Reservation Policies- Alkek Teaching Theater and the Centennial Hall Teaching Theater

Texas State University- San Marcos
Effective Date: 08/20/12

MISSION STATEMENT

We at Texas State are committed to the provision and the maintenance of appropriate physical facilities that contribute to a comfortable and conducive learning environment. The following procedure contributes to the fulfillment of this policy.

GENERAL OPERATING GUIDELINES

The use of the Alkek and Centennial Hall Teaching Theaters is limited to:

a. Academic classes

b. University- sponsored conferences, meetings, and social events.

c. Non- University meetings and events.

1. Priority is given to presidential, academic, and university- sponsored classes and events. ITS reserves the right to move non-academic events/reservations to an alternative venue at any time.

2. Fees are assessed depending on priority grouping and type of event.

3. Student organizations must be registered with the Office of Campus Activities in order to reserve space in the Alkek and Centennial Hall teaching theaters. A faculty sponsor is required for all registered student organizations.

4. Multi- scheduling or standing reservations are not allowed except for educational programs conducted by the University.

5. The use of the facilities will be limited to three consecutive days or less.

6. Activities shall not disrupt or disturb the academic mission of the university. Noise levels shall be kept at an acceptable level that will not disturb the Alkek Library or other classrooms and/or offices.

7. Reservations for facilities use may not be made later than three months in advance of the proposed event except for academic classes, university- affiliated events, special educational programs, conventions, and contract services.
8. The Teaching Theater lobby areas are suitable for light snacks, finger foods, and refreshments only. Banquet events (full-service luncheons and dinners) are not encouraged and must be approved by ITS. Custodial fees may apply.

8. The theater must be left in a clean and maintained condition. It is the responsibility of the sponsoring organization to leave the room in the same condition it was when the event began. The reserving party will be held responsible for excessive trash, damages, or loss.

RESERVATIONS, RENTAL, & FEE SCHEDULES

Use priorities are established for various groups, organizations, and individuals. The following chart shows the scheduling priorities:

<table>
<thead>
<tr>
<th>Priority</th>
<th>User Category</th>
<th>Payment type</th>
<th>Event Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Instructional/ Academic Use</td>
<td>NA</td>
<td>No Fee. Faculty sponsor required.</td>
</tr>
<tr>
<td>II.</td>
<td>Department- sponsored organization</td>
<td>Cost/Fund # required</td>
<td>$50.00 per event + $30.00 hourly rate Rate includes media cabinet and LCD projector. Faculty sponsor required.</td>
</tr>
<tr>
<td>III.</td>
<td>University affiliated events, student organizations, fraternities, sororities, etc;</td>
<td>Cash, check</td>
<td>$125.00 per event + $30.00 hourly rate Rate includes media cabinet and LCD projector. Faculty sponsor required.</td>
</tr>
<tr>
<td>IV.</td>
<td>Outside group/ Non- University</td>
<td>Cash, check</td>
<td>$250.00 per event + $30.00 hourly rate and event fee. Rate includes use of media equipment and LCD projector.</td>
</tr>
</tbody>
</table>

The following chart shows the associated event and equipment rental fees:

<table>
<thead>
<tr>
<th>Fee type</th>
<th>Description</th>
<th>Daily Rate</th>
<th>Priority levels</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech fee</td>
<td>Staffing</td>
<td>$30/ event</td>
<td>II, III, IV</td>
<td>I</td>
</tr>
<tr>
<td>Event fee</td>
<td>Facilities/ Maintenance</td>
<td>$30/ hr.</td>
<td>II, III, IV</td>
<td>I</td>
</tr>
<tr>
<td>Overtime charge</td>
<td>Staffing</td>
<td>$30/ hr.</td>
<td>II, III, IV</td>
<td>I</td>
</tr>
</tbody>
</table>

PROCEDURES FOR SCHEDULING OF THE FACILITIES

1. The Alkek Teaching Theater and the Centennial Hall Teaching Theater are scheduled by Mary Alice Garcia, Alkek Library, Room 108, 512-245-2319. Requests can be made online by submitting the RESERVATION REQUEST
FORM located on the Teaching Theater website:
http://www.its.txstate.edu/services/theatres.html

2. Reservations must be made at least 3 days in advance. Reservations made with less than 3 days notice cannot be guaranteed and must be approved by ITS. A rush fee of $25.00 will be charged.

3. Reservations will be approved in the order of priority level.

4. Cancellations must be made at least 48 hours in advance. Cancellations made in less than 48 hours will be charged the full room rental fee.

**ADDITIONAL SERVICES**  (Additional charges may apply)

**Security** University security officers may be required as deemed appropriate. The sponsoring organization or user will assume the financial responsibility if security is required.

**Adjustment of thermostat** $30 additional fee

**Additional chairs and seating** Additional tables and chairs can be requested for teaching theater lobby areas. Placement of furniture must not violate fire safety codes or obstruct pathways and exits. Please go to the link below and submit a request form or contact Facilities at 512-245-2824.

http://www.materialsmgt.txstate.edu/Resources---Forms/table_chair_request0.html

**Custodial Services** To request Custodial Services (Alkek and Centennial Hall only) please contact:

Facilities Department
Customer Service Manager
Cindy Voigt
(512) 245-2824
Email: FMGT@txstate.edu

OR

Follow this link to Facility Focus:
www.facilities.txstate.edu/management/management_request/request_entry.html