



A&M-SA Facility Usage Guideline

OVERVIEW

This guideline provides individuals or groups with information and steps to request use of Texas A&M University-San Antonio (A&M-SA) facilities for events, activities and services.

The facilities at A&M-SA exist for the primary purpose of education. Priority use of academic facilities is given first to the University classroom needs and second to the programs and activities of A&M-SA groups and departments. A&M-SA groups are defined as student organizations. A&M-SA departments are defined as faculty, administrators or staff whose primary activities are based at or directly related to the University. This also includes offices and/or colleges at A&M-SA.

Any requests not defined by this guideline will be reviewed by the Special Events Coordinator. Reservation requests requiring further evaluation will be reviewed by the President's designee. A&M-SA does not rent facilities for special occasion events (i.e. weddings, quinceañeras, receptions, etc.).

University academic needs are first priority over all requests received. Room reservations for primary academic spaces (see Appendix A) can be scheduled, but will not be assigned a confirmed status before the Census Date of each semester. After academic needs are met, room reservation requests are confirmed on a first come, first served basis. In order to ensure academic activities which take place outside of the classroom (speakers, trainings, etc.) are given highest scheduling priority, faculty members are encouraged to schedule these events before the Census Date. Confirmation of the request may depend upon the appropriateness and/or fit of the event within the mission of the University.

All groups using University facilities must comply with the Facility Usage Guideline. It is the responsibility of the Special Events Coordinator and Assistant Manager of Auxiliary Services to ensure these guidelines are adhered to. Individuals or groups failing to meet the guidelines or comply with its regulations may be denied future use of University facilities. Individuals or groups causing damages to University facilities will be charged for the repair and replacement of damaged property.

Facilities available for use include the Main Campus, Brooks City-Base Campus, and the Educational Cultural Arts Center (ECAC) in the Historical Market Square in downtown San Antonio. Rooms that can be requested include both academic and non-academic space. To see the layouts and set up plans, please see the Set up types and Floor plan document Appendix D.

RESERVATION PROCESS

The University has a variety of spaces available to the A&M-SA community and general public that range from classrooms, multi-purpose rooms, small conference rooms, foyers, auditoriums to outdoor spaces.

Consideration of a room request is based in order:

- University academic needs
- University sponsored events
- Programs and activities of A&M-SA groups and departments
- Non-university groups

To assure appropriate space utilization, the University reserves the right to assign, and if necessary, reassign facilities based on the following: group size, type of program and space availability.

Groups reserving space at the University will receive an email reservation request confirmation. Spaces are reserved in the order in which requests are received. Requests requiring the use of an academic space will be placed on hold until after the Census Date of the respective semester. Once Census Date has passed, the reservation will be confirmed based on availability.

Academic spaces are not available during final exam week.

Academic courses are scheduled through the Office of the University Registrar. In the event a need to change an assigned room arises, please contact the Office of the University Registrar at (210) 784-1300.

On an ad hoc basis, students are permitted to use open, unoccupied, and unreserved campus spaces.

Event Management System (EMS)

All staff and faculty, please visit the A&M-SA Space Reservation System site at <http://events.tamusa.tamus.edu/virtualems/> to make an event reservation request. For assistance with this site, please call (210) 784-2124.

Reservations requiring services from IT/AV, A&M-SA Police Department, and Facilities, must be submitted at least two weeks prior to the event date. Requests made with less than two weeks notice may not be eligible to obtain these services and must accept the facility with its standard set up.

For detailed pricing information, **refer to Appendices A, B, and C.**

Student Organizations

All student organizations must adhere to the Facility Usage guideline. Organizations may request University space by accessing OrgSync through the Student Activities landing page. This will apply to the advisors of the student organizations as well.

Students

Professors must make space requests on behalf of students wishing to use conference rooms and/or classrooms. Please contact your faculty member in order to request a space.

Library Study Rooms

Students may request study rooms inside the Library through the Space Reservation System at <http://events.tamusa.tamus.edu/virtualems/>.

