Scheduling Facilities at                                                     UPPS No. 08.01.12

Freeman Center                                                                  Issue No. 6

                                                                                               Effective Date: 06/17/2013

                                                                                               Review: September 1 ENY

[Attachment I](http://www.txstate.edu/effective/upps/upps-08-01-12-att1.html), [II](http://www.txstate.edu/effective/upps/upps-08-01-12-att2.html), [III](http://www.txstate.edu/effective/upps/upps-08-01-12-att3.html)

01.     POLICY STATEMENT

01.01  The purposes of this UPPS are:

a.   To identify procedures for reserving the Freeman Center Lodge (lodge) and the multi-purpose classroom facilities by university and non-university sanctioned groups;

b.   To establish user eligibility requirements, priorities and use fees (see [Attachment II](http://www.txstate.edu/effective/upps/upps-08-01-12-att2.html));

c.   To establish steps for scheduling special service arrangements (food service, audio visual, tables and chairs);

d.   To establish responsibilities for maintenance, custodial work; and

e.   To establish reporting requirements associated with the Freeman Center Lodge and the multi-purpose classroom facilities.

02.       PROCEDURES FOR MAINTAINING AND OPERATING OF THE FREEMAN CENTER LODGE

02.01  Scheduling the Freeman Center Lodge

a.    The Freeman Center director will maintain a calendar and make reservations for the lodge. The Freeman Center director will ensure that the lodge is open for scheduled activities . The department or organization scheduling an event at the lodge is the designated sponsor for reservation purposes. ~~The sponsor will forfeit the key deposit if he or she does not return the key to the Freeman Center director, at the end of the day of the scheduled activity.~~

b.   The sponsor must complete and submit the online Reservation Request Form (<http://www.txstate.edu/freemanranch/lodge/Reservations.html>  [~~Attachment I~~](http://www.txstate.edu/effective/upps/upps-08-01-12-att1.html) to the Freeman Center director no later than one week before the scheduled activity, or the Freeman Center director (a) may not allow the event; or (b) may charge a late fee.

c.   The Freeman Center director will confirm reservations on a first-come, first-served basis, consistent with the priorities listed in [Attachment II](http://www.txstate.edu/effective/upps/upps-08-01-12-att2.html), User Eligibility Requirements, Priorities and Use Fees. The Freeman Center director will charge a rental fee based on the priority grouping and use type. Reservation fees are only required for non-university groups (Priority IV Attachment II)

d.   Normal policy allows only one group to use the lodge per day.

e.   Events should complement academic functions, programs, and other non-academic events of the university.

f.    The Freeman Center director will verify that all forms submitted by the sponsor are on hand.

g.   The sponsoring party is responsible for forwarding all completed forms to the proper entities, including the University Police Department, including those required by [UPPS No. 05.03.03](http://www.txstate.edu/effective/upps/upps-05-03-03.html), Alcoholic Beverage Policy and Procedure.

h.   The sponsor must leave the lodge and grounds in the same condition as when the event began. The sponsor must pay for damage or loss of equipment that occurs in connection with the event.

i.    In case of event cancellation, the sponsor will pay the full reservation fee if less than twenty-four hour notice is given and one-half of the reservation fee if more than twenty-four hour notice is given.

j.     The University Police Department will determine appropriate security for the event and the sponsor will pay for this security.

k.   The Department of Materials Management and Logistics will provide any required special set-ups for university uses, with requests submitted a minimum of seven days in advance. A special set-up is defined as any alteration requested from the standard lodge set-up. Set-up charges for university and non-university events are listed in [Attachment II](http://www.txstate.edu/effective/upps/upps-08-01-12-att2.html), User Eligibility Requirements, Priorities and Use Fees.

l.    The university will provide routine custodial services (e. g., removal of trash, sweeping, mopping, and dusting) without charge. However, if an event requires services beyond routine normal services (e. g., decoration removal, trash gathering), the sponsor will pay for these charges, based on actual time spent.

m. The Freeman Center Director or Facility Manager may allow certain individuals or small groups to rent the bedroom facilities at Freeman Lodge. Eligibility and availability is based on the mission of Freeman Center but would normally be visiting scholars, approved hunters, or other guests of the university as determined by the Director or Manager. Bedroom rental is $20.00 night with a limit of 7 nights unless otherwise approved by the Director.

