



Approved: July 17, 2019
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Procedure Statement

Texas A&M University-Texarkana (A&M - Texarkana) focuses on the higher education needs of its students. Priority for facility use at the university will be primarily for functions consistent with the mission of the institution. Use of university facilities by outside non-university individuals, groups, or organizations may be granted with written permission and in accordance with university rules and procedures, Texas A&M University System policies or regulations, and other state of Texas requirements.

Reason for Procedure

This procedure sets consistent standards and requirements for the use of A&M-Texarkana facilities by members of the outside community and general public.

Procedures and Responsibilities

1. DEFINITIONS

- 1.1 Traditional Public Forums – This includes the University’s public streets, sidewalks, parks, and similar common areas. These areas are generally available for expressive activity, planned or spontaneous, for the individual or small groups (generally where a crowd of 25 or less will be present, and/or where an event is not promoted in advance, and/or when an event is not sponsored by a student organization) at any time without the need for reservation, or prior approval. (Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited).
- 1.2 Designated Public Forums – This includes other parts of campus that may become temporarily available for expressive activity as designated by the university. These temporary locations, while in existence, will be treated similar to public streets, sidewalks, and parks in terms of access and availability for expressive activity. (Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited).
- 1.3 Limited Public Forums – Will have limited open access for public expression, or they may be limited to particular groups or to particular topics. Creation of, and access to limited public forums for Student publications, may be requested through the Office of Student Life.

Damage to Property -

- 1.4 Political Activities - As a state institution of higher education, A&M - Texarkana is required to remain neutral in partisan political activities and will adhere to all requirements contained within [University Rule 07.03.01.H1 Political Campaign Events and Partisan Political Activities on University Property](#).
- 1.5 Free Speech - Faculty, staff, students, and visitors enjoy all constitutional rights and privileges concerning freedom of speech and participation in political events. However, on the A&M - Texarkana campus, free speech activities and space usage are subject to safety restrictions and may not be disruptive to instructional and academic activities. In the case an event is expecting a crowd of 25 or more, the group is required to reserve space.
- 1.6 Rescheduling - Once events are scheduled, they are generally not rescheduled or moved unless there are extenuating circumstances. A&M - Texarkana reserves the right to move any function to another facility or to reschedule a function.
- 1.7 Events Open to Public - Refers to those events where there is a reasonable assumption that people not affiliated with the university will attend. University events open to the public require notification of the event details by submission of the Facilities Request Form to the Contracts Office
- 1.8 Non-University Group – a group or organization, that may include some members or participants who are university personnel, alumni or students, but the university does not have control over their activities, nor do they exist for the primary purpose of supporting the university’s mission. Examples include but are not limited to individuals, for profit groups, non-profit groups including professional organizations or societies, governmental organizations, other universities, and political groups.

2. NON-UNIVERSITY EVENTS

- 2.1 The Contracts Office coordinates and schedules all non-university events. Non-university groups will submit details of their function to the Contracts Office to initiate the reservation process. The security deposit must be received by the university to guarantee the reservation. Written use agreements are required for all non-university groups and functions using facilities. The agreement will provide information to include financial responsibility, insurance coverage as well as the fees to recover costs associated with the use of space, personnel, and equipment.
- 2.2 Refund of security deposit must be requested within 30 days after event.
- 2.3 If event serves alcohol, the security deposit is non-refundable.
- 2.4 Fees will be charged for the use of University space according to the Terms of Rental Agreement. The President or his/her designee has authority to grant exceptions for use agreements and/or waive facility use fees.
- 2.5 Destruction, damage, unauthorized possession or misuse of university property (including keys, library materials, and laboratory supplies) is prohibited. Costs will be recovered from the party using the facility in the event of damage.

- 2.6 Service animals, as defined under applicable law, are allowed in the facilities and on grounds of the campus. All other animals are prohibited unless part of an approved university program or activity.
- 2.7 Non-student minors must be supervised while on campus at all times. Any damage caused by minors will be recovered by a charge to the entity holding the reservation or the parents or guardian. In addition to a rental agreement, activities planned on campus by third parties specifically for minors must meet the requirements outlined in [University Rule 24.01.06.H1 Programs for Minors](#).

3. USE OF UNIVERSITY FACILITIES FOR NON-UNIVERSITY EVENTS

- 3.1 The Contract Office coordinates and reserves spaces for non-university functions, once approved.
- 3.2 All university physical spaces, including buildings, grounds, and parking areas will be used for purposes for which they were designed. In those cases where a request is outside the original design purpose, the university president may allow an exception.
- 3.3 For most facilities, priority for scheduling will first accommodate all academic functions. Other uses of facilities or physical space must not interfere with academic activities.
- 3.4 If a classroom is requested, the current classroom setup cannot be changed. Furniture from the classrooms cannot be removed from the classrooms during the academic school year.

4. AFTER HOURS/WEEKEND USE

- 4.1 Events that occur after 3:00pm Monday through Thursday and between 3:00pm on Friday and 8:00am on Monday are considered after hours and weekends. Events are not permitted on University grounds when the University is closed such as for holidays and spring break.
- 4.2 Whenever use of academic buildings is requested outside of regular operating hours, arrangements for additional services such as HVAC, custodial, University Police unlocking/locking building and rooms will be necessary.
- 4.3 The Contracts Office will ensure that these services are requested for non-university events in university buildings beyond regular hours of operation.
- 4.4 Cost-recovery for these additional services will be processed through the Room Rental agreement. Cost estimates are available in advance through the Contracts Office.
- 4.5 In order to provide good stewardship of university resources, after hour and weekend use of academic buildings will be limited. It may not be possible to honor a specific request.

5. EVENTS INVOLVING FOOD AND BEVERAGES USE

- 5.1 Events involving food and beverages are restricted to specified areas (Eagle Hall, Eagle Lounge, TEXAR Room – UC 116).

- 5.2 The University food contractor does not have exclusive rights in providing catering services. Any use of catering services by the contractor is a separately negotiated contract between the renter and the contractor. If an event includes food and beverage items, the appropriate custodial arrangements must be made through the Contracts Office.
- 5.3 If alcohol is to be served at the event, prior approval by the University President must be documented at the time the written agreement is signed. The renter must have a Texas Alcoholic Beverage Commission licensed bartender and the Contracts Office must have a copy of their valid license on file before the event date.
- 5.4 The renter will be required to submit written procedures to prevent underage guests from being served alcohol.
- 5.5 For non-university groups, if alcohol has been approved to be served at the event, a Certificate of Liability Insurance in the value of at least \$1 million is required on file before the event date. The certificate holder must list Texas A&M University-Texarkana, The Texas A&M University System Board of Regents for and on behalf of The Texas A&M University System, 7101 University Avenue, Texarkana, TX 75503.

Related Statutes, Policies, or Requirements

[System Regulation 07.03.01, Political Campaign Events on Property Under the Control of The Texas A&M University System](#)

[University Rule 07.03.01.H1, Political Campaign Events and Partisan Political Activities on University Property](#)

[University Rule 24.01.06.H1, Programs for Minors](#)

Contact Office

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Approved:



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Date