**Scheduling of University Facilities - UPPS No. 08.01.08**

**Round Rock Campus Issue No. 1**

 **Effective Date: 10/01/2020**

 **Next Review Date: 11/01/2025 (E5Y)**

**Sr. Reviewer: Associate Vice President for Budgeting and Planning**

**01. POLICY STATEMENT**

01.01 This university policy and procedure statement (UPPS) establishes general policy regarding scheduling of Round Rock Campus facilities, provides basic information about facilities available, and references policy and procedure statements of other departments or offices containing specific information for scheduling certain facilities.

**02. DEFINITIONS**

02.01 The term “facilities” applies to all real property under the legal university jurisdiction, including:

1. Teaching Space – any space which is regularly used for direct instruction of students (e.g., classrooms, class labs, special class labs, meeting rooms);
2. Library Space – any facility which has reading and study rooms, stack space, and associated service areas;
3. Research Space – includes all non-class (research) laboratories and service rooms;
4. Office Space – includes all offices, conference rooms, and associated services areas (e.g., file rooms, copy rooms);
5. Support Space – includes computer rooms, storage, lobbies, atriums, and associated service areas;
6. Parking Areas – any space designated for regulated vehicle parking by employees, students, or campus visitors; and
7. Grounds – all remaining outdoor areas not included in categories defined above.

**03. PROCEDURES FOR SCHEDULING FACILITIES**

03.01 Final authority for scheduling and utilization of all university facilities rests with the president. The university will apply this UPPS consistently with the rules and regulations promulgated by the Texas State University System (TSUS) Board of Regents. Those preparing or revising the detailed policies mentioned below should direct special attention to the section of [Chapter VII of TSUS Rules and Regulations](https://www.tsus.edu/about-tsus/policies.html) that includes System regulations regarding the use of System facilities by component organizations and by outside groups, including political or religious organizations.

03.02 List of scheduling and associated facilities policy and procedure statements:

1. [UPPS No. 07.04.05](https://policies.txstate.edu/university-policies/07-04-05.html), Assembly Activities Involving Amplified Sound, Exhibits, and Erecting Symbolic Structures – includes outdoor areas of the San Marcos and Round Rock campuses.
2. [UPPS No. 07.04.07](https://policies.txstate.edu/university-policies/07-04-07.html), Demonstrations on University Property – includes engaging in free expression and lawful demonstration on university-owned or leased property located on the San Marcos or Round Rock campuses or surrounding areas.
3. [UPPS No. 05.07.02](https://policies.txstate.edu/university-policies/05-07-02.html), Parking and Transportation – addresses special event parking procedures.
4. [G/PPS No. 08.01](https://policies.txst.edu/division-policies/global/08-01.html), Classroom and Teaching Theater Scheduling
5. [G/PPS No. 08.02](https://policies.txst.edu/division-policies/global/08-02.html), Accessibility for Students with Disabilities to Classroom Instructions
6. [SS/PPS No. 08.02](https://policies.txstate.edu/division-policies/student-affairs/08-02.html), Conducting Outdoor Musical Events During the Evening Hours

03.03 Designated schedulers for teaching theatres, auditoriums, and conference and meeting rooms on the Round Rock Campus are:

1. Avery Building – Office of the Assistant Vice President for Academic Affairs (Round Rock Campus) and Dean of the College of Health Professions
2. St. David’s School of Nursing Building – Office of the Director of St. David’s School of Nursing
3. Willow Hall – Office of the Assistant Vice President for Academic Affairs (Round Rock Campus) and Dean of the College of Health Professions
4. Grounds – Office of the Assistant Vice President for Academic Affairs (Round Rock Campus) and Dean of the College of Health Professions

03.04 In scheduling university facilities for official university events, the departments and offices identified above have final approval authority. The provost and vice president for Academic Affairs (VPAA) will resolve conflicts concerning priorities. Only the president, or designee, may make exceptions to this provision. Any funds collected for auxiliary facility use will go to the appropriate income account for that facility. Exceptions to this provision may be made by the president, or designee.

03.05 Use of university facilities by non-university groups, organizations, entities, or individuals (outside groups) shall be considered on a case-by-case basis and authorized by the designated scheduler who always has priority in the scheduling of facilities subject to the needs and the convenience of the university. Non-university groups may be required to provide proof of insurance naming the university as an additional insured.

03.06 A standard rate fee schedule for meeting rooms, lobby areas, the mall, and other outside areas are established in accordance with university policy and shall be maintained and published by the office of the scheduler, as designated above. Fees shall be based, at a minimum, on the university’s costs; including but not limited to utilities and custodial services. Standard rates shall also reflect costs for security, equipment rental, and similar university provided services and goods as set by the university unit responsible for providing the services and goods.

03.07 Outside groups requesting a waiver or reduction of standard rate fees are subject to the provost and VPAA’s approval, as the designee of the president.

03.08 Departments that administer facility reservations shall ascertain the reserving party’s need for outbound audio or video transmissions and consult with IT Assistance Center (ITAC) should there be such a need. To assure compliance with this provision, departments that administer building or room reservations should include the following (or similar) statement on all reservation applications and request forms: “Outbound streaming of audio or video is not permitted from this facility without advance notice and consultation. The reserving party declares that it DOES/DOES NOT (circle one) wish to stream audio or video from this facility.”

03.09 Any person or organization that sponsors an on-campus event must obtain prior written approval from the vice president for Finance and Support Services for the sale, service, or consumption of alcoholic beverages. The vice president for Finance and Support Services has discretion, as the designee of the president, to disapprove consumption of alcoholic beverages at any event (see [UPPS No. 05.03.03](https://policies.txstate.edu/university-policies/05-03-03.html), Alcoholic Beverage Policy and Procedure).

**04. PROCEDURE FOR LEASING OF FACILITIES**

04.01 Contractual conditions relating to permissible assignment or scheduling may apply to facilities leased by or from the university. Those leasing space must secure approval through the appropriate administrative channels. The real estate and planning manager in the office of the vice president for Finance and Support Services handles leasing of university facilities (see [UPPS No. 08.01.16](https://policies.txstate.edu/university-policies/08-01-16.html), Facilities Leases). Any funds collected for leasing educational and general facilities (e.g., St. David’s School of Nursing Building, Willow Hall) will go to the E&G Miscellaneous Income Account (GL 417150, CC 1415000000, Fund 3020091000) unless exempted by the provost and VPAA. Any funds collected for leasing educational and general facilities in the Avery Building will go to the Round Rock Auxiliaries Account (CC 1312000000, Fund 30204210xx).

**05. REVIEWERS OF THIS UPPS**

05.01 Reviewers of this UPPS include the following:

Position Date

 Associate Vice President for November 1 E5Y

Budgeting and Planning

Assistant Vice President for Academic November 1 E5Y

Affairs (Round Rock Campus)

and Dean of the College of Health

Professions

**06. 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 Budgeting and Planning; senior reviewer of this UPPS

 Vice President for Finance and Support Services

 President