


MEMORANDUM

FROM: Michael Benedik 
Vice Provost

SUBJECT: Facilities Utilization Guidelines

Based on review of the utilization of university facilities, space and event venues, the attached guidelines have been established for those spaces not otherwise governed by posted guidelines.

Revisions of the SAP 24.99.99.MO.02, has been reviewed and recommended by the Facilities Utilization & Planning SubCommittee with review by the Committee on Built Environment (CBE). Further action will be taken in subsequent meetings of CBE.

While the editing process for the SAP are underway, the attached will serve as a *Facilities Utilization Guideline* for all university spaces, venues and facilities, until the SAP can be formally completed and posted.

Please forward to all appropriate University facilities managers and assigned proctors to assist in the appropriate management of all facilities.

Facilities Utilization Guidelines

Reviewed & Recommended by Facilities Utilization & Planning SubCommittee (FUPsc) -February 14 2017
Recommended for further action by Committee on Built Environment (CBE) – February 27, 2017

Events organized by an external party but held on the Texas A&M University campuses must be sponsored through an agency, departmental office, administrative unit or recognized university group.

Texas A&M University campuses, for the purpose of this Guideline, is defined as all Texas A&M University and Texas A&M University System facilities and land administered by Texas A&M University located in Brazos County.

An external client event is any event not affiliated with Texas A&M University and is controlled and/or organized by a person or group in an unaffiliated capacity to the university.

1. EXTERNAL CLIENT EVENT REQUESTS

- 1.1 External client event requests for available space should be forwarded to the space/facility coordinator responsible for the management of the event site by the university office, administrative unit, or recognized university group sponsoring the activity. For open campus space without an assigned coordinator or third parties who have not identified an event location, requests should be directed to the special events campus coordination office by calling 979-862-9132 or emailing specialevents@dsa.tamu.edu.
- 1.2 Upon receipt of written confirmation of space availability, the sponsoring university unit will submit the required event information through the appropriate facilities coordinator, for University Center spaces this would <http://specialevents.ucenter.tamu.edu/>.
- 1.3 Sufficient Information should be collected to permit a review and to identify and assess the risks associated with each event. Upon review, a determination will be made if security personnel or additional event staff are required.
- 1.4 Notification of the external client event detail submission and required special event coordination needs will be communicated to the appropriate event space/facility manager. The event space/facility manager will collect all university required forms, to include a university approved external client event agreement, confirm scheduling of all university safety and security staff and submit copies of all documentation to the appropriate Space/Facility Manager, Building Proctor or Special Event Campus Coordination Office.

2. RESPONSIBILITIES

2.1 SPACE/FACILITY MANAGER

- 2.1.1 Direct all external client event requestors to identify a campus office, administrative unit or recognized university group to sponsor the event.
- 2.1.2 Collect and review all external client event details and makes a recommendation for campus safety and security measures.
- 2.1.3 Coordinate communication between third parties, space/facility managers, university safety and security departments, and others as needed with special event details.
- 2.1.4 Send communications to Environmental Health and Safety, Emergency Medical Services, the University Police Department, and Transportation Services and Facilities and Dining Administration that include the date, time, location, space/facility coordinator and requesting event contact of all external client events taking place on the Texas A&M Main Campus as needed. Post weekly communications to <http://specialevents.ucenter.tamu.edu/> for public view.
- 2.1.5 Ensure that external client event hosts and event activities adhere to all applicable Texas A&M University rules and procedures. Obtain all necessary insurance and licenses.

2.2 SPONSORING DEPARTMENT, UNIT OR ORGANIZATION

- 2.2.1 The sponsoring unit will coordinate communication between the external client and the Space/Facilities manager for the desired space.
- 2.2.2 The external client is responsible for costs associated with the event including space rental, catering, audio/visual and security as needed or deemed necessary by the university.
- 2.2.3. If the external clients are unable or unwilling to pay the fees assessed, the sponsoring TAMU unit will be responsible for any unpaid charges.

2.3 EXTERNAL CLIENT

- 2.3.1 Provide accurate and timely event detail information to the space/facility manager. Failure to do so can result in the cancellation of current and future events at Texas A&M University.
- 2.3.2 Are responsible for any room or facility rental charges as well as services associated with the event. As needed security will be coordinated by the university and charges will be paid by the external client.