Texas State University-San Marcos
Library Operating Letter (OL)

Title: The Wittliff Collections Facility Use Policies  LB/OL No. 07.06

Department of Origin: Wittliff Collections
Date of Origination: October 7, 2010
Date of Review: December 2, 2010

I. PURPOSE

1.01 The Wittliff Collections at Texas State University-San Marcos are a university museum and archive that offer exhibitions open to students and the general public, maintain quiet areas for study and research, offer space for small university classes, and host public and private events related to the mission and goals of the Collections.

While not a traditional event space, the facility is available for use on a limited basis for defined Priority level groups as outlined in Attachment I.

This policy is not applicable for small classes and tours. Please submit the Tour Request Form to schedule a class visit or tour.

II. POLICIES AND PROCEDURES

2.01 How to Submit a Request

All requests to reserve the facility for an event must be made by submitting the Facilities Use Request Form. Submission of this form does not guarantee a reservation. All policies and applicable rates refer to a four-hour event, including set-up and clean-up time, during the normal workweek of Monday through Friday.

Requests for weekend use will be reviewed by the Director of the Wittliff Collections and the Associate Vice President for the
University Library. If approved, weekend events may be subject to additional fees.

Fall semester facility requests

Facilities Use Request Forms will be accepted from August 15 through August 31. The forms will be reviewed beginning September 1. Organizers will be notified of confirmation or rejection no later than September 15. All requests submitted after August 31 will be considered on a first-come, first-served basis.

Spring semester facility requests

Facilities Use Request Forms will be accepted from January 15 through January 31. The forms will be reviewed beginning February 1. Organizers will be notified of confirmation or rejection no later than February 15. All requests submitted after January 31 will be considered on a first-come, first-served basis.

Summer session facility requests

Facilities Use Request Forms will be accepted from May 15 through May 31. The forms will be reviewed beginning June 1. Organizers will be notified of confirmation or rejection no later than June 15. All requests submitted after May 31 will be considered on a first-come, first-served basis.

Upon confirmation, it is the Organizer’s responsibility to follow the policies outlined herein. All activities must be coordinated with the Wittliff Collections’ Events Assistant.

2.02 Responsibilities of Organizer

Non-adherence to this facility use policy or any of the below responsibilities of the Organizer can result in the cancellation of Organizer’s event.
Rental Fees

- Organizer is responsible for all applicable fees as noted in Attachment I.
- Organizer pays all fees directly to the university department providing the service (Materials Management, Parking Services, Chartwells, University Police Department, etc.), in accordance with these departments’ guidelines.
- Organizer pays rental fee, deposit, and equipment rental fee, if applicable, directly to the Wittliff Collections, in accordance with university purchasing guidelines.

Food and Catering

- If event is catered, Organizer must use Chartwells or another university-approved caterer. If using a caterer other than Chartwells, Organizer must submit an Off Campus Caterer Acknowledgement Form (see UPPS No. 05.03.02) to Auxiliary Services.
- Organizer must arrange catering delivery and pick-up schedule with the Wittliff Events Assistant.
- Organizer must submit a proposed menu to the Events Assistant no later than two weeks before the event. As an archive and gallery, certain aromatic foods and types of food service are not allowed and are subject to approval by the Director of the Wittliff Collections.
- If not hiring a caterer, Organizer must obtain approval from the Wittliff Collections to bring in food and submit proposed menu.
- The Wittliff Collections do not provide serving ware; if approved to bring in own food, Organizer must provide all serving equipment such as cups, plates, utensils, linens, and napkins. (Contact the Events Assistant for eco-friendly options.)

Alcohol

- Organizer is required to obtain special approval to serve alcoholic beverages.
• The Alcoholic Beverage Request Form must be submitted to the Dean of Students as outlined in UPPS No. 05.03.03, with a copy of the form sent to the Events Assistant.
• Organizer must follow all regulations outlined in UPPS No. 05.03.03, including a TABC-licensed person must pour and serve alcohol, the servers must obtain a permit to serve alcohol on the 7th floor of Alkek Library for the duration of the event, and security is required for all events where alcohol is served (see Attachment I).

