**Scheduling Facilities at Freeman Center** **UPPS No. 08.01.12**

**Issue No. 10**

**Effective Date: 08/26/2022**

**Next Review Date: 09/01/2024 (ENY)**

**Sr. Reviewer: Vice President for Research**

**POLICY STATEMENT**

Texas State University is committed to providing appropriate facilities to ensure the delivery of instruction and student-related events in the most efficient and effective manner possible.

**01. PURPOSE**

01.01 The purposes of this policy are:

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

b. to establish steps for scheduling special service arrangements (e.g., food service, tables, and chairs);

c. to establish responsibilities for maintenance and custodial work; and

d. to establish reporting requirements associated with the Lodge and the multi-purpose classroom facilities.

**02. PROCEDURES FOR MAINTAINING AND OPERATING THE LODGE**

02.01 Scheduling the Lodge

a. The Facilities coordinator will maintain a calendar and make reservations for the Lodge. The Facilities coordinator 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.

b. The sponsor must complete the [online form](https://www.txstate.edu/freemanranch/request-forms/pre-building-request.html) on the Freeman Center website, under Request Forms and submit to the Facilities coordinator no later than one week before the scheduled activity, or the Facilities coordinator or associate director may not allow the event.

c. The Facilities coordinator will confirm reservations on a first-come, first-served basis.

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 Facilities coordinator 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 (UPD) and 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 any damage or loss of equipment that occurs in connection with the event.

i. UPD will determine appropriate security for the event, and the sponsor will pay for this security.

j. Materials Management and Logistics will provide any required special set-ups for university uses, with requests submitted a minimum of seven days in advance by the sponsor to Materials Management and Logistics. A special set-up is defined as any alteration requested from the standard Lodge set-up.

k. The university will provide routine custodial services (e.g., removing trash, sweeping, mopping, and dusting) without charge. All reserving parties are responsible for setting up, resetting, cleaning, and removing their own trash.

l. The Facilities coordinator or associate director may allow certain individuals or small groups to rent the bedroom facilities at the Lodge. Eligibility and availability is based on the mission of Freeman Center or guests of the university as determined by the director or associate director. Bedroom rental is $20 per night with a limit of seven nights, unless otherwise approved by the director. Bedroom rental may be waived or reduced by the director or associate director based on the individuals or small groups use and how it fits the mission of Freeman Center.

02.02 Regulations and Restrictions

1. The Lodge best accommodates groups of fewer than 40 people in the interior. The exterior of the Lodge will accommodate larger groups.

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 Procedure.

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.

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

g. Sponsors must gather, bag, and dispose all trash in the dumpster located in the compound area. A map is provided to sponsors upon confirmation of reservation.

h. The sponsoring party assumes all liability for any event. The sponsoring party must sign a [Release and Indemnification Agreement](https://www.txstate.edu/freemanranch/request-forms/pre-building-request/request-form-for-freeman-center-lodge-or-classroom.html), found on the Freeman Center website, that accepts full responsibility for personal injuries and property damage that may occur from any cause in connection with the event. Non-university groups may be required to provide proof of insurance naming the university as an additional insured.

02.03 Procedures for Scheduling the Multi-Purpose Classroom Facilities

a. The Facilities coordinator will maintain a calendar and make reservations for the multi-purpose classroom facilities.

b. The sponsor must complete and submit the [online form](https://www.txstate.edu/freemanranch/request-forms/pre-building-request.html) to the Facilities coordinator no later than one week before the scheduled activity, or the director may not allow the event.

c. The sponsor must complete the [online form](https://www.txstate.edu/freemanranch/request-forms/pre-building-request.html) on the Freeman Center website, under Request Form for Lodge or Classroom, and submit to the Facilities coordinator no later than one week before the scheduled activity, or the Facilities coordinator or associate director may not allow the event.

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

e. The Facilities coordinator 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 UPD, and 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 multi-purpose classroom facilities in the same condition as when the event began. Sponsors must gather, bag, and dispose of all trash in the dumpster located in the compound area. A map is provided to sponsor upon confirmation of reservation.

h. Materials Management and Logistics will provide any required special set-ups for university uses, with requests submitted a minimum of seven days in advance by the sponsor to Materials Management and Logistics. A special set-up is defined as any alteration requested from the standard classroom set-up.

i. The university will provide routine custodial services (e.g., removing trash, sweeping, mopping, and dusting) without charge. All reserving parties are responsible for setting up, resetting, cleaning, and removing their own trash.

**03. INCOME REPORTING PROCEDURES**

03.01 The Facilities coordinator and associate 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 Freeman Center income account.

**04. REVIEWERS OF THIS UPPS**

04.01 Reviewers of this UPPS include the following:

Position Date

Vice President for Research September 1 ENY

and Federal Relations

Director, Freeman Center September 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.

Associate Vice President for Operations; senior reviewer of this UPPS

Vice President for Research

President