



Angelo State University
Operating Policy and Procedure

OP 74.01: University Facilities

DATE: January 15, 2016

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish a policy defining the request and approval process for the use of academic and non-academic university facilities by registered student organizations, faculty, staff, academic and administrative departments, and community organizations.

REVIEW: This OP will be reviewed in January every three years, or as needed, by the director of business services with recommendations for revisions forwarded through the vice president of finance and administration to the president by February 15 of the same year.

POLICY/PROCEDURE

1. Use of University-Owned Facilities

The use of university-owned facilities is governed by Section 08.07 of the *Regents' Rules* and university policies. University facilities are available for reservation by registered student, faculty, and/or staff when the organizations are conducting or sponsoring university-related activities.

a. Curfew on Buildings

Most university buildings are closed and secured by custodial staff by 10:00 p.m. However, some buildings may be closed earlier; and because of the specialized use of some of the university's educational facilities at late hours on a continuing basis, certain buildings may remain open after 10:00 p.m. with written approval through administrative channels. Any exception to the designated closing time for a building on a regular or continuing basis must be justified and must have prior written approval of the appropriate dean and vice president who will notify both the Office of University Police and the Office of the President of the authorized change in closing time.

Campus buildings are locked and unlocked by custodial staff during the week. University police open only exterior building doors when the space is approved for use on weekends for special university events. The locking and unlocking of interior doors is the responsibility of the individual(s) using the specific room.

When it is necessary for employees or students to be in a building for group activities or programs requiring the use of university facilities after the designated closing time or during a weekend for a specific but limited period of time, it is the responsibility of the full-time faculty/staff advisor to access and secure the space. Keys may be acquired from the university key shop or arrangements should be made with the department that manages the space.

Individual faculty, staff, teaching assistants, or graduate assistants who have been issued keys in accordance with university policy and who are specifically authorized through their association with the university to enter and use facilities within a particular building may do so on an individual basis after the designated closing time without prior notification of the Office of University Police. However, individuals with keys who enter buildings after the designated closing time must accept the responsibility for immediately locking the door after entering and upon leaving the building, and should leave the space in the condition in which it was found. Such individuals should be prepared to provide university police personnel with appropriate identification if requested to do so.

Individual students and other persons are not authorized to be present in university buildings after the designated closing hour without prior approval of the department head and prior notification of the Office of University Police. University police may eject unauthorized persons from a building or take such other action as may be appropriate if such persons do not have specific authorization to be in the building after the designated closing time.

b. Space Allocation/Reallocation

The director of business services manages space utilization and space allocation/reallocation requests and recommends action to the president. When involving academic space, the director of business services will confer with the provost and vice president for academic affairs before a recommendation is forwarded to the vice president for finance and administration for preliminary approval.

When new construction is completed, the committee appointed by the appropriate vice president reviews space needs and recommends reassignments as appropriate. These recommendations receive final approval by the president.

Outside Constraints

Space needs and facility usage are sometimes affected by outside constraints. Accrediting agencies/organizations sometimes establish space/facilities requirements. The Coordinating Board's Planning Committee must approve new construction and renovation projects above established thresholds. Legislative funding is often required for construction projects. State statutes sometimes dictate which fund groups can be used for certain types of projects.

c. Room Assignments and Numbering of Rooms

Space Assignments

Assignment to administrative officers of space in all university buildings will be made through the director of business services, who coordinates with Facilities Management to maintain a perpetual inventory of all university buildings and other space. Further assignments of space to other administrative officials and department heads will be reported by the administrative officer to the director of business services. All space is subject to reassignment based on institutional needs.

The assignment of specific classrooms and laboratories for instructional purposes during each semester or summer term is coordinated through the director of business services.

The assignment or reassignment of all rooms for classes, laboratories, or other purposes must be cleared through this office before announcements or commitments for their use are made.

Numbering of Rooms

Selection of identification numbers for rooms and spaces in all buildings is made by the Department of Facilities Planning and Construction in consultation with Facilities Management and the director of business services. Changes may be made only with the approval of the vice president for finance and administration.

d. Care of University Property

University property shall be used only for official university business. No employee of the university may use for his/her personal benefit or pleasure any property of the university except books from the library and other items of established use. University personnel should assume responsibility for assisting the university in protecting property from mutilation and abuse.

e. Prohibition of the Use of University Equipment or Facilities by Employees in Connection with Outside Employment

The use of university equipment or facilities by any employee of the university is prohibited in connection with outside employment, including consulting or other activities.

f. Restrictions on Use of University Property by Outside Groups

The use of university property by outside groups is prohibited except in appropriate cases as approved in advance by the director of business services. Requests are made through the Office of Special Events using an online form located at <http://reservations.angelo.edu>.

