

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 must be scheduled with the Facilities Management and Construction Division's Office of Scheduling and Space Planning (OSSP). This office enters the event information into Astra Schedule to ensure that requested facilities are available. Approval of all requests to use UHCL facilities by individuals and/or organizations shall be made by the OSSP.

Scheduling Procedures

All requests for facilities reservations must be submitted to the OSSP using a completed facility request form. These forms are available through the OSSP, located in the Central Services Building. A facility use fee and charge schedule is attached.

Any request that does not comply with the University guidelines for the proper use of facilities will be denied. Appeals to these decisions may be submitted by the requester in writing to the University Council. 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 of Houston-Clear Lake may, at any time, modify this procedure or any regulations or restrictions relevant thereto, without advance notice.

I. Event Scheduling

Reservations for facilities will be accepted 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. Requests by telephone will not be accepted.**

All payments (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 by the OSSP.**

All internal and external organizations reserving the University's facilities must submit a copy of their setup to OSSP at least 5 working days before the scheduled event. Setups will not be guaranteed to be completed if setup diagrams are not submitted in time.

In order to schedule events on campus, a completed Request for Utilization of Facilities form must be submitted a minimum of two weeks prior to the date of the event. When scheduling the use of classroom/seminar space, a completed Request for Utilization of Facilities form must be submitted a minimum of one-week prior to the date of the event.

II. Facilities Use by University Affiliated Groups

University-related activities must be sponsored or co-sponsored by an appropriate UHCL office and must show evidence of a clear relationship to the University's academic curricula. **All student Organizations requesting use of University facilities must schedule through the Student Life Office.**

University personnel that have requested access to Astra Schedule can check room availability before sending the facility request form.

III. Use by Non-University Affiliated Groups

All requests for use of University facilities must be made through the OSSP. Only those groups that are non-profit in nature will be allowed to schedule events on campus.

We are able to tentatively schedule events for the Forest Room, Garden Room and Atrium I and II. In these cases, Clients will be informed that they must return the completed facility request form and a deposit (check or money order) within two weeks. If the contract and deposit are not received within 2 weeks of the tentative reservation, the event will be canceled.

The University will charge for the use of its facilities according to an established fee schedule attached. Fees are based on the type of facility being requested, duration of use, and operational overhead (e.g.: personnel, services, etc.). Final charges are determined on the first of the month directly following the event. The requester will be notified of the charges and all balances will be due thirty days after the date of the invoice. Cancellation of a request requires two weeks advance notice to assure refund of the deposit. Cancellations occurring less than one week before the scheduled event shall be refunded 50%. If cancellation is made one day prior to the scheduled event, no refund shall be issued with the exception of inclement weather cancellations. **The University will not guarantee the availability of services/equipment beyond those contracted for in the original user request.**

IV. Use of the Bayou Theatre

The UH-Clear Lake Bayou Theatre is professionally equipped to service theatre, dance, and musical performances.

1. All events, regardless of their sponsors, must be of high quality and significance. The Theatre is not to be used for regularly scheduled classes, political rallies, or any other purpose that may, in the judgment of the University, be inappropriate. Particular significance and consideration will be given to the physical impact an event may place on the facilities.
2. Events requiring use of the Theatre shall be coordinated by the OSSP in conjunction with the Theatre Supervisor.
3. In order to schedule non-academic event in the Theatre, a completed Request for Utilization of Facilities form must be submitted to the OSSP a minimum of four weeks prior to the date of the event.
4. All requests for use of the Theatre must contain detailed information: Name of sponsoring individual(s) or group(s), exact times of use, all equipment to be used, all equipment or props to be brought into the Theatre by the sponsoring group, purpose of activity, estimated attendance, nature of activity, and auxiliary activities such as receptions or food service. Proof of use fees paid for copyright productions may be required.
5. All organizations, both University and non-University (with the exception of official Academic courses) will be charged a fee based on the attached fee schedule. Non-University groups must make full payment in advance as follows: The completed contract must be returned within 10 days of tentatively scheduled event or the event will be dropped. The deposit must accompany the paperwork (by check or money order) to the OSSP. Please see page 3 of the Bayou Theatre Informational for deposit rates. Receipt of the completed form and deposit assures the event will be scheduled. The Scheduling Department will notify the client of the estimated charges. Should it become necessary to cancel use of the facility, two weeks advance notice is required in order to receive the **full deposit**. Should cancellation occur less than two weeks, the scheduled event shall receive no refund. An invoice will be sent out for the total cost minus the deposit within 20 days after event. Events that are scheduled and then cancelled due to inclement weather will be refunded their full deposit. However, events that are affected following an official closing on a Friday may incur overtime set-up charges.
6. All organizations using the Theatre will be required to accept (in writing) responsibility for any damages to the Theatre and/or its equipment as indicated on the Request for Use of Facilities Form.
7. Food, beverages, gum, etc. are prohibited in the Theatre. The Theatre Supervisor, his or her designated or other approved personnel shall be present at all Auditorium events to maintain order and prevent the aforementioned prohibitions.
8. For all events sponsored by student organizations, the responsibility of ushering, controlling food, drink, and gum, and generally assuring the appropriate conduct of those in attendance, will rest with the sponsoring group.
9. Organizations will be allowed to use animals during their performances only with the approval of the OSSP, the University Police Department, Theatre Supervisor, and the Office of Environmental Health and Safety. Only those animals certified service shall be allowed in the theatre without prior approval.

