**Scheduling of Evans Auditorium UPPS No. 08.01.10**

 **Issue No. 6**

 **Effective Date: 01/12/2023**

 **Next Review Date: 06/01/2028 (E5Y)**

**Sr. Reviewer: Dean, College of Fine Arts and Communication**

**POLICY STATEMENT**

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

**01. SCOPE**

01.01 This policy sets forth procedures for scheduling Evans Auditorium located in the Evans Liberal Arts Building.

**02. PROCEDURES FOR SCHEDULING OF THIS FACILITY**

02.01 The Evans Auditorium Operations Manager, in the College of Fine Arts and Communication, schedules events for the Evans Auditorium. They can be contacted at 512.245.8484 or at bookevans@txstate.edu.

02.02 Users of the facility should contact the Evans Auditorium Operations Manager to determine availability (see [Reservation Request Form for Evans Auditorium](https://www.finearts.txst.edu/faculty/event-space-and-classroom-rentals/evans-reservation.html)).

02.03 Those scheduling university-wide or public events in the facility must calendar their events in the LBJ Student Center Services Office as soon as possible, including room and phone numbers, to assure inclusion in official university calendar listings.

02.04 The College of Fine Arts and Communication will accept reservation requests for the subsequent calendar year according to the priorities outlined in Section 03.01 and the following timetable:

Priority 1: 1st day of fall classes – 4th week of March

 Priority 1-4: 4th week of March – last day of spring classes

Priority 5: Last day of spring classes and after on a first-come, first served basis (see Section 03.010)

Persons desiring reservations should submit their requests at least one month prior to the date of the event.

School of Music summer events should be scheduled at least a year in advance.

02.05 If a scheduling adjustment or cancellation is necessary, the dean of the College of Fine Arts and Communication will determine the appropriate schedule for the facility. The College of Fine Arts and Communication, at its discretion, may reserve the facility between academic terms (the end of final exams through the start of classes for the next term) for maintenance purposes or staffing reasons.

02.06 Upon the recommendation of the dean of the College of Fine Arts and Communication and the dean of Students, Texas State University may deny use of a facility to any person or group that has demonstrated a failure to properly respect the facility or its personnel.

02.07 Events require a 50 percent rental deposit to secure the reservation. See Section 05. for more information.

02.08 Cancellations made less that one month prior to the event forfeit the full amount of their deposit. Cancellations made less that two days prior to the even are subject to the full cost of the event.

**03. SCHEDULING PRIORITIES**

* 1. The following chart shows the scheduling priorities for the facility.

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| Priority | Event |
| 1 | Academic and performance needs of the School of Music and the Department of Theatre and Dance; Presidential Events; University Arts Events; other College of Fine Arts and Communication Events |
| 2 | Commencement, honors, and convocation ceremonies; orientation programs |
| 3 | Events conducted by other university departments |
| 4 | Events conducted by registered student, faculty, and staff organizations |
| 5 | Events sponsored by entities other than the university |

03.02 A user questioning the assigned priority should direct appeals to the dean of the College of Fine Arts and Communication, whose decision is final.

**04. PROCEDURES FOR PERSONNEL AND MANAGEMENT**

04.01 Evans Auditorium and its Operations Manager report to the Dean of the College of Fine Arts and Communication. The Operations Manager directly supervises the management and operation of Evans Auditorium.

04.02 The Evans Auditorium Operations Manager will approve and assign all personnel needed to operate equipment (e.g., lights, sound, house curtains) in the facility for any event. In consultation with the organization using the facility, the Evans Auditorium Operations Manager will determine the number of workers needed to manage each event effectively.

04.03 The chief of University Police or the dean of the College of Fine Arts and Communication may require security. Sponsoring organizations shall assume the financial responsibility for security and any damages to facility equipment. Sponsors will pay the following security costs: police officers, $50/hour, minimum of four hours; guards, $30/hour, minimum of four hours.

04.04 Requests for security must be made 10 working days in advance of the scheduled event.

**05. PROCEDURES FOR MAKING PAYMENTS FOR FACILITY USE**

05.01 The priority grouping (listed on Section 03.01) determines the fee charged for the use of space and personnel required for each event. The dean of the College of Fine Arts and Communication may amend the fee schedule under appropriate circumstances. Once a reservation request form is received, the requestor will be provided with an estimate based on their priority group.

05.02 Priority 5 users should make their checks payable to Texas State and submit to the dean of the College of Fine Arts and Communication through the Evans Auditorium Operations Manager. The dean of the College of Fine Arts and Communication will deposit payments no later than three working days following receipt.

**06. REVIEWERS OF THIS UPPS**

 06.01 Reviewers of this UPPS include the following:

Position Date

Dean of the College of Fine Arts June 1 E5Y

and Communication

Director, School of Music June 1 E5Y

**07. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and presents Texas State policy and procedure from the date of this document until superseded.

Dean of the College of Fine Arts and Communication; senior reviewer of this UPPS

Provost and Vice President for Academic Affairs

President