds available for scheduling/rental by both university and external groups.
- 8.2. Each facility will propose rental and associated rates for both university and external users. The fee schedule(s) will be reviewed each biennium and submitted by the University Space Committee and approved by the Executive Council. These lists may differ with some facilities / grounds only available to university users.

9. ACADEMIC FACILITIES

- 9.1. Academic facilities are scheduled through the Registrar's Office.
- 9.2. In extreme situations when sufficient classroom space is not otherwise available (e.g. due to natural disaster, renovation of an academic building), the President or Executive Council may appropriate any suitable space not normally used as classrooms (e.g., learning resources centers, dining, student center meeting rooms, etc.) if other

scheduling arrangements cannot be made. The director of the appropriated space will be notified as soon as practical.

10. RESIDENTIAL FACILITIES

- 10.1. Residential facilities are scheduled by the Department of Housing and Residence Life.
- 10.2. When regular residence hall occupancy permits, residential facilities may be used by conference or special program participants.

11. PARKING

- 11.1. The Tarleton State University office requesting the reservation of parking spaces will be responsible for generating a Request for Parking Services to the Parking and Transportation Services Office by contacting: parking@tarleton.edu
- 11.2. All special requests for reserved parking shall be made in writing, at least four weeks in advance of the event to guarantee sufficient time for necessary review and planning.
- 11.3. Individual visitors to campus may make parking arrangements by following the instructions available here: <https://www.tarleton.edu/parking/visitor.html>

12. SPECIAL USE FACILITIES

- 12.1. Certain Tarleton State University facilities may be designated by the University Space Committee for other than direct instructional activities, with the following provisions.
- 12.2. Requests for Special Use Facilities, by External individuals or groups will be scheduled by Events Services. This office facilitates contracting, scheduling, and billing facility requests for external groups.
- 12.3. Student Affairs is responsible for managing the Campus Recreation Center facilities and Residence Life related spaces. Recognized student organizations have priority use of these spaces, as well as spaces in the Thompson Student Center.
- 12.4. Designation as a Special Use Facility shall not constitute the facility as a public facility or forum that is open to use by individuals, groups, associations, or corporations on a first come, first served basis.
- 12.5. Priority in the reservation and use of Special Use Facilities shall be given to programs and activities of the Texas A&M System or Tarleton State University entities that are in furtherance of and related to the educational, cultural, recreational, and athletic programs of the A&M System or Tarleton State University.
- 12.6. As a lower priority, Special Use Facilities may be rented, at the discretion of Tarleton State University, by external groups, associations, or corporations for activities or

events that support Tarleton State University's educational mission, without the necessity of joint sponsorship by the institution. Subject to all constitutional and statutory provisions relating to the use of State property or funds for religious or political purposes, Special Use Facilities may be made available for religious and political conferences or conventions. Agreements for the use of Special Use Facilities shall be consistent with model contracts developed by the System Office.

12.7. Political or sectarian speakers or candidates for public office may appear under the System policy, 07.03.01 Political Campaign Events in Facilities Under the Control of The Texas A&M University System

12.8. Rental fees, at a minimum, shall ensure recovery of that part of the operating cost of the facility attributable directly or indirectly to such non- Tarleton State University use.

13. EVENT RENTAL PROCEDURES

13.1. An events calendar is maintained by University Web Strategy. If you have access to the LiveWhale Calendar System, you may submit your own events. If you are a full-time faculty or staff member, student worker or graduate assistant, contact University Web Strategy for access to LiveWhale in the calendar group(s) you need to maintain.

13.2. Final authority for scheduling and utilization of all Tarleton State University facilities and space rests with the President. Responsibility for scheduling of academic facilities and space is delegated by the President to the Registrar's Office in coordination with other applicable departments. Tarleton State University utilizes reservation system(s) to track scheduling requests.

13.3. Priorities for assignment of Tarleton State University facilities provide guidance for space utilization. Preferences in assignments will be based on a priority system, as follows:

13.3.1. First priority – regularly scheduled instructional activities of programs leading to the attainment of academic credit and degrees.

13.3.2. Second priority – other Tarleton State University activities, including intramural and intercollegiate athletics, cultural programs; lecture series; meetings and activities of campus student, faculty, and staff organizations and departments; social events of registered organizations, and non-credit continuing education programs.

13.3.3. Third priority – educational programs jointly sponsored by Tarleton State University with external groups or organizations including meetings of learned societies or professional organizations.

