**Scheduling of J. C. Kellam Building UPPS No. 08.01.15**

**11th Floor (Reed Brantley Parr and Issue No. 6**

**Regents’ Rooms) Effective Date: 10/09/2019**

**Next Review Date: 02/01/2023 (E4Y)**

**Sr. Reviewer: Vice President for Finance and Support Services**

**01. POLICY STATEMENTS**

01.01 The purpose of this policy is to establish priorities, regulations, restrictions, and responsibilities for individuals and organizations to reserve the Reed Brantley Parr and Regents’ Rooms.

01.02 The Office of the Vice President for Finance and Support Services (VPFSS) is responsible for reservations of the 11th floor of the J. C. Kellam Building.

01.03 The 11th floor of the J. C. Kellam Building is defined as the Reed Brantley Parr Room (JCK 1100), Regents Room (JCK 1140), lobby area, kitchen, and balconies.

**02. GENERAL OPERATING PROCEDURES**

02.01 [Priorities](http://gato-docs.its.txstate.edu/jcr:9936dae4-3496-45b9-a82d-af00b3827dc2/Use-Priorities-Fees-Charges.pdf) are established for various groups, organizations, and individuals reserving the Regents’ Room and the Reed Brantley Parr Room on the 11th floor of the J. C. Kellam Building.

a. Room reservations will be accepted on a first-come, first-served basis.

b. Student organizations must be registered with the Office of Student Involvement to reserve the Reed Brantley Parr and Regents’ Rooms.

c. Indirect sponsorship of events is not permitted. Faculty and staff may only sponsor an immediate family event.

d. Use of the 11th floor of the J. C. Kellam Building is limited to banquets, conferences, meetings, and other social events. Academic classes will not be scheduled in this facility.

e. The Reed Brantley Parr Room is for scheduled events only.

02.02 Observations and tours must be scheduled through the VPFSS office

(512.245.2244). Approval will be based upon availability.

02.03 Smoking on the 11th floor and the balconies is prohibited. Texas State University is a smoke-free campus.

02.04 Security

The University Police Department (UPD) may require security officers for large events. Sponsoring organizations shall assume the financial responsibility if security is required.

02.05 Food Policy

a. Reed Brantley Parr Room:

Events with food served in the Reed Brantley Parr Room must use the services of the university food service contractor. Catering Services may be contacted at 512.245.9942.

The food service contractor will be responsible for removing all catering supplies, trash receptacles, and bags. The contractor must remove all items from the room immediately upon the completion of the reserved event and the kitchen area must be cleared of dishes, trash, and equipment. In the event the food service contractor does not comply with the cleanup requirements, a charge will be assessed, and the reserving party is responsible for the charges.

b. Regents’ Room:

Events with food served in the Regents’ Room must use a caterer from the list of Texas State [approved caterers](https://www.auxiliaryservices.txstate.edu/services/dining/catererlist.html).

The food service caterer will be responsible for removing all catering supplies and equipment. All items must be removed from the room immediately upon the completion of the reserved event. In the event the room is not cleaned, a charge will be assessed to the reserving party.

02.06 Events at which alcoholic beverages are served must be approved by UPD, the university food service contractor, and the dean of Students before the reservation will be confirmed, as outlined in [UPPS No. 05.03.03](https://policies.txstate.edu/university-policies/05-03-03.html), Alcoholic Beverage Policy and Procedure.

A university police officer is required for all events where alcoholic beverages are served. UPD will determine the number of university police officers needed for the event depending on the expected attendance. The sponsoring organization shall assume the financial responsibility for the officers.

All alcoholic beverages must be served by the university’s designated food service contractor.