Hosting External Organizations

Faculty and Staff are allowed to host external organization meetings with no facility use charge during business days from 8 a.m.-8 p.m. so long as the following criteria are met:

1. The requesting Faculty/Staff member is a current active member of the organization or a formal sponsor of the organization's event
2. The organization meeting/event must reasonably align with the mission of the University
3. The Faculty/Staff member must be in the facility in use during the duration of the event
4. The Faculty/Staff member will be accountable for all on-campus activities of their sponsored organization

Should the meeting/event require special attention from facilities, custodial, IT/AV or A&M-SA Police Department, the organization will be charged accordingly. Should the organization fail to pay any fees associated with facility use, the sponsor will incur the fees.

Room Fees (Appendix A)

The University requires (50%) deposit once all meeting details have been confirmed. The remaining balance will be paid after the event has ended to provide a list of costs and services rendered from the meeting facility, which can include additional fees ranging from overtime charges, personnel and/or equipment fees.

Groups will be charged a room rental fee based on the following categories:

1. Non-Profit/Non-University
2. Extended Hours

3. Cleaning and/or Damages Fee
4. Audio visual and other Equipment

For non-sponsored events that begin before 8 a.m. and continue beyond 5 p.m. at the University will be subject to an overtime facility usage charge of \$60.00 per hour.

Weekend Scheduling

Due to staffing and budget limitations, events will typically be scheduled for the second and fourth weekend of each month.

Cancellation

To cancel your reservation, please contact the Event Manager in an email to spacerequest@tamusa.tamus.edu. Cancellations not received five (5) business days prior to a scheduled event may be subject to a cancellation fee. Non-profit and for-profit organizations will forfeit all deposits.

If a reserved space was not used and was not cancelled in accordance with the timeline under “cancellation,” the organization and/or the sponsoring department will be responsible for associated fees as stated in the most recent confirmation or contract issued to the client.

Sponsorship Room Fee Waiver

University Departments may formally sponsor organizations on our campus. The department will be held accountable for costs associated with the event. To qualify to receive rental-fees waiver, a University employee, by name, must self-identify and be recorded on the activity's EMS entry and perform all sponsor roles.

Sponsorship requires that an employee of the University greet the organization/guests, oversee event set up, be the point of contact during the entirety of the event, and ensure the event is shut down and spaces are restored to their standard condition.

The sponsor is the primary point of contact that will coordinate IT, A&M-SA Police Department, and facilities services for the event. The sponsor is also responsible for confirming that payment to A&M-SA Police Department, IT, SSC etc. is settled and no outstanding event costs remain.

Any lost, broken or dysfunctional University property or equipment must be reported through A&M-SA Police Department and/or Division for Business Affairs on same day detected by the sponsor.

Ancillary costs must be paid by the sponsoring department/division and should be noted by the sponsor in two places: 1.) on the EMS request, and 2.) via separate work orders to SSC, IT, and

A&M-SA Police Department.

If an IT tech is needed and ordered on EMS, the sponsor must ensure the IT tech speaks with the event organizer(s) in order to coordinate their needs for the event.

If an IT tech is needed, the sponsor is responsible for connecting the tech with the event organizer to coordinate the needs for the event. SSC custodial services should also be noted in the EMS reservation (if the event will serve food, custodial services are required). We recommend one (1) custodian per 100 people. A&M-SA Police Department is required for events warranting large crowds, and when alcohol is served/consumed on campus.

University Closures

In case the University is required to close due to adverse weather conditions or similar circumstances, the event requestor will be contacted as soon as possible. It will be the responsibility of the event requestor to notify all participants of the cancellation. The meeting will be rescheduled at the next available time and charges will be assessed accordingly.

Building Emergency Evacuation

Building evacuation is the result of a situation when it is no longer safe to remain inside a building. The evacuation will occur when the fire alarm sounds and/or notification is made by the Director of Safety, Risk, and Emergency Management, A&M-SA Police Department, or designee. Employees, students and conference attendees shall be directed by the Building Emergency Coordinator. Elevators shall not be used to evacuate the building. The Evacu-Trac chair is available for use for individuals with mobility impairments. The chairs are located on the 3rd floor South stairwell in the Madla building and in Evacu-Trac closets in the Central Academic Building. Once outside the building, individuals shall not return to the building until directed to do so by the Director of Safety, Risk, and Emergency Management, A&M-SA Police Department, or designee.