2. Use of the Houston Harte University Center and Other Selected Facilities

The facilities, services, and programs of the Houston Harte University Center have been designed to support the total educational mission of the university. In addition to recreational and dining facilities, the University Center provides a wide range of facilities and services for ASU students and their registered organizations. The meeting rooms in the University Center may be reserved for departmental/faculty/staff meetings and educational conferences. Co-sponsored conferences and meetings are provided for the cost of expenses incurred (rental fees for said events may be waived by following procedures outlined in the rules and regulations). The fee waiver form is located online at <http://reservations.angelo.edu>.

Outside organizations and individuals may rent university facilities according to published procedures. The procedures for requesting use of the university facilities are available online at <http://reservations.angelo.edu>. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.

Selected facilities are academic buildings that are regulated by special provisions are necessary because of numerous specialized academic and non-academic functions they ordinarily accommodate. Permission to use these facilities can be obtained through the Office of Special Events.

The use of university facilities by registered student, faculty, and/or staff organizations is permissible in accordance with the *Regents' Rules* and the following university policies and procedures under which registered organizations may reserve university facilities.

Conditions Established for Use of Facilities and Restriction on Joint Sponsorship:

Extracurricular student, faculty, or staff activities involving the use of Texas Tech University System-owned buildings and grounds shall be conducted in accordance with local, state, and federal law and in accordance with the applicable System and component regulations. Such activities shall not disrupt or disturb the academic and component program and shall not result in damage to or defacement of property. Registered student, faculty, or staff organizations may not enter into joint sponsorship of any on-campus project or program, which involves financial commitments or the scheduling or use of facilities with individuals, groups, or students that are not registered without prior written approval of the component president or his or her designee through normal administrative channels.

a. Use of the Houston Harte University Center and Other Selected Facilities by On-Campus Organizations

(1) Policy Statement. The use of university facilities by registered student, faculty, and/or staff organizations is permissible in accordance with the *Regents' Rules* and university policies.

(2) Approval for Use of University Facilities.

- (a) University registered student organizations desiring to schedule the use of university facilities must reserve the facilities through the Office of Special Events, located on the second floor of the University Center, to ensure room availability. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.
- (b) Faculty groups who desire to schedule the use of university facilities for other than routine university business purposes, i.e., departmental meetings, must first obtain written approval for the program from the director of business services prior to scheduling the facilities. Faculty groups must reserve the facilities through the Office of Special Events, located on the second floor of the University Center, to ensure room availability. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.
- (c) Special Provisions. The utilization of university facilities is not ordinarily authorized for the purpose of raising funds, although requests to do so shall be considered upon their merits, taking into consideration the particular circumstances that impel the request. Requests for such specialized uses should be addressed to the director of business services.

Rental charges adequate to pay for heating and air conditioning, electricity, custodial services, and all labor shall be charged to university organizations using university facilities when admission fees are required. University organizations charging admission fees at lectures, musicals, theatricals, entertainments, and other types of programs are normally expected to use non-academic facilities.

The use of university facilities by university organizations is given priority over the use of facilities by outside groups.

The following priorities have been established for on-campus organizations authorized to use university facilities. Authorization is received from either the vice president for academic affairs, the director of business services, the executive director of student affairs, or the Center for Student Involvement.

Class 1 - A meeting of a recognized university organization to further the purpose for which that organization exists (i.e., business meetings of recognized student organizations, university departmental meetings, administrative meetings, general university convocations, alumni meetings, and assemblies of recognition).

Class 2 - Authorized meetings or assemblies of recognized university organizations for which admission is charged at the door or revenue is derived by advance ticket sales, subscriptions, contributions, freewill offerings, or sales.

b. Joint Sponsorship for Use of the Houston Harte University Center and Other Selected Facilities

- (1) Approval and Reservation for Use of Facilities. Prior to reserving university facilities, the on-campus co-sponsor of any proposed event must first obtain written approval for the activity from the director of business services. Upon approval by the director of business services, the co-sponsor must reserve the facilities through the Office of Special Events. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.
- (2) Special Provisions. All requests for joint sponsorship events must comply with the provisions set forth in the university policies.

In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, the sponsoring organization will be billed for any amounts owed to the university and not paid by the sponsored organization.

The following priorities have been established for joint sponsorships authorized to use university facilities.

Class 3 - Conferences, seminars, or other educational assemblies sponsored by Angelo State University in conjunction with an outside group for purposes directly or indirectly benefitting Angelo State University.

