

POLICY FOR THE USE OF UNIVERSITY FACILITIES

Approved by University Council, September 13, 2012

I. PURPOSE

The purpose of this policy is to define priorities, scheduling procedures and policies for the use of University of Houston-Clear Lake (UHCL) facilities for other than academic or administrative purposes.

Any exceptions to this policy require approval of the President.

II POLICY

1. General Provisions and Intent

The University of Houston-Clear Lake will endeavor to provide facilities for individuals and organizations subject to the provisions of this policy.

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 by university related and outside individuals and organizations.

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 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](#).

2.1.2 Athletic Facilities: Reservations by external groups for use of all athletic facilities will be accepted beginning 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 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. Upon this occurrence, costs for the use of the field will be appropriately divided and adjusted between the two user groups.

2.2 Scheduling will be done according to the following priorities:

- a. UHCL academic or administrative activities;
- b. UHCL sponsored events;
- c. External functions.

External functions and events will be scheduled on a first come, first serve basis.

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.). 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.
- 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.

3. Lead Time for setup of facilities

In order to guarantee 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. In order to guarantee all other facility usage requests a completed Request for Utilization of Facilities form must be submitted a minimum of four weeks prior to the date of the event.

If required, all internal and external 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 So long as appropriate space is available for the requested date(s), the University will not discriminate among applicants except that space will not be rented to organizations listed by the Attorney General of the United States as subversive of or inimical to the general public welfare; also except that University facilities may not be used by non-University organizations or groups solely for profit-making purposes, or for the purpose of offering instruction of an on-going nature not as part of the University's academic or public service programs.
- 4.2 For advertising purposes only, UHCL may allow use of its name to identify the location of the activities, as long as the language clearly indicates whether or not this is a University sponsored event. The OSSP reserves the right to review all promotional materials prior to dissemination.
- 4.3 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. Exemption from Liability

The University of Houston-Clear Lake cannot be held liable for any form of injury to any individual or for the loss of or injury to the property of any individual or of any organizations or group using the facilities of the University.

6. Protection of State Property

Any organization or group or any individual member(s) (internal or external) thereof using University facilities will be held liable 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.

7. Disability Accommodation Guidelines

- 7.1 Internal users: 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 Coordinator](#) once a request is received. Every effort will be made to provide the needed accommodations when the need for such is known.
- 7.2 External users: Non campus 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. A non campus group is also responsible for publicizing the availability of reasonable 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 Coordinator](#) once a request is received. Every effort will be made to provide the needed accommodations when the need for such is known.

8. Public Display of Art Work and Exhibits

- 8.1 The University of Houston-Clear Lake will strive to provide public areas of the buildings for the display of artwork and exhibits for the enrichment of the University community providing that safety egress routes are not blocked or compromised. Parties contemplating the use of public space for these purposes should consult with the OSSP and obtain a copy of written procedures outlining the appropriate and approved methods of hanging/displaying such items.
- 8.2 Displays that are placed and/or hung in violation of these written procedures are subject to confiscation pending receipt of full restitution for damages incurred.

9. Campus Dining and Distribution of Alcoholic Beverages

- 9.1 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 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 sell food on campus must have a temporary food request form approved by the Risk Management Department.
- 9.2 Distribution of Alcoholic Beverages: Alcoholic beverages may be offered for sale only by the University food and beverage contractor and only in specific areas.
- 9.2.1 Any proposed distribution of alcoholic beverages by faculty/staff or community groups must be reviewed and approved in advance by the President.
- 9.2.2 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.
- 9.2.3 The University Police Department has the exclusive right to schedule police officers during events serving alcoholic beverages. The cost of such officers will be paid by the event sponsors.

10. Notices, Decorations, and Displays

On campus signage, displays and advertising by outside individuals and organizations must be coordinated with OSSP. University related individuals and organizations must coordinate signage with the Student Life Office.

- 10.1 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.
- 10.2 Materials may not be posted on any undesignated areas, including doors, glass, walls, bathrooms, car windshields, or over previously posted materials.
- 10.3 Limitations on content in posters are regulated by federal, and state, laws as well as university policy.
- 10.4 Any posters violating these regulations may be taken down by the University.
- 10.5 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.

11. 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.