Advertisements

Advertisements and propaganda displayed throughout the University must be directly related to a University department and/or an event.

Events being advertised must be stamped at the Office of Student Activities. Flyers will be stamped up until the day of the event. Removal of flyers will be done the day after the event has occurred by Student Activities staff.

Flyers can be posted only on approved bulletin boards that are located at the following buildings: Brooks City-Base Campus, Central Academic Building, and Senator Frank L. Madla Building.

Use of University email and other electronic information delivery to advertise non-sponsored, third-party events is not permitted. See TAMUS policy 33.04 *Use of System Resources*.

External parties/vendors must contact the Office of Student Affairs at (210) 784-1371.

Certificate of Insurance

All non-University organizations renting meeting space must carry a minimum of \$1,000,000 General Liability coverage and name Texas A&M University-San Antonio as an additional insured. Proof of insurance must be given to the Special Events Coordinator two weeks prior to the scheduled event.

Equipment & Room Setup Requests

All requests for use of tables, chairs, audio visual equipment (laptop computer, LCD projectors, overhead projector, microphones, etc.), staging, and desired room set-up must be made at the time of the reservation. Any changes to the existing set-up must be communicated to Special Events Coordinator no later than two weeks prior to the day of the event.

Final arrangements must be confirmed with the Special Events Coordinator five (5) business days prior to the event or it may be subject to cancellation. **For equipment fees, refer to Appendix B.**

Catering

The Special Events Coordinator will be available to provide a list of caterers for events. Chartwells is the designated supplier for campus food services and should be provided the opportunity to bid during the selection process.

Alcohol

Alcohol at any A&M-SA event requires prior written approval from the Office of the President. Alcohol should be served and consumed in designated areas in adherence to system policy. See Appendix E for a list of designated areas. A&M-SA Police Department Officers are required to be present and fees will be assessed for their service. Anyone serving alcohol on any property owned, leased, or under the control of A&M-SA must be served by persons currently licensed by TABC. Proof of licensure must be provided to the Special Events Coordinator no later than seven (7) business days prior to the event.

Copyright

The University abides by the Federal Copyright Act which states how movies may be shown within the University setting. There are two types of criteria that constitute this law: 1) fair use and 2) public performance.

The “fair use” criterion does not require a Movie Copyright Compliance Site License when or for exhibiting copyrighted materials such as videocassettes or DVDs. For example, a University faculty member who presents the material in a classroom setting and the movie is used as an essential part of the current curriculum being taught.

A “public performance” refers to situations where a tape or film is shown regardless if there is an admission fee or as an additional service. Under the Federal Copyright Act, a public performance license must be obtained.

Videotapes and DVDs obtained from a local video store or online vendor are not licensed to be viewed in a public performance setting and would be in violation of the Federal Copyright Act since these materials are intended for home rental.

Penalties that exist for being in violation of infringing the copyright law are a punishable federal misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages ranging from \$500 to \$20,000 for each illegal showing.

If any event requires a movie for public performance, the University will charge the client through a licensing agreement with Swank Motion Pictures and/or Criterion Pictures.

Parking Permits

Each vehicle must have a parking permit. Details for requesting parking permits will need to be addressed with A&M-SA Police Department to avoid citations. Parking is available in designated areas. Events open to the public may have parking fees/permits waived.

Political Campaigning

Political campaign posters of students or non-students may not be posted on campus. Campaign literature of student candidates is allowed with permission from the Director of Student Activities and may be placed on the tables in the food court area as long as the literature does not include fund or membership solicitation. Posters or flyers announcing political events for student organizations, registered on campus, may be posted on the Student Activities Department bulletin boards. Only the name of the candidate, the date, time, place and sponsoring organization may be on posters or flyers announcing a political event.

Candidates running for political office, both student and non-student may casually visit with students, personnel or other patrons to solicit votes. Distributing campaign literature or cards are prohibited on campus.

In accordance with the Texas A&M University System policy (07.03.01) with regard to political campaign events “the state supported institution of higher education and its members are required to remain neutral in partisan political activities. No system member may endorse, or recommend or otherwise indicate partisan political support for any candidate for an elected office or for any current officeholder of such an office.”