02.07 Rental fees and priorities can be found on the VPFSS [website](http://www.fss.txstate.edu/about/jck-11th-floor.html).

a. A rental fee is charged for the use of space on the 11th floor based on priority grouping (priority grouping is determined by university affiliation) and type of event.

b. An overtime fee is defined as hours prior to or beyond normal university working hours (8 a.m. to 5 p.m., Monday through Friday). Working hours are based on approved office hour schedules for university departments on days that the university is officially open. In no instance shall events go beyond 12:00 a.m. for Priorities III – VII. Arrangements for overtime events must be made at least two weeks prior to the event through the office of the VPFSS.

c. A setup fee is defined as a standard charge for Priorities I, III – VII.

d. A cleanup fee is defined as a standard charge for Priorities IV – VII.

e. A security fee is defined as a standard charge for Priorities III – VII.

f. A minimal amount of equipment is available for use by groups reserving the 11th floor. The IT Assistance Center (ITAC) is available by special arrangement. An equipment usage fee is assessed for priorities I, III – VII using the equipment.

g. General remote IT support is available for the technology provided in these spaces by calling ITAC at 512.245.4822 when issues arise. However, ITAC is available to provide dedicated onsite technical support during an event by special arrangement only. Requests must be received at least two weeks prior to the event. Fees may apply. Contact ITAC to request dedicated onsite support and review fee structure.

h. A security deposit for events hosted by off-campus individuals or organizations or private events is due to the VPFSS 30 working days from the date the invoice is supplied to the client or the room will be cancelled. The security deposit will be assessed by the VPFSS for half of the total estimated charges. Payments are accepted in the form of cash and check.

**03. PROCEDURES FOR SCHEDULING THE 11TH FLOOR OF THE J. C. KELLAM BUILDING**

03.01 Reservation Guidelines

a. [Reservation forms](https://gato-docs.its.txstate.edu/jcr:0b5b4e05-8df6-4229-be99-cf5cd21bfda9/JCK-%20Reservation%20Request%20Form.pdf) may be obtained from the VPFSS website. A copy of the approved reservation request will be returned as a confirmation.

Room setup and equipment requirements must be submitted with the [reservation form.](https://gato-docs.its.txstate.edu/jcr:0b5b4e05-8df6-4229-be99-cf5cd21bfda9/JCK-%20Reservation%20Request%20Form.pdf) Room setup diagrams may be obtained from the VPFSS website. All setups are done by Materials Management staff. The responsible party shall assume the financial liability of the setup fees. There is no standard setup in the Reed Brantley Parr Room, all setups are special.

No special setups are available in the Regents’ Room.

b. In case of a scheduling conflict, the VPFSS will make the final decision.

c. It is the responsibility of the sponsoring organization to ensure the area is left in the same condition as it was when the event began. All items brought in must be removed immediately after the event. The reserving party will be held responsible for any damage or loss.

d. Reservation requests submitted by university student organizations, as listed in Priority V, must be approved by the organization’s advisor and the dean of Students prior to submission of request to the VPFSS.

e. Cancellation of all events hosted by off-campus individuals or organizations must be in writing and received by the VPFSS office at least 30 days prior to the event. In the event that notification is not received at least 30 days prior to the planned event date, a cancellation fee equal to the rental deposit will be assessed to the reserving party.

f. The reserving party must obtain vehicle visitor parking permits through Parking Services, as required. The reserving party may arrange to purchase parking passes through the Office of Parking Services prior to the event to be distributed to the guests at or before the event. If no parking passes are purchased, each guest is responsible for paying the parking garage fee. For information on the cost of passes, hours of operation, and fees, contact the Office of Parking Services by email at [parking@txstate.edu](mailto:parking@txstate.edu) or at 512.245.2887.

03.02 The reserving party should indicate on the reservation request form any decorating time required. All decorations must be removed at the conclusion of the event.

a. Candles, glitter, confetti, or liquids of any kind may not be used for decorations.

b. The application of any substance to the floor is strictly prohibited.

c. All assembly of decorations, such as sawing, hammering, painting, etc., must be done outside the building. If the room is not cleared of decorations in a timely manner or if there is excessive clean up that must be done after an event, the reserving party will be responsible for a cleaning fee.

d. Objects may not be secured to the ceiling or walls with the exception of banners, flags, etc., used for university-sponsored programs. Approval must be received by the VPFSS office prior to attaching any objects to the ceiling or walls.

**04. REVIEWER OF THIS UPPS**

04.01 Reviewer of this UPPS includes the following:

Position Date

Vice President for Finance and February 1 E4Y

Support Services

**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.

Vice President for Finance and Support Services; senior reviewer of this UPPS

President