Room Set-Up

• Candles, oil lamps, glitter, bubbles, confetti, and the like, and flammable materials are not allowed in the Library.
• Set-up requiring movement of any furniture must be scheduled by Organizer with Materials Management. Additional charges may apply (see Attachment I).
• The proposed room set-up, including table decorations, must be discussed and approved with the Events Assistant no later than two weeks prior to the scheduled event.
• Wittliff Collections exhibitions will not be altered or removed for any event, and no décor is allowed on the walls or exhibition cases.
• Exhibition lighting will not be altered for any event.
• All deliveries and outside equipment rentals must be approved by and coordinated with the Events Assistant.
• A representative of the Organizer must be on-site during set-up. The Wittliff Collections are not responsible for incorrect room set-up if no representative is present.

Requests for Live Music

• ALL requests for live music are subject to approval by the Director of the Wittliff Collections and Associate Vice President for the University Library.
• If an event features live music, the Organizer is required to hire an audio engineer from Big House Sound to operate the sound system (see Attachment I).
Security

- University Police reserve the right to require security for large groups.
- A University police officer is required for all events where alcoholic beverages are served (see Attachment I).

Audio and Video Equipment

- Use and set-up of any audio or video equipment must be coordinated with the Events Assistant (see Attachment I).
- The Main Gallery and Southwestern Writers Room are equipped with overhead projectors, but some set-up by the Events Assistant is required. For visual presentations, use of the facility’s laptop is required, as is a test-run of the presentation prior to the event.
- Audio equipment is available only in the Main Gallery.
- Sound operation for one microphone in the Main Gallery is incorporated in the Equipment Rental Fee. Additional microphones require hiring an audio engineer from Big House Sound.
- Additional equipment may be available for an extra fee from Instructional Technologies Support.

Parking

- Organizer must notify Parking Services of the event.
- Parking Services will charge Organizer an overtime fee with a minimum of four hours if Parking Services determines the event will require officer assistance, such as coning or barricading spaces, or staffing entrances to a lot or garage (see Attachment I).

Promotional Materials

- All materials, including fliers must be approved prior to publishing, posting or mailing.
- Except to denote location, the name of the Wittliff
Collections may not be used in any promotional materials without the express consent of the Director of the Wittliff Collections.

Clean-up

- Organizer must coordinate delivery, placement, and pick-up of trash receptacles and recycling bins with the Events Assistant.
- Organizer is responsible for clean-up of all trash, food, and decorations after event.
- All clean-up must be completed within 30 minutes of the event ending time and within the four-hour event time.
- Deposit (see Attachment I) will not be returned if space is not sufficiently cleaned.

Staffing

- The Wittliff Collections’ Events Assistant is here to assist Organizer’s staff but does not replace Organizer’s staff.
- A member of the Organizer’s staff must be on-site 45 minutes prior to event start time to direct and supervise hired service personnel and greet early guest arrivals.
- Organizer’s staff must remain on-site during and after the event to supervise hired service personnel, clean-up, and room re-set.
- The Events Assistant is not authorized to sign any service charges or for any deliveries for the Organizer.

Optional Event Services (all of the below must be pre-arranged)

- Tour of the Wittliff Collections conducted by a staff member.
- Remarks given by the Director of the Wittliff Collections or one of the Curators.
- Access to the Lonesome Dove Collection exhibition room.
Cancellation Policy

- Deposit is nonrefundable if event is cancelled by Organizer ten (10) or less business days prior to event.
- Organizer is responsible for cancelling all service providers scheduled for the event.

III. REVIEW

3.01 This OL will be reviewed every three years beginning on December 2013.

IV. MISCELLANEOUS

4.01 Attachment I - Priorities List
4.02 Attachment II - Facilities Use Policy Request Form

V. APPROVAL

5.01 [Signature]
Interim Director, Wittliff Collections 2/4/11

5.02 [Signature]
Associate Vice President, Alkek Library 2/8/11
I. **Priorities**

**Priority I.** Events hosted by the Texas State University President’s Office.

- Room Rental Fee: No Charge
- Deposit: No Charge
- Equipment Rental: No Charge

**Priority II.** Established events hosted by Texas State colleges, departments, programs, or centers, directly affiliated with the Wittliff Collections, including the Therese Kaiser Lindsey/Katherine Ann Porter Reading Series, the Creative Writing Program, the Center for Texas Music History, the Center for the Study of the Southwest, and the Southwest Regional Humanities Center, whose events are co-sponsored by the Wittliff Collections.

