

University of Houston-Clear Lake

OPERATING PROCEDURE

Department: Facilities Management & Construction Title: Event Scheduling

General

All events utilizing University of Houston-Clear Lake (UHCL) facilities including Pearland Campus must be scheduled with the Facilities Management and Construction Division's Office of Scheduling. The Facilities of University of Houston-Clear Lake are to be used to carry out the mission of the University, creating, expanding and imparting knowledge through teaching, research, and public service. Use of University Facilities will be permitted when consistent with the University's mission and use must conform to all applicable laws and regulations. The University reserves the right to deny use of its Facilities to any individual or organization.

Scheduling Procedures (Astra Schedule)

Astra Schedule, known as Ad Astra is UHCL online building and room scheduling system, used for both academic and event scheduling. All requests for facilities reservations must be submitted through [Ad Astra](#) database. External guests must reach out to the Scheduling Department by email, scheduling@uhcl.edu or phone 281-283-2200 to reserve space.

Any request that does not comply with the University guidelines for the proper use of facilities will be denied. Appeals to these events will need to be approved by Vice President of the department. The University of Houston-Clear Lake shall not be held liable for any form of injury or loss of property involving any individual, organization, or group using any University facility. The University reserves the right to deny use of its Facilities to any individual or organization.

Definitions

1. **Auxiliary Space:** University Campus area that is self-supporting non-classroom space and non-E&G space. For a list of Auxiliary spaces, see [Addendum A](#).
2. **Education & General (E&G) Space:** Space used for academic instruction and support of the institutions mission.
3. **General Purpose Classroom:** A classroom used for academic instruction that is not otherwise assigned to a specific academic department. All general-purpose classrooms are considered E&G space. For a list of classrooms, see [Addendum A](#).
4. **Exterior Spaces:** All exterior acreage not covered by buildings. For list of exterior spaces and fees, see [Addendum A](#).
5. **University Event:** An event is defined as, other than academic classes scheduled as part of the curriculum, that is held in any of the UHCL building or outdoor spaces on any of the university campuses. An activity or occurrence that requires or has the potential to require campus resources and/or planning. This includes, but is not limited to, large events, multiple-day events, symposiums, workshops, trainings, conferences, concerts, orientations, internships/co-ops. Events are approved through the submission of an event approval request form.
6. **Sponsored Event:** An event which is organized and presented by internal department in collaboration with an external group/individual that occurs within E&G or Auxiliary spaces. It requires a significant and logical relationship that occurs compatible with the educational and community service mission of the University. An sponsored event is designed and intended for

students, staff, or faculty. 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

7. **External Event**: Non-profit organization, companies, groups, or individuals requesting to reserve space for non-university related event in Auxiliary Spaces (See Addendum A). Faculty, Staff, and students hosting personal/private events are considered as external events and billed as an external event.

8. **Internal Event**: Are programs and events that fulfill or support the mission of the University, are funded by University resources, and are planned and supervised by a University department or recognized student organization in good standing. All internal events logistics are managed by a designated University representative.

Event Scheduling

Reservations for facilities will be accepted by semesters. Special events such as conferences, camps, or conventions can be scheduled up to one year in advance of the requested event date with the exception of requests for scheduling classrooms. Those events requesting utilization of classrooms will be scheduled only after the first week of classes for the respective semester. **Academic classes will always have priority over events.**

All payments from external customers (deposit or otherwise) must be paid by check or money order made out to the University of Houston Clear Lake. **No payments of cash or credit card will be accepted.** Internal departments will make payments through PeopleSoft SCR Vouchers.

In order to schedule events on campus, a request form in [Ad Astra](#) must be submitted a minimum of 7 days prior to the date of the event for Atria, Forest Room, or Garden Room. Classrooms for the current semester can be scheduled 24 hours before the date needed. Due to possible software needs, Computer Labs requests are due 48 hours before requested date. Outside event spaces request are due 14 days prior to requested date. Registered Student Organizations will follow same guidelines with the exception of Student Involvement and Leadership approving RSO events followed by the Scheduling Office approving the space.