- 13.4. Tarleton State University retains control over use of its facilities, even when leased, and has approval authority over all activities as well as over advertisements and news releases relating to an activity that takes place in Tarleton State University facilities.
- 13.5. Tarleton State University organizations and departments will not be charged for use of facilities or equipment; however, they may be charged for services if these services are non-routine or if they must be performed before or after normal working hours.
- 13.6. Within the priority system, all authorized use of facilities will be scheduled on a “first come, first-served” basis, with the understanding that the availability of Tarleton State University facilities for functions other than the institution’s own activities is strictly subject to the needs and convenience of Tarleton State University.
- 13.7. Any individual or group authorized to use Tarleton State University facilities must abide by the rules and regulations governing the specific facilities to be used. Failure to abide by the rules and regulations may result in cancellation of the permit to use the facilities. Individuals or groups using Tarleton State University facilities or equipment will be liable for damage.
- 13.8. Groups of students, faculty or staff who are not registered or recognized as a university entity may not use the institution’s buildings or grounds. Registered student, faculty or staff organizations may not enter into joint sponsorship of any on-campus project or program with individuals, groups or students that are not registered.
- 13.9. The dates by which the reservations process opens for the following semester will be proposed by the Event Services Office and approved by the University Space Committee a year in advance, then posted on the Event Services website.

14. RESERVATION REQUIREMENTS

- 14.1. Reservations are required for the use of facilities/grounds. Reservations are required for the use of facilities/grounds. Reservations are made by contacting the Event Services Office in Campus Operations. Deposits may be required for the use of certain facilities.
- 14.2. Student Organizations are required to secure an Activity Permit which is available online at www.tarleton.edu/studentactivities or in the Office of Student Activities.
- 14.3. Requests for facilities/grounds use must be consistent with applicable university and System regulations and local, state, and federal law.
- 14.4. The Event Services Office reserves the right to administratively approve, deny, or cancel facility/grounds use requests .
- 14.5. 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.

14.6. Those requesting the use of University space 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.

14.7. If any expenses will be incurred in the course of an event, the organization requesting the space will be required to make arrangements for payment/deposit with the Event Services Office prior to approval. The Event Services Office 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.

15. FEES

15.1. Fees are based upon venue-specific policies, numbers of participants, size and number of rooms reserved and duration of time for the event.

15.2. Events held in university facilities may be charged any of the following fees:

15.2.1. Direct services such as catering, parking, University Police, piano tuning, box office or ticketing, AV Services and/or equipment

15.2.2. Administrative fees for services provided

15.2.3. Facility use fees that may cover replacement and restocking costs, normal wear and tear on facilities, utilities and other overhead costs

15.2.4. Deposit, no show, or late cancellation fee

15.2.5. Overtime (beyond reservation time) fees

15.2.6. Damage or excessive clean-up costs

15.3. In the case of co-sponsored University-Related Events, the initiating campus office or organization is financially responsible for ensuring that all charges are paid. This office or organization can then coordinate with Event Services to pursue reimbursement for some or all charges from the non-university entity associated with the program. At the university's discretion, organizations may be required to demonstrate financial ability before an event is scheduled/confirmed.

16. SAFETY COMPLIANCE

16.1. Depending on the size, nature and location of the event, different safety precautions are to be followed. If the building being used has a designated Building Manager, sponsoring department will work with the Building Manager to ensure all safety requirements are met. If there is no Building Manager, the sponsoring department must

contact the University Police or Environmental Health and Safety for any of the safety concerns.

16.2. All university spaces have maximum occupancy limits, which cannot be exceeded.

16.3. Activity associated with an event must be confined to the room(s) which have been confirmed for use. Unoccupied rooms or spaces may not be used without being specifically scheduled for this purpose.

16.4. Event space furnishings and equipment are set in compliance with emergency egress requirements. These arrangements may not be modified without the permission of the Event or Building manager. If allowed to modify the arrangement, furnishings and equipment must be returned to the original set up at the end of the scheduled time.

17. INSURANCE

17.1. Non-university groups using university facilities will be required to provide a certificate of general liability insurance listing the university as an ‘additional insured.’ This includes all non-university groups that co-sponsor events with university entities.

17.2. Non-university group proof of insurance will be handled through the Events Office. Proof of insurance must be sent to the Event Services Office with the signed contract. Failure to do so will result in cancellation of the event. Any exceptions or modifications must be approved by the Executive Vice President of Finance and Administration, in consultation with the university’s Risk Management and Safety office.

17.3. All agreements with non-university groups shall include a clause requiring that the groups indemnify and hold harmless the university and its employees or agents from all liability, loss, damage, costs, and all other claims and expenses asserted against the university and its employees or agents that may arise during or result from the approved use.

