

POLICY FOR THE USE OF UNIVERSITY FACILITIES BY INTERNAL CONSTITUENTS

Approved by University Council 5-8-14

I. PURPOSE

This policy reflects the priorities, scheduling procedures, and policies for the use of University of Houston-Clear Lake (UHCL) facilities for academic, administrative, and other University related purposes.

All exceptions to this policy require approval of the President or his designee.

II. POLICY

1. General Provisions

The University of Houston-Clear Lake will endeavor to provide facilities for individuals and organizations subject to the provisions of this policy. UHCL facilities are to be used for the purpose of supporting the UHCL's mission of teaching, research, and public service. UHCL facilities are not available for unrestricted use for other purposes. However, UHCL facilities may be reserved/rented by internal or external individuals, groups, or organizations for other purposes as long as such use does not interfere with the purposes for which the facilities are provided. .

Non-University related events and activities will be considered external usage and be subject to the University of Houston-Clear Lake's external use policy: POLICY FOR THE USE OF UNIVERSITY FACILITIES.

1.1 Events subject to this policy may be sponsored only by a university administrative, academic, or student unit, not an individual. Sponsorship includes being actively involved in the event, monitoring its progress, and taking overall responsibility for its success and policy compliance. Sponsoring organizations include the following:

- Colleges, divisions, or departments of a university
- Organized faculty or staff bodies (i.e., Faculty Senate, Staff Council, etc.)
- Officially recognized student organizations
- Academic and/or administrative committees consisting substantially of persons conducting official university business

1.2 Benefits to the internal constituent designation may include but are not limited to: financial discounts on space, custodial and security, more posting opportunities, access to University Communications Office, use of closed caption advertising screens, use of University name for promotion

2. Scheduling

Reservation requests for the use of campus facilities must be made through the Office of Scheduling and Space Planning (OSSP). Request to reserve facilities must be in writing using the Facilities Request Form stating the date(s), duration, type of room(s), and number(s) of persons involved, as well as the official name of the organization or composition of the group and the purpose of the meeting(s) to be held in university facilities. The Facilities Request Form can be found at the Facilities Management and Construction website.

- 2.1 The University cannot guarantee the availability of any space beyond the duration of the current academic term. University-related events will take priority over external functions and events and, should a conflict occur, external functions and events will be subject to relocation or cancellation.
 - 2.1.1 The Facilities and Support Services Committee (FSSC) together with Facilities Management and Construction (FMC) will maintain a list of spaces at UHCL that are available for non-academic use.
 - 2.1.2 UHCL facilities that are not normally used for academic purposes may be available for scheduling on a continuing basis as indicated on the Facilities Request Form.
 - 2.1.3 Athletic Facilities: Reservations for use of all athletic facilities will be accepted beginning six months in advance of the requested event date. University Intramural events and University sponsored club events will take precedence in the scheduling of the fields. As a result, those reservations made by groups may be adjusted or cancelled after the start of each school session. If two groups agree to occupy the facility at the same time, they must notify the OSSP in writing prior to the event. Such requests must be approved in writing.
- 2.2 Scheduling will be done according to the following priorities:
 - a. UHCL academic or administrative activities;
 - b. UHCL sponsored events;
 - c. External functions.
- 2.3 General purpose classroom space will not be scheduled until after the first full week of classes for each semester due to unpredictable course changes. As a result, general purpose classroom space cannot be guaranteed. Scheduling of events in classrooms will be accommodated on a case by case basis for events requiring classroom space during the first full week of classes. After the first full week of classes, classrooms will be scheduled as usual.
- 2.4 The full week prior to final exams including the weekend, and the week of final exams is a designated 'quiet time' for students. No events that entail significant noise, music, P. A. systems, etc. will be scheduled in the Atria.
- 2.5 Scheduled events that entail noise, music, P. A. systems, etc., that are scheduled overlapping academic classes will be monitored by the Police for excessive sound/noise and may be required to reduce volume levels or cease noise conduct altogether.
- 2.6 UHCL will endeavor not to schedule events when the University is officially closed for state holidays (i.e. Thanksgiving, Christmas, etc.).
- 2.7 FMC will maintain a list of materials including, but not limited to, glitter, confetti, and silly string, that are not permitted in particular facilities or all of the University's facilities.
- 2.8 All non-UHCL organizations wishing to utilize UHCL space to offer any instructional programs to the public must obtain endorsement through the appropriate academic dean prior to confirmation of the event.
- 2.9 If parking is needed for guests without parking permits, arrangements should be made at least two business days before the event through the Parking Office. A fee may apply.

3. Lead Time for setup of facilities

Individuals and organizations reserving the University's facilities must submit a copy of their setup to UHCL at least 5 working days before the scheduled event. Otherwise, a setup will not be guaranteed to be completed.

