

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: General Administration
AREA: Facilities and Physical Plant
SUBJECT: Facilities Reservation and Rental Policy

NUMBER: MAP 01.B.06

I. PURPOSE AND SCOPE

This policy reflects the priorities, scheduling procedures, and policies for use of University of Houston Clear Lake (UHCL) facilities. This includes any academic, administrative, and non-academic use of UHCL facilities. The procedures described herein define the processes to be followed in carrying out the policy outlined in UH System Administrative Memorandum (SAM) 01.B.06.-[Facilities Reservation and Rental](#).

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

II. POLICY

General Provisions

UHCL provides facilities for individuals and organizations subject to the provisions of this policy. UHCL facilities are 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. UHCL facilities are reserved/rented by internal or external individuals, groups, or organizations for other purposes if such use does not interfere with the purposes for which the facilities are intended.

Non-University related events and activities will be considered external usage and are subject to UHCL operating procedures, available on the UHCL website.

Events subject to this policy are sponsored by a university administrative, academic, or student unit, not an individual. Sponsorship includes active involvement in the event, monitoring its progress, and taking 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

Organizations associated with UHCL may request the use of E&G space for non-E&G purposes on a first-come, first-served basis with no rental charge (though fees to recover certain costs may be assessed). People or organizations not associated with UHCL may use E&G space on a first-come, first-served basis, only if sponsored by a university administrative, academic, or student unit. Individual sponsors are not permitted.

Employees who are hosting and/or participating in an event internally or external must adhere to university rules and regulations of the campus. This includes upholding the UHCL mission and values of the university.

III. DEFINITIONS

- A. Auxiliary Space: Area of a university campus that is self-supporting non-classroom space. Examples include performance halls, athletic facilities, recreation centers, student union buildings, etc.
- B. Education & General (E&G) Space: As reported on the university's facilities inventory, it is space used for academic instruction and support of the institution's mission. It does not include auxiliary enterprise space or space which is permanently unassigned. E&G space is supported primarily from state-appropriated funds.
- C. General Purpose Classroom: A classroom used for academic instruction that is not totally within the designation of an academic department. All classrooms are considered E&G space.
- D. Grounds: All exterior acreage not covered by buildings, including plazas, parks, parking lots, roadways, and any other outside space.
- E. Lessee: Any individual or group, whether internal or external to the System or one of its universities, or whether sponsored or not sponsored (in the case of external individuals or groups), who reserves and uses any university facility or space for a purpose other than that for which it is provided.

IV. SCHEDULING

Reservation requests for the use of campus facilities must be made through the Administration & Finance Facilities Management and Construction (FMC) Space Management/Scheduling Office. Requests to reserve facilities must use the event link on the [Ad Astra Homepage](#) selecting the appropriate Event Request Form. The "[Book Now](#)" link leads the requester through the options available in a particular space. Campus areas and spaces managed by other auxiliary departments such as Parking and Transportation, Campus Recreation and Wellness, Hunter Residence Hall or Bayou Theater are scheduled directly through those areas.

- A. The University cannot guarantee the availability of any space beyond the duration of the current academic term. University-related events take priority over external functions and events and, should a conflict occur, external functions and events may be subject to relocation or cancellation. Facilities Management and Construction (FMC) will maintain a list of spaces at UHCL that are available for non-academic use.
- B. Scheduling will be done according to the following priorities:
 - 1) UHCL academic or administrative activities,
 - 2) UHCL sponsored events,
 - 3) External functions.
- C. General purpose classroom space generally may not be scheduled until after the

- first full week of classes for each semester and therefore cannot be guaranteed. Scheduling of events in classrooms may 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 may be scheduled as usual.
- D. The full week prior to final exams including the weekend, and the week of final exams is a designated 'quiet time'. FMC reserves the right to not allow the scheduling of any events that might violate this.
 - E. Scheduled events that entail noise, music, P. A. systems, etc., that are scheduled overlapping academic classes may be monitored by the UHCL University Police for excessive sound/noise and may be required to reduce volume levels or cease noise conduct altogether.
 - F. UHCL will not schedule events when the University is officially closed (for example, for state or UHCL holidays).
 - G. FMC will maintain a list of materials including, but not limited to, glitter, confetti, and silly string, that are not permitted in particular facilities and/or all UHCL facilities.
 - H. 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 in addition to following this Policy.

LEAD TIME FOR SET UP OF FACILITIES

Individuals and organizations reserving the University's facilities must submit a copy of their setup to the Space Management/Scheduling Office at least seven (7) working days before the scheduled event.