18. DINING SERVICES

18.1. Food and refreshments are restricted to areas designated for food service and must be provided by the university contracted food service provider which has the first right of refusal for any/all business on the Tarleton State University campus. If arrangements include a ‘drop-off’ from University Dining Services, the customer is responsible for the appropriate removal of these items. Direction to the appropriate receptacle should be sought from the Building Manager or Event Services office.

19. USE OF EXTERIOR SPACES

Initial requests for use of exterior spaces should be made to the Event Services Office. The university permits assemblies and gatherings of university group, university-sponsored groups on university property. Any scheduled use of such space

shall have priority over any non-scheduled use. Use of exterior spaces will be in accordance with policies and procedures of the Event Services Office.

NOTE: Requests for any other exterior spaces not referenced in this list should be directed to the Event Services Office.

19.1. Because use of exterior facilities may disturb normal university operations and activities and/or cause damage to university property, the guidelines governing the use of exterior space shall include, but not be limited to, the following:

19.1.1. No permanent or semi-permanent structures may be constructed or placed without prior written authorization. Permission is required for any ground penetrations.

19.1.2. No public-address or amplifying system may be used at any time in any open space without prior written approval. Outside events with amplification must comply with the local sound ordinance. Other areas or times may be approved on a case by case basis.

19.1.3. Members of the sponsoring organization(s) are responsible for restoring the space to its original condition.

19.1.4. All events must be conducted in such a manner that campus pedestrians and vehicles are not unreasonably impeded and members of the university community who are not participating in the event may proceed with their normal activities. The sponsor of any event that impeded the academic mission or normal traffic patterns on campus will incur the cost of redirecting traffic and/or at the discretion of university officials the event may be terminated prematurely.

19.1.5. Plans for events must be reviewed by appropriate departments for insurance and safety requirements prior to final approval.

19.2. The following areas may not be used for outdoor events:

19.2.1. No locations listed at this time.

20. GROUNDS FOR DENIAL OF FACILITIES USE

20.1. Notice of denial of a request for a reservation shall clearly state the reasons for denial.

20.2. A request may be denied on the following grounds:

20.2.1. The event is prohibited by applicable laws or regulations

- 20.2.2. The request violates the Facilities Use Policy or other university policy
 - 20.2.3. The proposed event is prohibited or inconsistent with the classification and uses of the designated university property
 - 20.2.4. If a non-university group has reserved the designated space for more than (5) five times per semester, in the interest of fostering a diversity of uses for the limited designated available space, such a request may be denied if other users have requested the space. A group may be allowed more than (5) five times per semester provided no other user has requested the space.
 - 20.2.5. The request does not support the mission or strategic goals of the university
 - 20.2.6. The space request is not fully completed and executed
 - 20.2.7. The applicant has not fulfilled the user fee, signed a facilities use agreement, obtained applicable insurance, or satisfied any other condition reasonably required by the Event Services Office
 - 20.2.8. The space reservation form contains a falsehood or misrepresentation
 - 20.2.9. The organization or the person on whose behalf the request was made has on prior occasions damaged university owned or leased property and/or has not paid in full for such damage or has other outstanding and unpaid debts to the university
 - 20.2.10. A reservation for the same time and place has already been granted
 - 20.2.11. The event conflicts with university programs scheduled for the same time and place
 - 20.2.12. The event presented unreasonable health and safety dangers
 - 20.2.13. The proposed event unreasonably interferes with pedestrian or vehicular traffic
 - 20.2.14. The event presents a risk of substantial damage to university property or persons lawfully present on university property
- 20.3. If a request for space is denied by the Event Services office, an appeal may be submitted to the University Space Committee. If this committee upholds the denial, the requestor may further appeal to the Executive Vice President for Finance and Administration. The Executive Vice President may have (10) days from the date the appeal was filed to notify the requestor of the appeal. The decision of the Executive Vice President is final.

Related Statutes, Policies, or Requirements

[Rule No. 08.99.99.T1 Expressive Activity on Campus](#)

[Rule No. 07.03.01.T1 Political Campaign Events in Facilities Under the Control of Tarleton State University](#)

[SAP No. 21.01.12.T0.01 Purchase of Food and Refreshments](#)

[SAP No. 24.01.01.T0.01 Risk Management Programs](#)

[SAP No. 34.03.99.T0.01 Alcoholic Beverages on University Property](#)

[SAP No. 34.99.99.T0.01 Bollard Removal](#)

Contact Office

Finance and Administration
254-968-9877