All events reserving spaces in Atria, Forest Room, Garden Room, or outside spaces must submit setups to the Scheduling Department at least 7 working days before the scheduled event. Setups will not be guaranteed if setup diagrams are not submitted in time.

Campus Dining and Distribution of Alcoholic Beverages (Chartwells) 281-283-2650

Food and Beverages: The University of Houston-Clear Lake has an agreement that gives exclusive rights to Chartwells to operate their on-campus food service operation. [The Office of Auxiliary Services and Procurement](#), serves as the liaison between Chartwells and UHCL. When purchasing food for an event, it is important to know that UHCL Dining Services always has the first right of refusal for any request using university funds. In order to obtain outside catering, all department, groups and/or organizations at UHCL must receive approval from University Procurement Department via the [Waiver Request Form](#) prior to securing any catering services. Any outside caterer approved to provide services on campus must be approved and comply with all health and safety food handling requirements. Off-campus providers must show proof of insurance and provide an alcohol license if serving alcohol. Any organization approved to distribute food on campus must obtain and have a temporary food request form approved by the [Environmental, Health and Safety Department](#). **You must use on-campus Caterer Service (Chartwells) for any events needing food or alcohol. Please call 281- 283-2650**

Distribution of Alcoholic Beverages: Any proposed distribution of alcoholic beverages by faculty/staff or community groups must be reviewed and approved in advance by designated university approvers on campus. (See Alcohol Beverage Policy and Procedure for additional information).

Any proposed distribution of alcoholic beverages by student organizations must have the approval of the Dean of Students. All student organizations are subject to Student Involvement and Leadership Policies for Alcoholic Beverage Distribution. Any proposed distribution of Alcoholic beverages by faculty/staff or community groups must be reviewed and approved by the departments Vice President.

All members of the university community and guests are required to comply with federal, state, and local laws.

The University Police Department will determine if officers are needed and/or the number of officer's present at events where alcoholic beverages are consumed. Event sponsors will pay for officers in accordance with fees that are established. See UHCL PD Special Event/Security Personnel Request form for fee details.

Public Display of Art Work and Exhibits

A. General Provisions and Intent

UHCL will strive to provide for the continued use of the public areas of buildings for the enrichment of the University community by allowing the use of public corridors for the display of art work, exhibits, and information. The purpose of corridors as circulation and access ways as well as emergency exit paths shall be the primary factor

in the location of any exhibit. The content and quality of artwork will be determined by the appropriate Faculty Committee, and is not a consideration of these procedures. Printed materials shall be approved by the Student Involvement and Leadership Office or the appropriate Academic office before posting.

Public display of non-University affiliated exhibits will be considered on a case by case basis and only in conjunction with an approved event.

B. Restrictions

- a. Attachment of materials or objects to the surface of the wood panels and/or drywall is restricted as follows. This includes the use of adhesives and mechanical fasteners.
- b. Exhibits may be suspended from the recessed wood trim above the paneling, provided that any projections on the back side of the exhibit(s) (screws, hooks, metal frames, etc.) are cushioned so that they do not mar the wood or the finish.
- c. Any displays improperly supported are subject to confiscation pending receipt of full restitution for damages incurred.
- d. All suspension materials must be completely removed at the same time the exhibit materials are removed.
- e. Electrical devices and/or moisture-laden materials will not be permitted in conjunction with exhibits along the wood paneled walls.
- f. Size and weight of the exhibits must be considered because of the relatively soft wall material. Adhesives or other materials which cannot be completely removed from the painted wall surface without use of abrasives or otherwise damaging paint are strictly prohibited.
- g. Exhibits (including handbills and notices) posted on stairwell doors are strictly prohibited.
Freestanding exhibits and furniture shall not be placed as to impede the orderly flow of traffic throughout the corridors, and in no case shall objects be placed to restrict emergency exit paths. Objects so placed are subject to relocation. Corridors on the East and West sides of the Bayou Building Atriums and the Arbor and Delta lobbies are emergency exit routes and shall not be restricted.
- h. No object shall be fastened to the floor, and supports shall be so constructed as to prevent damage to flooring or covering materials both while in place, and when being moved. Supports and displayed materials must be stable so they are not easily tipped over or otherwise hazardous to passers-by.
- i. ADA requirements, which give special consideration to physically impaired or disabled persons or children, must be adhered to in the placement of all exhibits.