Guest Accounts/Wi-Fi Services

A request for guest Wi-Fi or a guest account must submit a request through Information Technology Services’ Helpdesk Central website. All persons making the request must have a university faculty or staff sponsor. All users utilizing wireless Internet services and/or a guest account must be requested two weeks in advance of event. Users in violation of usage will be reported to Information Technology Services.

Value Ports

Guests may use the value ports on campus to purchase guest copy cards to use with university printers.

A&M-SA Police Department

Events which are likely to attract large crowds near to, or in excess of the established room or space capacities may require A&M-SA Police Department Officers to be hired at the organization’s expense. Under certain circumstances it may be necessary to have University police officers onsite to facilitate and to ensure the safety of all persons in attendance of an event.

The following type of events will require an A&M-SA Police Department Officer to be present during an event. Number of officers required to be determined by the type of event and is at the discretion of the A&M-SA Police Department Chief of Police:

- Events that have an expected attendance of 100 or more
- Commencement, distinguished speakers, and organized protests
- Concerts, festivals, and sporting events
- Events are serving alcohol
- Events that charge an admittance fee, or involve cash sales

The A&M-SA Police Department is responsible for providing and coordinating police and security services on all A&M-SA owned and leased property within statutory jurisdiction. Other

law enforcement agencies and contract security services may not be used without prior approval by the A&M-SA Police Department Chief of Police or designee

University departments planning special events and/or festivals which are to be hosted on University-owned, leased, or controlled property must contact the A&M-SA Police Department to assess and coordinate police and security needs and should complete a [Special Events Form](#).

OUTDOOR SPACES

Any public performance such as a movie presentation, require copyright permission to showcase the video. For events with music or any amplified sound, please contact the Special Events Coordinator. These events require special designated locations.

Barbeque pits are not allowed when a fire ban is issued by City of San Antonio and/or County of Bexar. Barbeque pits are allowed as long as the coals and fire bricks are disposed of in the proper disposal area as indicated by the Director of Safety, Risk, and Emergency Management. Charcoal burners and other open-flame cooking devices shall not be operated within 10 feet of any building or overhanging structure and may not be used on balconies.

All outside events must conclude by 10 p.m. unless special arrangements have been made through the Special Events Coordinator. Events that go past 5:00 p.m. will be subject to an overcharge of \$60.00 per hour.

At the time of scheduling the event, all aspects of the event such as electricity needs, sound needs, pre-access time, actual event time, tent, safety and security and audio visual needs must be discussed. Events scheduled during class hours must not be disruptive to adjacent buildings that are proctoring classes. If the event is disruptive to classes, the event will be shut down immediately for failure to comply with the guideline requirements.

Community organizations holding outdoor events requiring equipment such as tables, chairs, bleachers, tents, staging and audio visual needs, must be rented through a local vendor.

FACILITY & EQUIPMENT RATES

Cleaning/Damage Fees

In addition to rental fees, labor charges will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. Extra charges will be assessed for damages resulting from chewing gum, or misuse of any furnishings or equipment requiring repairs or replacement. **Clients will be notified in writing of all damages and charges.** Assessed labor and damage fees must be paid in full prior to regaining access to University facilities for events.

Audio Visual & Other Equipment Fees

Events held in meeting facilities are required to use University audio visual equipment maintained and staffed by the Information Technology Services. These fees include full day base, half workday and overtime charges for equipment and other audio visual equipment. For a full listing of fees, refer to **Appendix B**.

Please note that audio visual and other equipment for outside events such as walk-a-thons that require items such as tables, chairs, bleachers, tents, staging and audio visual equipment, must be rented through a local vendor.

Personnel Fees

These fees, based per hour, include technicians, set carpenter, riggers, recreational sports staff, ushers and police officers. Events that extend over normal operating hours will be charged additional personnel as well as equipment fees. For events with A&M-SA Police Department Officers, there must be a minimum of 3 hours of service (requires 30 minutes prior/after event). For a full listing of fee, refer to **Appendix C**.