- (3) Request for Fee Waiver. If a university department chooses to co-sponsor an event and would like for the event rental fees to be waived, the department is required to complete a *Request for Facilities Fee Waiver*. This form can be obtained through the Office of Special Events. The department must obtain approval signatures from the appropriate department head, dean, and vice president before submitting for approval from the director of business services. The department requesting a fee waiver must commit both labor for set-up of the event and supervision. If the event is located outside the University Center, the sponsoring department must supply an individual to supervise the event and provide support to the customer. If the department requires the University Center staff to support the co-sponsored event, then the

department will be billed an hourly charge per employee for support to defer the cost of student labor. In the cases not clearly defined above, the charge for services billed to the department will be established by the director of business services.

c. Use of the Houston Harte University Center and Other Selected Facilities by Outside Groups

(1) Policy Statement. It is the policy of the university to make facilities available for use by outside groups in accordance with and subject to the provisions of the university policy, to the extent that the programs and activities of these groups do not conflict or interfere with normal university functions or the activities of campus organizations:

(a) Public schools and educational organizations

(b) State and Federal agencies

(c) The City of San Angelo and its official (tax supported) agencies

(d) Meetings of a professional or semi-professional nature that have interests related to the work of the university such as education, farming, ranching, science, charity, philanthropy, government, and research.

(2) The use of university facilities is not ordinarily authorized for the purpose and groups listed below, although requests shall be considered upon their merits.

(a) Promotional groups, commercial or otherwise.

(b) Activities where admission is charged or where money is otherwise raised, including theatricals and other types of entertainment, except in cases where profits are for charitable purposes in the true sense of the term and in cases where other auditoriums of the community are inadequate or unavailable.

(c) "Civic" groups, including service clubs, churches, and lodges, except for purposes of temporary emergency assistance.

Cases not in the classifications previously listed and borderline cases are considered upon their merits.

(3) Approval and Reservation for Use of Facilities. Outside groups desiring use of university facilities must obtain approval for their program or activity from the director of business services. The director of business services is responsible for making certain that the proposed program and activity is within the *Regents' Rules* and university policies. Reservation requests must be submitted to the Office of Special Events online at <http://reservations.angelo.edu>.

Appropriate rental charges shall be charged to outside groups using university facilities. The Office of Student Accounts/Bursar will be notified by the Office of Special Events after completion of an event if a rental charge is to be assessed. The group will be billed by the Office of Student Accounts/Bursar immediately upon completion of the event.

(4) Special Provisions. The following priorities have been established for the use of university facilities by outside groups.

Class 4- Educational, conferences, seminars, or assemblies sponsored by:

- (a) Public schools and educational organizations
- (b) State and Federal agencies
- (c) The City of San Angelo and its official (tax supported) agencies
- (d) Meetings of a professional or semi-professional nature that have interests related to the work of the university such as education, farming, ranching, science, charity, philanthropy, government, and research.
- (e) Other conferences, seminars, or educational assemblies involving a defined group of individuals whose membership is not primarily from the campus and that do not have an affiliation with a defined group on the campus.

Class 5 - Social or recreational assemblies involving a defined group of individuals whose membership is not primarily from the campus and that do not have an affiliation with a defined group on the campus.

Class 6 – Contract commercial or fundraising event by a non-university group or business using the facilities for private or public use charging a fee to participants or spectators for the purpose of making a profit.

- Outside groups sponsoring lectures, musicals, theatricals, entertainments, and other types of programs are normally expected to use non-academic facilities.
- Reservations for facilities use by outside groups may not be made earlier than six (6) months in advance of the proposed event except for special educational programs and contract services.

d. Facility Use Agreements

- (1) Use of university space by non-sponsored outside groups must be authorized by written agreement. The agreement provides for:
 - (a) Full cost recovery;
 - (b) Confirmation that the use does not constitute university or state endorsement of the using organization, its views or objectives;
 - (c) Certification that such use does not interfere with primary university uses for which the facilities were intended; and
 - (d) Protection of the university from any liability or property loss exposures that may or do result from the lessee's activities or occupancy. The agreement shall indemnify and hold harmless the Board of Regents of the Texas Tech University System, Angelo State University, and all of its officers, employees, and agents from any actions or causes of action, claims, demands, liabilities, loss damage, injury, cost or expense of whatever kind or injuries or the death of any person(s) or damage to or loss of any property claimed to have been caused by or to have arisen out of or in connection with or incidental to the use of Angelo State University property.