- a. No materials shall be suspended from ceilings or light fixtures. Suspended materials will be permitted only when supported from structural parts of the building independent from the ceilings and lights as arranged and approved in advance with the Scheduling Department. Suspended materials shall in no case impede the orderly flow of traffic through corridors and shall not be lower than 7'2" at their lowest point.

Use of Temporary Signage

Temporary signage directing participants to or promoting a scheduled event should comply with university logo, nomenclature and other communication guidelines and must be approved by Marketing and Communications and coordinated with the scheduling office at least two weeks, prior to the date of the event.

Approved temporary signage may be put up no sooner than one day 24 hours before the scheduled event and must be removed no later than four hours after the end of the scheduled event.

Signage remaining after this specified duration may be removed by Building Maintenance and discarded.

Posters and Banners

Posters and Banners may be displayed temporarily in order to provide opportunity for student organizations and academic and administrative units to promote events, exhibits, and activities. Banners will be hung by FMC staff. Banner requests should be requested minimum 7 days before needed date. This request is input in [FMC Work Request System](#). A date and time will be setup with the requestor for someone to accompany the FMC staff to hang the banner as well as follow up date to remove the banner. The banner must be removed within 24 hours of the conclusion of a scheduled event. Someone from the requesting department must accompany the FMC staff to hang and remove the banner. FMC are authorized to remove Posters and Banners that violate this Policy immediately and without notice.

FEE STRUCTURE (Starting Fall 2023)

The University of Houston-Clear Lake charges for the use of its facilities according to an established fee schedule. Fees are based on the type of facility being requested, duration of use, and operational overhead (e.g. personnel, services, etc.). Starting in Fall 2023 there will be charges for Auxiliary Departments as well as any Sponsored events by any campus departments. The requester will be notified of the charges and all balances will be due 30 days after invoice. Internal departments will make payments through PeopleSoft SCR Vouchers.

Returned Check Fee: All checks returned due to insufficient funds will be given a \$20 fee.

A venue/space rental fee will not be charged for any UHCL internal or registered student organization events where the attendees are predominantly UHCL students, faculty or staff. However, any "fixed costs" associated with an event such as: labor, set-up, technical rentals, etc. may be charged for the event. The facility will not be held responsible for subsidizing the cost of the event in any way. A cancellation fee may apply as determined by the management of the facility.