PROPER CARE & USE OF FACILITIES

It is expected that proper care will be taken of the University facilities. The following policies and procedures apply to all individuals and group sponsored events:

1. All A&M-SA campuses and locations are non-smoking and tobacco free. Please refer to rule 34.05.99.01 *Smoking and Tobacco Use*.
2. Candles are not permitted.
3. Thumb tacks, staples, Scotch tape, duct tape, masking tape, or fun tack are not allowed on the walls. Painters tape is preferred, if needed, with prior approval.
4. No sitting on tables or counters.
5. Use of chalk is allowed ONLY on sidewalks. Chalk is prohibited on cobblestone and walls.
6. It is the responsibility of the group using space inside the facility to place all trash in the conveniently located receptacles and leave the room in good condition.
7. Any individual causing damage to the facility shall be held financially responsible for the extent of the damage. In group sponsored events, the sponsoring organization will be held accountable for damages.
8. Meeting rooms must remain in the condition they are received. It is best practice that the room furnishings from desks, tables, chairs, etc. remain intact and are not removed or displaced.
9. Academic courses are scheduled through the Office of the University Registrar. In the

event that you would like to change your assigned room, please submit a room change through the Office of the University Registrar. Room changes will not be recognized if the request is not formalized. Non- Academic room changes can be submitted via e-mail to spacerequest@tamusa.tamus.edu.

Auditoriums

Maximum Capacity for the Main Campus Auditorium is 420. No food is allowed inside the auditorium, except for in the green room and dressing rooms located backstage. Water is the only permissible drink allowed inside the Auditorium. Food/drink is permissible in the Large and Small Auditoriums at Brooks City-Base. Auditoriums are considered Primary Academic Spaces.

Classrooms/Conference Rooms

Classrooms are considered Primary Academic Spaces. Classrooms must be used in its standard set up. Tables and chairs are not to be rearranged for any event.

Multipurpose Rooms (Vista Room, Madla 204/207, Patriots' Casa Ceremony)

To arrange a specific set up for these rooms, please contact the Special Events Coordinator.

The Table of Remembrance inside the Patriots' Casa Ceremony Room is part of the room's standard set up and must not be moved or altered.

Educational and Cultural Arts Center

Conference rooms inside the ECAC are only available to A&M-SA Faculty and Staff, Monday-Friday between the hours of 10 a.m. to 5 p.m.

To schedule a meeting in one of the conference rooms inside the ECAC, please see below:

- Curator's Conference Room (6 person capacity)
 - Contact Alicia Viera at 210-784-1105 or (210) 784-1105
- Office of Mexico Relations Conference Room (10 person capacity)
 - Contact Francisco Perales 780-1746 ext. 3996 or (210) 780-1746 ext. 3996
- To use the gallery space inside the ECAC, please contact the Special Events Coordinator.

Storage Facilities

The University cannot provide storage for printed materials and/or other forms of equipment prior to the event. The University is not held responsible for lost, damaged and/or stolen items left behind from an event.

Children

Children must not be left unattended on campus at any time. Any damages caused by unattended children will be charged to the parent or guardian. If children have been confirmed as being lost, the University police will be contacted to assist with this matter.

Pets & Animals

Pets or animals are not allowed on campus at any time. The only exceptions are service animals assisting the blind, deaf or mobility impaired.

Bicycles, Roller skates and Skateboards

Bicycles are not allowed in the buildings. Rollerblades and skateboards may be carried but not used in buildings. Bicycles should be secured at outside bike racks not attached to columns, light poles or railings.

Decorations

Decorations, displays or exhibits that require flame or water cannot be used on campus.

- Open flame candles are prohibited through the University facilities.
- No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as “floor tape” or gaffers tape.
- Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings.
- No decorations may be glued to any surface. No pins or tape may be used to affix posters, paper, etc., to the walls, tables, etc. No decorations may be hung from ceiling tiles or ceiling grids.
- No glitter, confetti, sequins, or sand filled items may be used.

Decorating plans not addressed within this guideline should be reviewed by the Special Events Coordinator prior to the event. If needed, building staff will assist with alternative ways to hang materials that will not damage walls or finishes. Alternate arrangements must be resolved at least two days prior to the event.

Violation of any provision of this guideline may result in suspension of facility reservation

privileges for the semester. Additionally, any damages done will be repaired, and the sponsor will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the event sponsor.