Theatre Fees

A. Performance Charges:

1. Non-University – please refer to the Bayou Theatre Informational for rates.
2. University – Please contact theatre supervisor Robert Nagle for internal rates.

B. Miscellaneous Auditorium Charges: To be assessed for extra-ordinary costs related to the actual event, set-up or rehearsal time. Refer to the Bayou Theatre Informational for prices.

****PLEASE NOTE THAT THE UNIVERSITY OF HOUSTON-CLEAR LAKE MAY AT ANYTIME MODIFY THIS PRICE LIST WITHOUT ADVANCE NOTICE.**

V. Campus Dining and Distribution of Alcoholic Beverages (ARAMARK) 281-283-2650

Our onsite caterer, ARAMARK, operates the University dining facilities. All events must use ARAMARK for catering and alcohol services. **No outside caterer is allowed, unless given permission by ARAMARK.** The provision of food service to non-University groups during normal service hours shall be accomplished at the discretion of the University and the Campus Dining contractor. All requests for food services from Campus Dining Services must be scheduled through the Campus Dining contractor at least 10 working days prior to the date of the event.

Beer and wine may be offered for sale only by Campus Dining, ARAMARK (alcoholic beverage licensee) and only in specific areas. Any proposed distribution of beer and/or wine by student organizations must be approved by the Senior Vice President and Provost. All student organizations are subject to Student Life Policies for Alcoholic Beverage Distribution (page 18, section 3). Any proposed distribution of beer and/or wine by faculty/staff or community groups must be reviewed and approved by the appropriate Vice President. The University Police Department has the exclusive right to schedule police officers to be present during those events service alcoholic beverages.

The University does not permit any BYOL (Bring Your Own Liquor) events. Questions regarding food and/or alcoholic beverage distribution should be directed to either the Director of Campus Dining (281-283-2650) or the Associate Vice President for Student Services (281-283-3000).

VI. 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 Life 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

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.

1. 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.
2. Any displays improperly supported are subject to confiscation pending receipt of full restitution for damages incurred.
3. All suspension materials must be completely removed at the same time the exhibit materials are removed.
4. Electrical devices and/or moisture-laden materials will not be permitted in conjunction with exhibits along the wood paneled walls.
5. 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.
6. Exhibits (including handbills and notices) posted on stairwell doors are strictly prohibited.

7. 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.
8. 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.
9. ADA requirements, which give special consideration to physically impaired or disabled persons or children, must be adhered to in the placement of all exhibits.
10. 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 and Space Planning Office. 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.

VII. Use of the Soccer Fields/Basketball Courts and Tennis Courts

Reservations for use of all fields will be accepted up to six months in advance of the requested event date; however, University intramural events and university sponsored club events will take precedence in the scheduling of all fields. As a result, those reservations made by outside groups will be adjusted after the start of each school session.

If two groups agree to occupy one field at the same time, they must notify the OSSP in writing. Upon this occurrence, costs for the use of the field will be equally divided and adjusted between the two user groups.

Delta Fields

Fall / Spring Semester Charge	\$1200.00/Semester
Fall / Spring Monthly Charge	\$375.00 / Month
Fall / Spring Weekly Charge	\$100.00 / Week

Delta Fields

Summer Semester Charge	\$400.00/Semester
Summer Monthly Charge	\$200.00/Month
Summer Weekly Charge	\$60.00/Week

PLEASE NOTICE

Any occasion where the soccer fields will be needed for ONLY occasional events throughout the semester the charge will be \$10.00/hour.