- Room Rental Fee: No Charge
- Deposit: No Charge
- Set Up Fees: No Charge
- Equipment Rental: No Charge

**Priority III.** Events hosted by Texas State or non-Texas State individuals or organizations, whose function directly supports the mission of the Collections.

- Room Rental Fee: No Charge
- Deposit: No Charge
- Set Up Fees: $15.00 per hour, per employee
- Equipment Rental: $70.00, + $25.00 for visual equipment if needed
- Security: $160.00 minimum, if needed
- Parking: $80.00 minimum, if needed

**Priority IV.** Events hosted by Texas State colleges, departments, programs, or centers whose academic discipline is indirectly affiliated with the mission of the Wittliff Collections and whose event is not co-sponsored by the Wittliff Collections. All requests and scheduling are subject to approval by the Director of the Wittliff Collections and the Associate Vice President for the University Library.

- Room Rental Fee: No Charge
Deposit: No Charge
Set Up Fees: $15.00 per hour, per employee
Equipment Rental: $70.00, + $25.00 for visual equipment if needed
Security: $160.00 minimum, if needed
Parking: $80.00 minimum, if needed

Priority V. Events hosted by Texas State colleges, departments, programs, or centers, registered student organizations, and recognized staff organizations not affiliated with the Wittliff Collections, which do not support the mission of the Wittliff Collections. All requests and scheduling are subject to approval by the Director of the Wittliff Collections and the Associate Vice President for the University Library.

Room Rental Fee: $195.00
Deposit: $100.00
Set Up Fees: $15.00 per hour, per employee
Equipment Rental: $70.00, + $25.00 for visual equipment if needed
Security: $160.00 minimum, if needed
Parking: $80.00 minimum, if needed

Priority VI. Events hosted by non-Texas State organizations or individuals not affiliated with the Wittliff Collections, which do not support the mission of the Wittliff Collections. All requests and scheduling are subject to approval by the Director of the Wittliff Collections and the Associate Vice President for the University Library. Priority VI requests must provide a Certificate of Insurance naming Texas State as an additional insured.

Room Rental Fee: $820.00
Deposit: $100.00
Set Up Fees: $15.00 per hour, per employee
Equipment Rental: $70.00, + $25.00 for visual equipment if needed
Security: $160.00 minimum, if needed
Parking: $80.00 minimum, if needed

II. **Room Rental Fee**

Room rental fee is required for Priorities V and VI. Room rental fee is due within seven (7) business days of the date of event confirmation by the Wittliff Collections. Rental fee is based on a four-hour event held Monday through
Friday, including set-up and clean-up. This fee covers use, general wear and tear on the facility, and the cost of required staff remaining on-site for the duration of each event, including opening the area before an event and closing and securing the area after the event.

Requests for use of space during weekends will be reviewed by Director of the Wittliff Collections and the Associate Vice President for the University Library. If approved, weekend events may be subject to additional fees.

III. Deposit

Deposit is required for Priorities V and VI. The deposit is due within seven (7) business days of the date of event confirmation by the Wittliff Collections. The deposit is required to cover any damages that may occur to the facility. Refund of deposit after event will be based on any damages assessed by Wittliff Collections staff in consultation with the Associate Vice President for the Library. Deposit is nonrefundable if event is cancelled by Organizer ten (10) or less business days prior to event.

IV. Set-up and Re-set Charges

For Priorities III through VI, set-up and re-set fees are $15.00 per hour per Materials Management employee needed. Requested set-up will determine the number of employees and time required. If Organizer requests changes to the furniture set-up after the configuration has been approved and confirmed, an additional fee may be assessed. If Materials Management rates increase, they reserve the right to charge the increased rate.

V. Equipment Rental Fee

For Priorities III through VI, the equipment rental fee is an all-inclusive fee that includes the use of chairs, basic sound system (including one microphone), and podium. Set-up and re-set fees for chairs and podium are separate (see section IV). For events requiring more sophisticated audio equipment, Organizer must hire an audio engineer from Big House Sound.

Set-up by the Events Assistant and use of video equipment (projectors with screens, laptop for visual presentations, DVD player) is an additional $25.00. Organizer must use the Wittliff Collections laptop supplied for visual presentations.
VI. Security Charges

University Police Department rate: $40 per hour per officer (minimum of four hours).