Proposed Space and Overtime Fees (ADDENDUM A)					
		E&G Departments Registered	E&G Departments Sponsored Events	Auxiliary Departments	External Customer
Auxiliary Spaces	Fee				
Forest Room (includes furniture setup/take down fee)	\$250.00	\$0	\$100	\$100	\$250.00
Garden Room (includes furniture setup/take down fee)	\$450.00	\$0	\$100	\$100	\$450.00
Atrium I First Level (includes furniture setup/take down fee)	\$550.00	\$0	\$100	\$100	\$550.00
Atrium II First Level (includes furniture setup/take down fee)	\$800.00	\$0	\$100	\$100	\$800.00
E&G Spaces					
Classrooms (Cost Recovery Charges) <i>Per Classroom</i>	\$25	\$0	\$25	\$25	cannot rent classroom space
Non E&G and Auxiliary (Cost Recovery Charges)					
Event Personnel:					
Custodian	\$21.75/hour	\$0	\$21.75/hour	\$21.75/hour	\$21.75/hour
Maintenance	\$34.50/hour	\$0	\$34.50/hour	\$34.50/hour	\$34.50/hour
Grounds	\$30.96/hour	\$0	\$30.96/hour	\$30.96/hour	\$30.96/hour
Campus Grounds (Outside Spaces)					
Fun Runs, 5Ks, etc.	\$200.00	\$0	\$100.00	\$100.00	\$200.00
Dumpter	\$50.00	\$0	\$50.00	\$50.00	\$50.00
Equipment					
Mic/podium (Portable) (Atria Areas)	\$100.00	\$0	\$50.00	\$50.00	\$100.00
Furniture: Individual Furniture Request					
6 foot Black Rectnagle Table (Internal Use Only)	\$10 each table	\$0	\$10 each table	\$10 each table	\$10 each table
6 foot White Rectangle Tables (Outside Use)	\$10 each table	\$0	\$10 each table	\$10 each table	\$10 each table
Large Beige Round Tables (Internal Use Only)	\$10 each table	\$0	\$10 each table	\$10 each table	\$10 each table
White Chairs (Outside Use)	\$2 each chair	\$0	\$2 each chair	\$2 each chair	\$2 each chair
Black Chairs (Internal Use Only)	\$2 each chair	\$0	\$2 each chair	\$2 each chair	\$2 each chair
Black High top Tables	\$10 each table	\$0	\$10 each table	\$10 each table	\$10 each table
Departments					
University Police Officers	TBD by Police Dept	No	Yes	Yes	Yes
OIT: Sound Technicians	TBD by OIT	No	Yes	Yes	Yes

Large Reserved Spaces

1. The **Forest Room**, located in the Bayou Building, can accommodate approximately up to 200 individuals, Theatre Style (chairs only), (110 for either a restaurant or a lecture setting). The Forest Room is equipped with round and rectangle tables. The Forest Room

- comes equipped with a microphone podium.
2. The ***Garden Room***, located in the Bayou Building, can accommodate approximately up to 250 individuals, Theatre Style (chairs only,) (120 for either a restaurant or a lecture setting). The Garden Room is equipped with round and rectangle tables. The Garden Room comes equipped with a microphone podium.
 3. ***Atrium I***, located in the Bayou Building, is a beautiful open area (approximately 58' x 58') with a lush plant well (approximately 94' in diameter) and sky lights. Atrium I can accommodate up to 125 individuals (100 for either a restaurant or a lecture setting).
 4. ***Atrium II***, also located in the Bayou Building, is a beautiful open area (approximately 58' x 58') with skylights. Atrium II can accommodate to 500 individuals, Theatre Style (chairs only) (300 for restaurant or a lecture setting including tables).

OVERTIME PERSONNEL

You may incur overtime personnel fees; all fees are a 4-hour minimum.

1. ***Custodians*** are scheduled to work an event at the discretion of the Director of Custodial Services.
 2. ***University Police Officers*** are scheduled to work an event at the discretion of the UHCL Police Department.
 3. ***OIT technicians*** are scheduled to work events, which have requested use of audio or technology needs at discretion of OIT Management.
- Maintenance*** is scheduled to setup events at the discretion of the Scheduling Department.

Parking on Campus

Parking on UHCL campus is not included in this contract to use facilities. Parking arrangements at an additional cost must be arranged through the UHCL Parking Department. Failure to make these arrangements may result in the citations for you and your guests. To plan for parking, contact the Parking Department at **281-283-CARS (2277)**.

FUN Runs, Walks, and 5Ks

4. Fun runs, 5Ks and half marathons are welcome to use the Student Parking Lot as a staging area. Walks, Runs and 5Ks are only held on Sunday mornings. There is a grounds fee for use of the outside space, fees for equipment, and for University Police Officers. The events may require UHCL Police Officers for the duration of the event. The number of police officers required is determined by the Police Department. A meeting with the Scheduling Department and Police Department is mandatory before any walks, runs, or 5ks are approved. Same rules apply for using the parking lot such as no stakes in the ground (must use water barrels) and no spray painting. Additional rules and policies are discussed in the scheduled meeting.

