

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

41.01.99.C1.02 Procedures for the Use of University Academic Facilities

Approved May 6, 2013

Supplements University Rule 41.01.99.C1

1. ACADEMIC FUNCTIONS

- 1.1 Approved academic courses are scheduled through the Office of Records and Registration into rooms using the appropriate software to ensure no conflicts and appropriate match to needs. Room changes due to class size, maintenance or other needs follow this same process.
- 1.2 Requests for scheduling academic functions other than regularly scheduled courses will be made through the Office of Records and Registration. Examples are review sessions, additional class time(s), etc.

2. UNIVERSITY FUNCTIONS

- 2.1 For use of academic buildings for university functions, please refer to *Use of University Facilities Rule 41.01.99.C1* for criteria to qualify as a university function.
- 2.2 University functions open to the general public require notification to Community Outreach using the Institutional Event Form at <http://outreach.tamucc.edu/regforms/ien.html>.

3. STUDENT GROUPS

- 3.1 Student groups should request meeting space through the University Center. If space is not available at the University Center, the UCSA staff will submit a Facility Request Form-Academic Buildings on behalf of the student organization.
- 3.2 Sport/physical activity space for student group use shall be requested directly from Recreational Sports. If sport/physical activity space is not available at the Dugan Wellness Center, the Recreational Sports staff will submit a Facility Request Form-Academic Buildings on behalf of the student organization.

4. DEPARTMENTAL GROUPS

- 4.1 Departmental groups shall request space through the Office of Records and Registration by submitting a Facility Request Form-Academic Buildings located at <http://registrar.tamucc.edu/astra.html>.

5. NON-UNIVERSITY FUNCTIONS

- 5.1 Community Outreach coordinates and schedules non-university functions. Non-university groups will submit details of their function to Community Outreach to initiate the reservation process.
http://outreach.tamucc.edu/events&conferences/docs/Ancillary_Formfy12_062012.pdf

6. AFTER HOURS/WEEKEND USE (UNIVERSITY EVENTS)

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- 6.1 Functions that occur between 5 p.m. on Friday and 8 a.m. on Monday are considered after hours and weekends.
 - 6.2 Deans, directors, and department chairs will be notified, of the-group size, scope of event, non-university functions by the requestor as required by the college or division.
 - 6.3 Once the form is completed, it will be routed to the Office of Records and Registration, which will make the final determination of buildings that will be approved for use beyond regular hours of operations.
 - 6.4 Whenever use of academic buildings is requested outside of regular operating hours, arrangements for additional services such as HVAC, custodial, University Police Department unlocking/locking building and rooms may be necessary.
 - 6.5 The Office of Records and Registration will ensure that these services are requested for university events in academic buildings beyond regular hours of operation.
 - 6.6 Cost-recovery for these additional services will be processed through inter-departmental transfer of funds (IDT) debited to the requesting department. Cost estimates are available in advance upon request with adequate notice. It is the requestor's responsibility to communicate with their Dean on any charges to the college or department.
 - 6.7 In order to provide good stewardship of university resources, after hour and weekend use of academic buildings is limited to designated buildings. It may not be possible to honor a specific building request. The Office of Records and Registration will use a prioritized sequencing of buildings to determine the best location.
7. FUNCTIONS INVOLVING FOOD AND BEVERAGES USE
- 7.1 Functions involving food and beverages are restricted to specified areas (hallways/corridors/lobbies) in academic buildings.
 - 7.2 The University food contractor has exclusive rights in providing catering services. It must be declared on the Facility Request Form-Academic Buildings if an event will include food and beverage items so appropriate custodial arrangements can be made.
 - 7.3 Groups will be held accountable for additional expenses.

Contact for Interpretation: Executive Vice President for Finance and Administration
(361) 825-2321 or University Registrar & Director of Veteran's
Affairs (361) 825-2414