**Scheduling of Health & UPPS No. 08.01.02
Human Performance, Athletics, Issue No. 9**

**and Campus Recreation Facilities Effective Date: 06/01/2021**

**Next Review Date: 04/01/2025 (E4Y)**

**Sr. Reviewer: Chair, Department of Health and Human Performance**

**POLICY STATEMENT**

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

**01. BACKGROUND INFORMATION**

* 1. This policy establishes procedures for the scheduling of Jowers Center, University Events Center, Bobcat Stadium, Student Recreation Center (SRC), tennis courts, and intramural and athletic fields.
	2. The specific objectives of this policy are:
1. to assign responsibility for each facility;
2. to outline the procedures for coordinating the use of facilities by the Department of Health and Human Performance (HHP), Texas State Athletics, and Campus Recreation during the fall, spring, and summer semesters;
3. to outline the procedures for reserving Jowers Center, University Events Center, Bobcat Stadium, SRC, tennis courts and intramural and athletic fields;
4. to establish user eligibility requirements and priorities; and
5. to establish a usage fee and deposit amount for each facility.

**02. OPERATING PROCEDURES**

* 1. Scheduling of Facilities

a. Scheduling of facilities for HHP departmental usage, athletic sporting events, SRC programs, university events, and community programs requires coordination among representatives from HHP, Texas State Athletics, and Campus Recreation. The HHP Facilities coordinator, the assistant director of Texas State Athletics for Facilities and Game Operations, and the associate director of Campus Recreation, or other representatives designated by the provost and vice president for Academic Affairs, will make up the Scheduling Committee.

b. The Scheduling Committee will meet on an as-needed basis to prepare the schedule for the following semester. The HHP Facilities coordinator will coordinate with HHP staff to post the Jowers Center classrooms’ and gymnasiums’ schedule in the university scheduling system. Texas State Athletics and Campus Recreation representatives on the Scheduling Committee will prepare and retain a copy of the reservations schedule for their respective facilities.

* 1. Priority Use

a. Facilities are normally reserved for HHP for instructional purposes, Texas State Athletics for athletic events and practices, and Campus Recreation for student-related recreational sports programs.

b. Facilities may also be reserved for university and community events, such as university and area high school graduations.

c. In some cases, students and faculty may also reserve the facilities.

d. A reservation request form for Jowers Center gymnasiums and classrooms can be obtained through the contact information on the [HHP website](https://www.hhp.txstate.edu/). Reservation requests for SRC and other Campus Recreation facilities are made directly with the associate director of Campus Recreation. Reservation requests for the athletic facilities are made directly with the assistant director of Texas State Athletics for Facilities and Game Operations.

* 1. Facility Reservation Procedures

a. Requests for reserving facilities for university and community events are made up to one year in advance. However, reservation requests for the fall semester are finalized after the Scheduling Committee meets at the beginning of the fall semester. Reservation requests for the spring and summer semesters are finalized after the Scheduling Committee meets at the beginning of the spring semester.

b. The Scheduling Committee will not approve a reservation that conflicts with an already scheduled class, athletic event, or Campus Recreation activity.

c. The person requesting the reservation is responsible for completing the necessary forms and obtaining official approval from the facility coordinator or director.

d. Texas State Athletics and Campus Recreation will collect deposits and rental fees from reservations for their facilities. HHP does not charge a rental fee for university related events, and does not schedule events for groups that are not directly related to the university.

e. Texas State Athletics and Campus Recreation will maintain a system that collects facility deposits prior to events and maintains them until the completion of all activities. After the event, the person responsible for collecting the deposit will determine if and how much of the deposit will be returned according to the group's compliance with the rules and the condition of the facility and equipment.

* 1. Eligible Users and Fees

a. Based on the facility, fees are charged on an individual basis.

b. The respective director will determine the rental fee and required deposit.

c. In general, facility usage is free to HHP for instructional purposes, Texas State Athletics for practices and other scheduled athletic events, and Campus Recreation for recreational sports programs.

d. Fee schedules can be obtained on the [Athletics and Rec Sports Fees](http://gato-docs.its.txstate.edu/jcr%3A151937ed-f818-4d64-a13d-11fecc55f9da/Athletic%20and%20Rec%25.xls) website.

e. When the requestor reserves the facility as a rain site, the fee will equal the deposit collected when the reservation is made. If the space is used, the facility will apply the deposit to the rental fee. If the requestor releases the space at least 48 hours before the event, the facility will return the deposit without charge. However, if the space is not released, the facility will retain the deposit.

f. All hourly rates are based on any portion of an hour used.

g. The respective director may assess additional charges for staffing requirements, set-up, clean-up, etc.

* 1. Increased student enrollment, graduate night classes, and adult and continuing education classes may warrant schedule adjustments for additional instructional classes. Affected offices must agree on the adjustments, or the appropriate vice presidents will determine the adjustments.
	2. Facilities’ scheduling directors or coordinators are:

a. the associate director of Campus Recreation maintains the schedule for the University Camp, Sewell Park, Student Recreation Center, and other Campus Recreation facilities;

b. the HHP Facilities coordinator maintains the schedule for Jowers Center, University Event Center Auxiliary Gymnasium and Racquetball Courts; and

c. the assistant director of Texas State Athletics for Facilities and Game Operations maintains the schedule for Bobcat Stadium, University Events Center, and all other athletic facilities.

02.07 If non-university entities rent the facilities, it is necessary to report the usage as unrelated business income. Texas State Athletics and Campus Recreation Business Managers are responsible for submitting financial reports to the university’s tax specialist by November of each calendar year. The financial reports include income and expenses related to the rental of facilities to non-university entities during the prior fiscal year.

**03. REVIEWERS OF THIS UPPS**

03.01 Reviewers of this UPPS include the following:

Position Date

Chair, Department of Health April 1 E4Y

and Human Performance

Director, Athletics April 1 E4Y

Director, Campus Recreation April 1 E4Y

**04. 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.

Chair, Department of Health and Human Performance; senior reviewer of this UPPS

Dean, College of Education

Provost and Vice President for Academic Affairs

President