4. Exclusions

- 4.1 For promotional purposes only, UHCL may allow use of its name to identify the location of the activities; however, the university prohibits the use of its name to claim or imply endorsement of a non-university organization, event or activity. The university may be listed as a sponsor of an event or activity only when written permission has been provided in advance. The Office of Communications reserves the right to review all promotional materials prior to dissemination.
- 4.2 The University reserves the right to reject the application of any organization, group, or individual or restrict the time, place, and manner of usage if it is determined that such activities would interfere with the functions of the University

5. Protection of State Property

Any organization or any individual member(s) thereof using University facilities are responsible for any destruction of or damage to any property of the University including soiling of carpets, spilt liquids, damage to foliage and general disorders requiring University resources for reparation. Such occurrences, which involve extraordinary building cleaning, will cause the user to incur fees to return the building to original condition.

6. Disability Accommodation Guidelines

Campus departments and groups that sponsor events on campus are responsible for making necessary accommodations for individuals with disabilities who attend or participate in the program, service or activity and the cost associated with the accommodation. The campus group is also responsible for publicizing the availability of an accommodation in all publicity announcements for the event. Any individual who requires a special accommodation to attend or participate in a program or activity should contact the event sponsor at least 7 working days prior to the event date to arrange for the accommodation. Event sponsors should contact the UHCL Disability Services Director once a request is received. Every effort will be made to provide the needed accommodations when the need for such is known.

7. Campus Dining and Distribution of Alcoholic Beverages

- 7.1 Food and Beverages: For reservations involving food and beverage service, all arrangements must be made through the University dining facilities, which are operated under contract by an independent contractor. No outside caterer is allowed on campus without written permission from the Office of the Associate Vice President for Finance. Any outside caterer approved to provide services on campus must be approved and comply with all health and safety food handling requirements. Any organization approved to distribute food on campus must obtain and have a temporary food request form approved by the Risk Management Department.
- 7.2 Distribution of Alcoholic Beverages: Alcoholic beverages may be offered for sale only by the University food and beverage contractor and only in specific areas.
 - 7.2.1 Any proposed distribution of alcoholic beverages by faculty/staff or community groups must be reviewed and approved in advance by the President/or designee.

7.2.2 Any proposed distribution of alcoholic beverages by student organizations must have the approval of the Senior Vice President and Provost. All student organizations are subject to Student Life Policies for Alcoholic Beverage Distribution.

7.2.3 All members of the university community and guests are required to comply with federal, state and local laws regarding the possession, consumption, and distribution of alcoholic beverages.

8. When the Scheduling Department has approved an event, the University Police Department has the right to schedule police officers for the event. The cost of such officers will be paid by Facilities Management & Construction.

9. Notices, Decorations, Banners and Displays

On campus signage, displays and advertising must be approved and date-stamped by Student Life. University related individuals and organizations must coordinate signage with the Student Life Office. Display of materials in school specific locations is controlled by the designated school, library, or computing facility.

9.1 A “poster” refers to any printed or pictorial matter displayed on university property inclusive of, but not limited to, flyers, table tents, sign holders etc.

9.2 Materials may not be posted on any undesignated areas, including doors, glass, walls, bathrooms, car windshields, or over previously posted materials.

9.3 Limitations on content in posters are regulated by federal and state laws, as well as university policy.

9.4 Road Signs

Any temporary road signs not placed by Facilities Management and Construction must meet the following guidelines:

- a. Road signs must be related to an on campus event or organization.
- b. The entity placing the signs must remove the signs within 24 hours of the end of the advertised event. Signs may not be posted closer than 30 feet of any intersections and may not be closer than 500 feet apart. Exceptions may be approved by FMC.
- c. Road signs must have their own support and cannot be attached to a permanent UHCL sign or traffic control sign.
- d. The University Police Department and Facilities Management and Construction have the authority to remove any sign that is deemed in violation of this policy.

9.5 A “banner” refers to any oversized printed or pictorial matter too large to fit within a University designated Student Organization display panels. Any item hung from the ceiling, railings, over lobbies and an open area including the outside of a building is considered a Banner.

9.6 Banners must be hung by FMC.

A facilities request must be submitted to FMC at least two days in advance before the installation date.

9.7 Banners specification, duration of display, acceptability of materiality, must be approved by Student Life and/or FMC.

9.8 Any posters, banners, or displays, violating these regulations may be taken down by the University.

10. Library

Use of University library facilities, space, computers, and resources are subject to the internal library policy available at the [Alfred R. Neumann Library website](#).

11. Computing Facilities

Use of computing facilities including but not limited to: computer classrooms, computer labs and computer support is solely available to those with a valid University ID and are subject to University Computing guidelines and policies available at the University Computing Support Center.

12. Modification of Policy

The University of Houston-Clear Lake may at any time modify this policy or any regulations or restrictions relevant thereto without advance notice.