02.02  Regulations and Restrictions

a.    The lodge best accommodates groups of fewer than forty people.

b.   Student parties or recreational activities involving alcohol are not allowed at the lodge. Students may use the facility only for faculty- or administrator-directed and monitored activities or events. Sponsors must attend for the entire time students remain.

c.   The dean of Students must approve events for which alcoholic beverages are served as provided in [UPPS No. 05.03.03](http://www.txstate.edu/effective/upps/upps-05-03-03.html), Alcoholic Beverage Policy and Procedures.

d.   Fundraising events or solicitation activities must conform to university solicitation regulations and laws of the State of Texas.

e.   If university funds pay for the catering, the sponsor must select an off-campus caterer from the Office of Auxiliary Services’ approved list in [UPPS No. 05.03.02](http://www.txstate.edu/effective/upps/upps-05-03-02.html), Catered Events-Policies.

f.    The sponsoring group shall assume liability when food or beverages are provided without caterers.

g.   Sponsors must gather and bag all trash, securing it from animals, or the Freeman Center director will assess a fee for this service.

h.   The sponsoring party assumes all liability for any event. The sponsoring party must sign a release and indemnity agreement that accepts full responsibility for personal injuries and property damage that may occur from any cause in connection with the event (see [Attachment III](http://www.txstate.edu/effective/upps/upps-08-01-12-att3.html)).

02.03 Scheduling the Multi-purpose Classroom Facilities

                        One half of the classroom facility will be reserved for workshops conducted by the Forensic Anthropology Center at Texas State (FACTS). When not used for FACTS workshops, that portion of the classroom facility will be made available for general use. The other half of the classroom facility will be open for scheduling events related to education and research activities conducted at Freeman Center (classes, workshops, conferences, etc.).

a.    The Freeman Center director will maintain a calendar and make reservations for the multi-purpose classroom facilities.

b.    The sponsor must complete and submit the Online Reservation Request Form (http://www.txstate.edu/freemanranch/lodge/Reservations.html ~~(~~[~~Attachment I~~](http://www.txstate.edu/effective/upps/upps-08-01-12-att1.html)) to the Freeman Center director no later than one week before the scheduled activity, or the director may not allow the event.

c.    The Freeman Center director will confirm reservations on a first-come, first-served basis, consistent with the priorities listed in [Attachment II](http://www.txstate.edu/effective/upps/upps-08-01-12-att2.html).

d.    Events should complement academic functions, programs, and other non-academic events of the university.

e.    The Freeman Center director will verify that all forms submitted by the sponsor are on hand.

f.     The sponsoring party is responsible for forwarding all completed forms to the proper entities, including the University Police Department, including those required by [UPPS No. 05.03.03](http://www.txstate.edu/effective/upps/upps-05-03-03.html), Alcoholic Beverage Policy and Procedure.

g.    The sponsor must leave the lodge and grounds in the same condition as when the event began. The sponsor must pay for damage or loss of equipment that occurs in connection with the event.

h.    In case of event cancellation, the sponsor will pay the full reservation fee if less than twenty-four hour notice is given and one-half of the reservation fee if more than twenty-four hour notice is given.

i.      The Department of Materials Management and Logistics will provide any required special set-ups for university uses, with requests submitted a minimum of seven days in advance. A special set-up is defined as any alteration requested from the standard classroom set-up. Set-up charges for university and non-university events are listed in [Attachment II](http://www.txstate.edu/effective/upps/upps-08-01-12-att2.html), User Eligibility Requirements, Priorities and Use Fees.

j.      The university will provide routine custodial services (e. g., removal of trash, sweeping, mopping, and dusting) without charge. However, if an event requires services beyond routine normal services (e. g., decoration removal, trash gathering), the sponsor will pay for these charges, based on actual time spent.

03.       INCOME REPORTING

03.01  The Freeman Center director will prepare an annual report of Freeman Center activities that will reflect income from activities at the lodge and the multi-purpose classroom facilities, if applicable.

03.02  The Freeman Center will retain income from the lodge and deposit it into the Center income account.

04.       REVIEWERS OF THIS UPPS

04.01    Reviewers of this UPPS include the following:

Position                                                          Date

Assistant Vice President for                       Sept.1 ENY

Research and Federal Relations

Director, Freeman Center                           Sept.1 ENY

05.       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.

Assistant Vice President for Research and Federal Relations; senior reviewer of this UPPS

Associate Vice President for Research and Federal Relations

Provost and Vice President for Academic Affairs

President