EXCLUSIONS

- A. 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. UHCL may be listed as a sponsor of an event or activity only when written permission has been provided in advance. The UHCL office of [University Marketing and Communications](#) should be contacted to review all promotional materials prior to publication.
- B. 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.

V. PROTECTION OF STATE PROPERTY

Any organization or any individual member(s) thereof using University facilities is responsible for any 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.

VI. ACCESSIBILITY ACCOMODATION 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 any accommodations. The campus group is also responsible for publicizing the availability of an accommodation in all 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 seven (7) working days prior to the event date to arrange for the accommodation. Event sponsors should contact the UHCL Accessibility Support Center if a request is received.

VII. CAMPUS DINING AND DISTRIBUTION OF ALCOHOLIC BEVERAGES

Food and Beverages: UHCL has an agreement that gives exclusive rights to an on-campus provider to operate their on-campus food service operation. The Administration and Finance Business Operations group serves as the liaison between the on-campus provider and UHCL. Generally, UHCL dining services has the first right of refusal for any request using university funds. In order to obtain outside catering, all departments, groups and/or organizations at UHCL must receive approval from UHCL Business Operations prior to securing any catering services. Any outside caterer providing 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 UHCL Environmental Health and Safety.

- A. It is UHCL policy that 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. In using University facilities, possession, consumption, or distribution of alcoholic beverages is prohibited, except at events as previously authorized by the President or Vice Presidents. Any proposed distribution of alcoholic beverages by student organizations must have the approval of Student Affairs. See [MAP 5.C.11 Alcohol Distribution Policy](#).
- B. 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 as noted above.
- C. The UHCL Police Department may determine if officers are needed and/or the number of officer's present at events where alcoholic beverages are consumed. Event sponsors must pay for officers in accordance with fees that are established.

VIII. UHCL POLICE DEPARTMENT

The UHCL Police Department has the right to schedule police officers for any campus event. The sponsoring office or organization is responsible for payment of services, if applicable.

IX. NOTICES, DECORATIONS, BANNERS AND DISPLAYS

On campus signage, displays and advertising must be approved and date-stamped by [Student Involvement and Leadership](#). University related individuals and organizations must coordinate signage with the Student Involvement and Leadership Department. Display of materials in school specific locations is controlled by the designated school, library, or computing facility, see [MAP 5.C.10 Posting Flyer Information on University Bulletin Boards](#).

- A. 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.
- B. Materials may not be posted on any undesignated areas, including doors, glass, walls, bathrooms, car windshields, or over previously posted materials.
- C. Limitations on content in posters are regulated by federal and state laws, as well as university policy, see [MAP 01.D.15 Freedom of Expression Policy](#).
- D. Road Signs and/or any temporary road signs not placed by Facilities Management and Construction must meet the following guidelines:
 - i. Road signs must be related to an on-campus event or organization.
 - ii. 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 thirty (30) feet to any intersection and may not be closer than 500 feet apart. Exceptions may be approved by FMC.
 - iii. Road signs must have their own support and cannot be attached to a permanent UHCL sign or traffic control sign.
 - iv. The University Police Department and Facilities Management and Construction have the authority to remove any sign that is deemed in violation of this policy or that causes a nuisance.
- E. A “banner” refers to any oversized printed or pictorial matter too large to fit within a university designated display panel. Any item hung from the ceiling, railings, over lobbies and an open area including the outside of a building is considered a Banner.
- F. Banners must be hung by FMC. A facilities request must be submitted to FMC at least seven (7) days in advance of the requested installation date.
- G. Banners specification, duration of display, acceptability of materiality, must be approved by Student Involvement and Leadership and/or FMC, as applicable.
- H. Any posters, banners, or displays, violating these regulations may be taken down by the University.

X. LIBRARY

Use of the UHCL Library facilities, space, computers, and resources are subject to the internal Library policy available by contacting the [Alfred R. Newman Library website](#).

XI. COMPUTING FACILITIES: OFFICE OF INFORMATION TECHNOLOGY

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 is subject to Office of Information Technology (OIT) guidelines and policies available by contacting UHCL OIT.

XII. MODIFICATION OF POLICY

UHCL may at any time modify this policy or any regulations or restrictions relevant thereto without advance notice.

XIII. REFERENCES

[University of Houston System Administrative Memorandum 01.B.06 Facilities and Physical Plant](#)

XIV. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President, Facilities Management and Construction

Review schedule: Every five years

XV. APPROVAL

/Marty Baylor/

Interim Vice President Administration and Finance

/Richard Walker Ed.D./

President

Date: May 7, 2025

XVI. REVISION LOG

Revision Number	Approval Date	Description of Changes
1	5/18/14	Original policy
2	05/07/2025	Revised policy – See Attachment A