At events where alcohol is served, one or more UPD officers are required (depending upon the expected attendance). If University Police Department rates increase, they reserve the right to charge the increased rate.

VII. Parking Fee

Parking Services rate: $20.00 per hour (minimum of four hours).

For Priorities III through VI, the office of Parking Services will charge an overtime fee of $20 per hour, with a minimum of 4 hours, if Parking Services determines the event will require officer assistance such as coning or barricading spaces, or staffing entrances to a lot or garage. If Parking Services rates increase, they reserve the right to charge the increased rate.
THE WITTLIFF COLLECTIONS

FACILITY USE REQUEST FORM

**Forms are accepted Jan 15-31 for spring semester events; May 15-31 for summer events; Aug 15-31 for fall semester events.** The Events Assistant will be in contact with you regarding your request. Scheduling depends on Priority level (see Attachment I of Facility Use Policy), room availability, time of event—whether it is within or outside of normal business hours—and approval by Director, Wittliff Collections. **FAX completed form to the attention of Events Assistant: (512) 245-7431, or mail to: Attn: Events Assistant, The Wittliff Collections, Alkek Library, Texas State University – San Marcos, 601 University Drive, San Marcos, TX 78666-4604.**

* Indicates Required Fields. **Requests will not be considered if these fields are left blank.**

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<th>Organization Information</th>
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<tr>
<td>*Department / Group Name:</td>
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<td>*Contact</td>
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<th>Scheduling Details / Event Information</th>
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<td>*Estimated # of Attendees:</td>
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<th>*Is event open to the public or is it a private event?</th>
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<td>Catering Services</td>
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<td>*Will this event be catered?</td>
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<td>Caterer, if known:</td>
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<td>Organizer MUST communicate with Events Assistant to schedule caterer delivery / set-up times.</td>
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<td>*Will alcohol be served?</td>
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*If alcoholic beverages are served, an Alcoholic Beverage Request Form must be routed to the Dean of Students for approval. Please see UPPS No. 05.03.03. A TABC-licensed person must serve alcohol.*
Equipment Needs

The Main Gallery and the Southwestern Writers Room have overhead projectors. All PowerPoint presentations must use the Wittliff’s laptop – no outside laptops allowed. Visual equipment set-up and operation is $25.00. The Main Gallery has a built-in sound system. Equipment Rental Fee includes sound operation for one microphone; use of additional microphones requires the hiring of an audio engineer from Big House Sound. Please specify the number of microphones and stands needed. See Attachment I of Facility Use Policy for fee information.

Will audio-visual equipment be needed (please describe)?

Please list any other A/V or electrical equipment you will use and who will provide and operate, including video recording of the event:

Set-up Needs

The Wittliff Collections has up to 300 auditorium-style chairs and a podium that are included in the Equipment Rental Fee. Materials Management must set up and re-set all furniture. See Attachment I of Facility Use Policy for fee information.

What set-up arrangement are you considering?

Please indicate number of chairs needed: ___________ Podium Needed? ___________

Does your event include special entertainment such as recorded music or live music? Live music must be pre-approved by Director, Wittliff Collections and Associate Vice President of the Library. Please provide all entertainment details, including set-up needs and contact information:

Policy Disclaimer

Completing this form does not guarantee scheduling of your event. Please remember: the Events Assistant consults and works with your staff, but does not replace your staff. A member of your staff MUST be present at all times to supervise event set-up, caterers, and any other service providers you have scheduled, including after the event for clean-up. The Events Assistant is not authorized to sign for you or your department for any service charges or deliveries. Organizer will be responsible for paying fees directly to Materials Management, Parking Services, UPD, and other service providers. Texas State Organizers may be required to provide cost center and fund information in order to schedule services with university service providers. Organizers not affiliated with the university will be required to sign a Release & Indemnity Agreement, and may be required to pay service providers in advance or by certain payment methods. It is the Organizer’s responsibility to ensure payments are submitted for all services provided, in accordance with the service providers’ guidelines.

I have read the Wittliff Collections’ facility use policies and will follow them upon approval of this request. I understand I will be required to sign a Release & Indemnity Agreement if I am not affiliated with the University.

*Signature of Organizer: ________________________________ *Date: ____________________

Wittliff Approval: ________________________________ Date ____________________