- 1) The lessee must provide financial responsibility in the form of a Certificate of Insurance or as otherwise may be deemed acceptable by the director of business services. The Certificate of Insurance should reflect the following at minimum, unless otherwise determined by the director of business services:
 - General Liability coverage of \$1,000,000.00 per occurrence / \$2,000,000.00 aggregate,
 - Angelo State University indicated as the Certificate Holder,
 - Angelo State University named as an Additional Insured,
 - Subrogation against Angelo State University is waived,
 - All policies must be written on a primary basis,
 - If lessee cannot furnish adequate liability coverage three (3) business days prior to event date, the university will cancel said reservation.
- 2) The lessee must agree to comply with all laws, ordinances and regulations applicable to the intended use and occupancy. In addition, the lessee must agree to be responsible for payment of federal, state, and local taxes that may be levied against the event or activity.
- 3) The lessee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.
- 4) The standard facilities use agreement shall be used by all reservation offices. Addendums may be added for special circumstances.

e. Conditions Applying to All Classifications of Users

- (1) The university facilities may not be used for the benefit of private individuals or organizations unless the use of the facilities serves a public purpose and adequate contractual or other controls ensure its realization.
- (2) The use of university facilities by on-campus organizations is given priority over the use of the facilities by outside groups.
- (3) Multi-scheduling or standing reservations are not normally allowed except for educational programs conducted by the university.

3. Restrictions on the Allocation of Space and Telephones in University Facilities

In all university facilities except the Houston Harte University Center, office space and telephones shall be allocated only to organizations whose purpose and activities are certified by the appropriate dean as being academically relevant to the educational mission of the sponsoring unit and approved by the director of business services. Such sponsorship implies

support, endorsement, supervision, and the assumption of responsibility by the sponsoring unit for the actions and activities of the sponsored organization. Sponsorship may not be extended to groups involved in political or religious activities or in projects for private gain.

Office space in the Houston Harte University Center shall be allocated by the Office of Special Events, subject to the approval of the director of business services.

4. Policy on Restricted Areas

With the approval of the president and where the best interests of the university would be served, certain portions of the Angelo State University campus may be designated as restricted areas that shall be limited to authorized personnel only. Authorized personnel under this policy refers to university employees who work in the designated area and other individuals who are authorized to enter the restricted area by the department head or administrative officers for university business or specific assignments.

Where appropriate, a sign may be posted that states, "Restricted Area - Authorized Personnel Only." Such a sign shall serve as the university's official notice of such a restricted area.

5. Management, Instruction and Research Center

Angelo State University operates a comprehensive Management, Instruction, and Research (MIR) Center in conjunction with 4,645 acres of land at O. C. Fisher Lake near San Angelo, which the university utilizes as a multiple-purpose agricultural production and wildlife management area under a 25-year lease from the U.S. Corps of Engineers, Department of the Army. The major objectives and activities of the MIR Center include: support for the instructional programs in animal science; management and research programs in sheep, goat, and cattle production; range management and improvement; and wildlife management and ecology.

The facilities of the MIR Center are available to qualified faculty and staff who desire to pursue approved research programs at the center. Inquiries should be directed to the director of the center or the dean of the college of arts and sciences.

6. Pavilion

The Pavilion is designed to meet the recreational needs of students, faculty and staff and to provide programming opportunities for the university and its registered student organizations. Reservation requests may be submitted to the Office of Special Events online at <http://reservations.angelo.edu>. The pavilion may also be rented according to the *Regents' Rules* governing this privilege.

7. University Planetarium

The university planetarium is designed to support the total educational mission of the university. In addition to regularly scheduled classes, the planetarium provides a wide range of programs for both on- and off-campus groups, including scheduled public programs. Regularly scheduled classes requiring the specialized facilities of the planetarium have first priority for use of the planetarium. Free admission for university students, faculty and staff is available with a valid activity card if seats are available during the public programs.

Student organizations, faculty groups, and off-campus groups desiring to schedule a program in the planetarium must contact the Department of Physics and Geosciences to make a reservation. The planetarium director and office coordinator of the Department of Physics

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and Geosciences will be responsible for the approval and scheduling of each program. In cases where questions arise concerning the appropriateness of a request, the request will be considered by the planetarium director.

Both on- and off-campus groups scheduling a program in the planetarium are obligated to abide by the guidelines established for the use of the university planetarium.

Priority to schedule a program for off-campus groups will be given to programs for public and private schools; university enrichment, outreach or recruiting events, professional or semi-professional groups, all of which have interests related to the work of the university; and defined groups of individuals whose membership is not primarily from the campus and do not have an affiliation with a defined group on campus (scouts, private schools, church groups, service clubs, lodges, etc.).