## Scheduling of University Facilities UPPS No. 08.01.01 Issue No. 6

## Revised Date: 03/05/2024 Effective Date: 10/01/2020

## Next Review Date: 06/01/2030 (E10Y)

## Sr. Reviewer: Associate Vice President for Budgeting and Planning

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### POLICY STATEMENT

01.01 This university policy and procedure statement (UPPS) establishes general policy regarding scheduling of university facilities, provides basic information about facilities available, and references policy and procedures statements of other departments or offices containing specific information for scheduling certain facilities.

NOTE: Definitions change to reflect those used by The Texas Higher Education Coordinating Board (THECB).

### DEFINITIONS

02.01 The term “facilities” applies to all real property under the legal university jurisdiction, including:

a. Teaching Space – any space which is regularly used for direct instruction of students (e. g., classrooms, class labs, special class labs, physical education facilities, meeting rooms);

b. Library Space – any facility which has reading or study rooms, stack space, and associated service areas;

c. Research Space – includes all non-class (research) labs and service rooms;

d. Office Space – includes all offices, conference rooms, and associated services areas (e.g., file rooms, copy rooms);

e. Support Space – includes computer rooms, shops, storage, vehicle storage, and associated service areas;

f. Residential Areas – any facility devoted to providing residence hall or apartment housing to university students, faculty, or staff;

g. Parking Areas – any space designated for regulated vehicle parking by employees, students, or campus visitors;

h. Grounds – all remaining outdoor areas not included in categories defined above; and

i. Other University Properties – properties away from the San Marcos campus and Round Rock campus but owned or managed by the university, including but not limited to the Freeman Center, the University Camp, and STAR Park.

### SCHEDULING OF FACILITIES

* 1. Final authority for scheduling and utilization of all university facilities rests with the president. The university will apply this UPPS consistently with the rules and regulations promulgated by the Texas State University System (TSUS) Board of Regents. Those preparing or revising the detailed policies mentioned below should direct special attention to the section of [Chapter VII of TSUS Rules and Regulations](https://www.tsus.edu/about-tsus/policies.html) that includes System regulations regarding the use of System facilities by component organizations and by outside groups, including political or religious organizations. Non-university groups may be required to provide proof of insurance naming the university as an additional insured.

\*03.02 List of scheduling and associated facilities policy and procedure statements:

a. [UPPS No. 08.01.02](https://policies.txstate.edu/university-policies/08-01-02.html), Scheduling of Health & Human Performance, Athletics and Campus Recreation Facilities – includes Jowers Center, Jowers Field, University Events Center, Bobcat Stadium, the Student Recreation Center (SRC), the Aqua Sports Center, tennis courts, and the intramural and other athletic fields.

b. [UPPS No. 08.01.07](https://policies.txstate.edu/university-policies/08-01-07.html), Sewell Park

c. [UPPS No. 08.01.10](https://policies.txstate.edu/university-policies/08-01-10.html), Scheduling of Evans Auditorium

d. [UPPS No. 08.01.12](https://policies.txstate.edu/university-policies/08-01-12.html), Scheduling Facilities at Freeman Center

e. [UPPS No. 08.01.13](https://policies.txstate.edu/university-policies/08-01-13.html), Reservation Policies - LBJ Student Center and Student Center Mall

f. [UPPS No. 08.01.15](https://policies.txstate.edu/university-policies/08-01-15.html), Scheduling of J.C. Kellam 11th Floor (Reed Brantley Parr Room and Regents’ Rooms)

g. [UPPS No. 08.01.16](https://policies.txstate.edu/university-policies/08-01-16.html), Facilities Leases

h. [UPPS No. 07.03.02](https://policies.txstate.edu/university-policies/07-03-02.html), Scheduling of University Housing Facilities for Camps, Conferences, and Workshops

i. [UPPS No. 07.04.05](https://policies.txstate.edu/university-policies/07-04-05.html), Assembly Activities Involving Amplified Sound, Exhibits, and Erecting Symbolic Structures – includes outdoor areas of the San Marcos and Round Rock campuses.