Events that have or require excessive amounts of decorating will be required to takedown the items immediately after the event has ended as the rooms are scheduled for events that occur on a daily basis. Failure to do so will prevent further bookings with or in our meeting facilities and may lead to an added fee for failure to comply with this guideline. All A&M-SA rules, procedures and guidelines are available at www.tamusa.edu.

CONTACT INFORMATION

Assistant Manager, Auxiliary Services

Juan “Johnny” Guevara
Central Academic Building
Room 116A
(210) 784-2124
Juan.Guevera@tamusa.tamus.edu

Special Events Coordinator

Janeli S. Castrejana
Central Academic Building
Room 418C
(210) 784-1104
Janeli.Castrejana@tamusa.tamus.edu

Business Hours

Monday - Friday, 8 a.m. to 5 p.m.

Email: spacerrequest@tamusa.tamus.edu

Appendix A

Facility Use Fees					
MEETING FACILITY <i>(Facilities marked with an * are primary academic spaces)</i>	ROOM TYPE	ROOM CAPACITY	NON-UNIVERSITY ROOM RATE (4- hour minimum)	NON-PROFIT ROOM RATE (4- hour minimum)	ADDITIONAL HOURS/per hour
Brooks City-Base Small Auditorium and Large Auditorium*	Auditorium	144 – 225	\$200.00	\$100.00	\$50.00 (non-university) \$25.00 (nonprofit)
Brooks City-Base, Central Academic Building, Senator Frank L. Madla Building*	Classroom	20 – 48	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Brooks City-Base, Central Academic Building, Senator Frank L. Madla Building*	Conference	8 – 20	\$60.00	\$30.00	\$20.00 (non-university) \$10.00 (nonprofit)
Brooks City-Base, Central Academic Building, Senator Frank L. Madla Building*	Computer Classroom (limited availability)	30 – 36	\$300.00	\$150.00	\$50.00 (non-university) \$25.00 (nonprofit)
Central Academic Building – 402 - The Vista Room	Multi-Purpose	200	\$500.00	\$250.00	\$50.00 (non-university) \$25.00 (nonprofit)
Main Auditorium – Central Academic Building*	Auditorium	420	\$800.00	\$400.00	\$100.00 (non-university) \$50.00
The Grand Courtyard – Central Academic Building	Outdoor Open Space	Open	\$400.00	\$200.00	\$60.00 (non-university) \$30.00 (nonprofit)
West Lawn – Senator Frank L. Madla Building	Open Space	Open	\$500.00	\$250.00	\$100.00 (non-university) \$50.00
President’s Rose Garden – Senator Frank L. Madla Building	Open Space	Open	\$300.00	\$150.00	\$50.00 (non-university) \$25.00 (nonprofit)

MEETING FACILITY <i>(Facilities marked with an * are primary academic spaces)</i>	ROOM TYPE	ROOM CAPACITY	NON-UNIVERSITY ROOM RATE (4- hour minimum)	NON-PROFIT ROOM RATE (4- hour minimum)	ADDITIONAL HOURS/per hour
Patriots' Casa – 109 – The Ceremony Room*	Multi-Purpose	54	\$300.00	\$150.00	\$50.00 (non-university) \$25.00 (nonprofit)
Brooks City-Base Courtyard	Outdoor Open Space	Open	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Senator Frank L. Madla Building – Outdoor Rotunda	Outdoor Open Space	Open	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Patriots' Casa Healing Garden	Outdoor Open Space	Open	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Patriots' Casa Apron	Outdoor Open Space	Open	\$75.00	\$25.00	\$20.00 (non-university) \$10.00 (nonprofit)
Patriots' Casa Assembly Area	Outdoor Open Space	Open	\$350.00	\$175.00	\$75.00 (non-university) \$40.00 (nonprofit)
Centro de Artes, Educational Cultural Arts Center, 1 st floor Gallery	Gallery Space	Open Space: approx. 250	\$1,000.00	\$500.00	\$100.00 (non-university) \$50.00 (nonprofit)
Centro de Artes, Educational Cultural Arts Center, 2 nd floor Gallery	Gallery Space	Open Space: approx. 300	\$1,500.00	\$750.00	\$100.00 (non-university) \$50.00 (nonprofit)