VIII. 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 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 the scheduling office and stored for up to two weeks, during which time the owner may pick up the signs.

After the two-week storage period, unclaimed signage will be discarded. No guarantees will be made regarding the condition of the signs.

More than three failures to remove signage within the designated timeframe may result in disapproval of future signage.

FEE STRUCTURE

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.).

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

MEETING SPACES

There are 68 classrooms in four buildings to choose from for meeting spaces at the University. These classrooms range in seating capacity from 12 to 101, and depending upon the classroom, have movable or fixed seats. All of our classrooms are equipped with a podium, overhead projector, and screen.

<u>Room Size</u>	<u>½ Day</u>	<u>Full Day</u>
12-20	\$25.00	\$50.00
21-39	\$30.00	\$60.00
40-54	\$35.00	\$70.00
55-101	\$50.00	\$100.00

PARTY/RECEPTION SPACE

1. The **Forest Room**, located in the Bayou Building, can accommodate approximately 80 to 100 individuals (80 for either a banquet or a lecture setting, 100 for a reception with no seating). All of the furniture in the Forest Room is movable. The Forest Room comes equipped with a microphone podium. The usage fee for the Forest Room is \$200.00 and a deposit of \$100 is required when renting this area.
2. The **Garden Room**, located in the Bayou Building, can accommodate approximately 80 to 150 individuals (110 for either a banquet or a lecture setting, 150 for a reception with no seating). The Garden Room is equipped with round tables. The use fee for the Garden Room is \$400.00 and a deposit of \$200 is required when renting this area.
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 70 to 125 individuals (70 for either a banquet or a lecture setting, 125 for a reception with no seating). Should a sound system be needed, Atrium I is wired for up to 8 stand-alone microphones. There is a \$500.00 flat use fee for the use of Atrium I and a deposit of \$200.00 is required when renting this area.
4. **Atrium II**, also located in the Bayou Building, is a beautiful open area (approximately 58' x 58') with skylights. Atrium II can accommodate 280 to 300 individuals (280 for a banquet or a lecture setting, 300 for a reception with no seating). Atrium II is wired for up to 8 stand-alone microphones, and our Audio-Visual Services Center can supply podiums with or without microphones. There is a \$500.00 flat use fee for the use of Atrium II and a deposit of \$200.00 is required when renting this area.

IX. OVERTIME PERSONNEL

Depending upon the nature and/or size of your event, 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. The fee per custodian is approximately \$130 for the first 4 hours and approximately \$31.50 per hour afterward.
2. **University Police Officers** are scheduled to work an event at the discretion of the University Police Chief. Generally, police officers are scheduled to work those events where alcoholic beverages are being served. The fee per police officer is approximately \$150.00 for the first 4 hours and approximately \$37.00 per hour afterward.
3. **Sound technicians** are scheduled to work those events, which have requested use of the University's sound system. The fee for the sound technician is approximately \$96.00 for the first 4 hours and approximately \$24.00 per hour afterward.
4. **Maintenance** is scheduled to setup events at the discretion of the Facilities Planning Coordinator. The fee for the setup person is approximately \$150 for the first 4 hours.

X. MISCELLANEOUS ITEMS

1. **Set Up/Take Down** fees are based upon the size and/or nature of the event. These fees range from \$25.00 to \$100.00. These fees are decided at the discretion of the Facilities Planning Coordinator.
2. **Seating**- the University can provide seating for your event at a cost of \$0.80 per chair.
3. **Tables**

- a. Rectangular Tables - The University can provide 5' and 6' tables. The prices for these tables are \$6.00 per table per event.
- b. Large Rounds - Our large rounds are 6' in diameter and can seat 8 persons comfortably. These tables are \$8.00 per table per event
- c. Cocktail Tables – The University can provide Cocktail Tables that are 30" in diameter and 42" inches high. These tables are \$10.00 per table per event.

XI. 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 make arrangements for parking, contact the Parking Department at **281-283-CARS (2277)**.

XII. FUN Runs, Walks, and 5Ks

1. *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. While there is no fee for use of the lot, these events require UHCL Police Officers for the duration of the event. The number of police officers required is determined by the anticipated attendance. 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.

NOTE: You must use on-campus Caterer Service (ARAMARK) for any events needing food or alcohol. Please call 281-283-2650.