

# 41.01.99.C1.01 Facility Use Rental and Recovery of Charges



Approved: October 3, 2011  
Revised: June 27, 2016  
Next Scheduled Review: June 27, 2021

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## Procedure Statement

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Texas A&M University-Corpus Christi will provide guidance and approval for rental and recovery charges at the TAMU-CC campuses and facilities owned or leased by the university.

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## Reason for Procedure

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This procedure will provide rental rates and equipment charges for university and non-university groups for the TAMU-CC campuses and facilities owned or leased by the university.

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## Procedures and Responsibilities

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### 1. GENERAL

- 1.1 The TAMU-CC campuses and facilities owned or leased by the university are primarily used to serve institutional activities. It may be possible to accommodate additional activities in facilities owned or leased by the university from outside individuals, groups or organizations. In the interests of good stewardship of state resources, Texas A&M University-Corpus Christi may seek to recover those costs that are directly incurred for use of facilities, personnel, and equipment from university and non-university groups as described in University rule 41.01.99.C1 Use of University Facilities.
- 1.2 These procedures, in conjunction with University rule 41.01.99.C1 Use of University Facilities are intended to provide guidance for Rental and Recovery Charges and procedures to request a waiver.

### 2. RATES

- 2.1 Rental rates and equipment charges for each facility rental will be established annually and approved by the Executive Vice President for Finance & Administration (EVPFA). Utility market costs and facility specific factors

will be used to determine rates.

- 2.2 Rates for personnel charges such as custodial, security, and AV Tech Support will be based upon standard rates approved by the Executive Vice President for Finance and Administration.
- 2.3 Rates can be obtained through the Facility Event Coordinator and/or Community Outreach for non-university groups. Taxes, surcharges, and recovery of damage costs may apply. Rates are subject to change as conditions warrant.
- 2.4 Estimates of charges will be provided to the customer upon request of use of the facility. Charges will be billed to customer through Interdepartmental Transfer (IDT) entry or direct bill.

### 3. FOR WAIVER OF CHARGES

- 3.1 To request a waiver of charges, university groups or Community Outreach (for all non-university users) will complete the *Request for Waiver of Facility Use Fees* and submit it to the facility administrator(s).
- 3.2 The routing process will begin with the facility administrator(s) to the Executive Vice President for Finance and Administration. For fundraising events, the form should route through the Vice President for Institutional Advancement before the EVPFA. Time sensitivity will be kept in consideration during the process.
- 3.3 Upon final decision from the Executive Vice President for Finance and Administration, the decision will be communicated to the facility administrator(s) and the requestor.

### 4. MONITORING

Individual Facility Event Coordinators will be responsible for monitoring and ensuring compliance with rates.

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## Related Statutes, Policies or Requirements

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University rule [41.01.99.C1 Use of University Facilities](#)

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## Appendix

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[Request for a Waiver of Facility Use Fees](#)

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## Contact Office

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Contact for clarification and interpretation: Executive Vice President for Finance and  
Administration  
(361) 825-2321