j. [UPPS No. 07.04.07](https://policies.txstate.edu/university-policies/07-04-07.html), Demonstrations on University Property – includes engaging in free expression and lawful demonstration on university-owned or leased property located on the San Marcos or Round Rock campuses or surrounding areas.

k. [UPPS No. 05.07.02](https://policies.txstate.edu/university-policies/05-07-02.html), Parking and Transportation – addresses special event parking procedures.

l. [G/PPS No. 08.01](https://policies.txst.edu/division-policies/global/08-01.html), Classroom and Teaching Theater Scheduling

m. [G/PPS No. 08.02](https://policies.txst.edu/division-policies/global/08-02.html), Accessibility for Students with Disabilities to Classroom Instructions

n. [R/PPS No. 08.01.10](https://policies.txst.edu/division-policies/research/08-01-10.html), STAR One Space Management for Faculty and Staff

o. [R/PPS No. 08.01.11](https://policies.txst.edu/division-policies/research/08-01-11.html), Reservation Policy - Conference Room at the Spring Lake Hall

p. [SS/PPS No. 08.02](https://policies.txstate.edu/division-policies/student-affairs/08-02.html), Conducting Outdoor Musical Events During the Evening Hours

q. [A/PPS No. 08.01](https://policies.txstate.edu/division-policies/athletics/08-01.html), Strength and Conditioning – weight rooms located in Jowers, Strahan Coliseum, Bobcat Soccer Complex, End Zone Complex – South and End Zone Complex – North.

r. [A/PPS No. 08.02](https://policies.txstate.edu/division-policies/athletics/08-02.html), Camps and Clinics

03.03 Designated schedulers for teaching theatres, auditoriums, conference and meeting rooms on campus are listed in the [Auditoriums, Teaching Theaters, & Conference Rooms webpage](https://www.fss.txst.edu/planning/spmgt/conferencerooms.html).

03.04 Other facilities not covered in separate policy and procedure statements and the designated scheduler include:

1. Spaces Assigned to Departments, Centers, and Colleges – Reservation requests should be directed to the department chair, center director, or dean.

03.05 In scheduling university facilities for official events, the departments and offices identified above have final approval authority. The affected vice presidents will resolve conflicts concerning priorities. Only the president, or designee, may make exceptions to this provision.

1. Any funds collected for auxiliary facility use will go to the appropriate income account for that facility. Exceptions to this provision may be made by the president, or designee.
2. Any funds collected for education and general (E&G) facility use will go to the Miscellaneous Income account.

03.06 Contractual conditions relating to permissible assignment or scheduling may apply to facilities leased by or from the university. Those leasing space must secure approval through the appropriate administrative channels. The real estate and planning manager in the office of the vice president for Finance and Support Services handles leasing of university facilities (see [UPPS No. 08.01.16](https://policies.txstate.edu/university-policies/08-01-16.html), Facilities Leases, for more information). Any funds collected for leasing educational and general facilities will go to the Miscellaneous Income account.

03.07 Departments that administer facility reservations shall ascertain the reserving party’s need for outbound audio or video transmissions and consult with the IT Assistance Center (ITAC) should there be such a need. To assure compliance with this provision, departments that administer building or room reservations should include the following (or similar) statement on all reservation applications and request forms: “Outbound streaming of audio or video is not permitted from this facility without advance notice and consultation. The reserving party declares that it DOES/DOES NOT (circle one) wish to stream audio or video from this facility.”

03.08 See [UPPS No. 05.03.03](http://www.txstate.edu/effective/upps/upps-05-03-03.html), Alcoholic Beverage Policy and Procedure for more information.

### 04. REVIEWERS OF THIS UPPS

04.01 Reviewer of this UPPS include the following:

Position Date

Associate Vice President for June 1 E10Y

Budgeting and Planning

1. **CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Vice President for Budgeting and Planning; senior reviewer of this UPPS

Executive Vice President for Operations and Chief Financial Officer

President