Appendix B

AUDIO VISUAL EQUIPMENT & OTHER EQUIPMENT FEES

EQUIPMENT	FULL DAY BASE RATE	HALF DAY BASE RATE	OVER TIME CHARGES
Computer Lectern (includes desktop, projection system, and *VGA/HDMI connections)	\$260.00	\$130.00	\$10.00
*Microphone, Wireless Handheld	\$50.00	\$25.00	\$10.00
*Microphone, Wireless Lapel	\$50.00	\$25.00	\$10.00
*Microphone, Corded	\$20.00	\$10.00	\$10.00
*LCD Projector	\$100.00	\$50.00	\$10.00
PC Laptop	\$75.00	\$50.00	\$10.00

**Equipment available in a limited amount of rooms/classrooms.*

A&M-SA group or department – No charge

Monday-Thursday: 8 a.m.-8 p.m.

Friday: 8 a.m.-5 p.m.

Saturday: 9 a.m.-1 p.m.

***Non-university groups:**

Monday-Thursday:

8 a.m.-8 p.m. - \$25/hour

Friday:

8 a.m.-5 p.m. - \$25/hour

Saturday:

9 a.m.-1 p.m. - \$25/hour

If an event/meeting/function is outside any of the hours above, an external company will need to be hired.

**All bookings require a 3 hour minimum.*

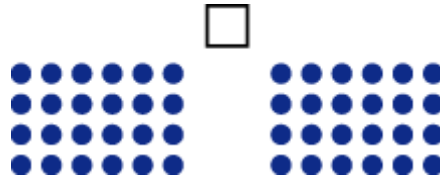
Appendix C

PERSONNEL FEES

PERSONNEL	RATE OF PAY
Police Officer	\$30.00 per hour (minimum 3 hours – requires 30 minutes prior/after event)
Safety and Risk personnel	\$30.00 per hour (minimum 3 hours – requires 30 minutes prior/after event)
Custodian	\$16.50 per hour
Maintenance Tech	\$20.56 per hour
Custodian at ECAC	\$14.50 per hour/custodian, \$15.50 per hour/supervisor
SAPD Off Duty (for events at ECAC)	\$37.94 per hour, plus \$7.00 parking fee Please note: SAPD only necessary when alcohol is served, events exceeding 100 persons, or admission fee is charged. Must contact Special Events Coordinator to coordinate this service.

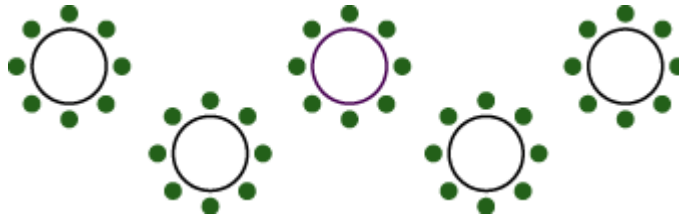
Set-up types and Styles

Auditorium Style



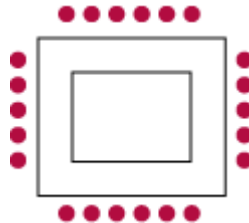
Appropriate for short lecture or larger groups that do not require extensive note-taking. Chairs only.

Banquet Style



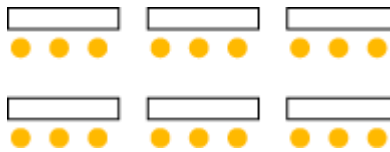
Used for meals and small groups discussions. Rounds seat eight people comfortably.

Hollow Style



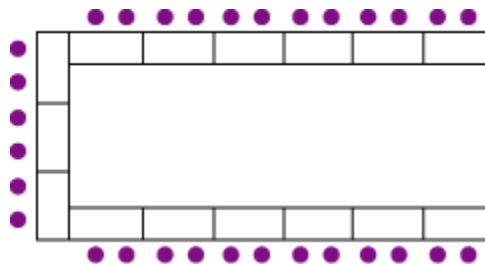
Appropriate for groups fewer than 40 where there is a group leader or panel seated at the head of the set up.

Classroom

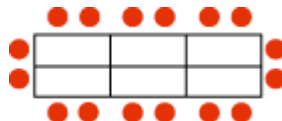


Most desirable for long lectures. For large numbers tables will need to be rented.

U-Shape Style



Conference Style

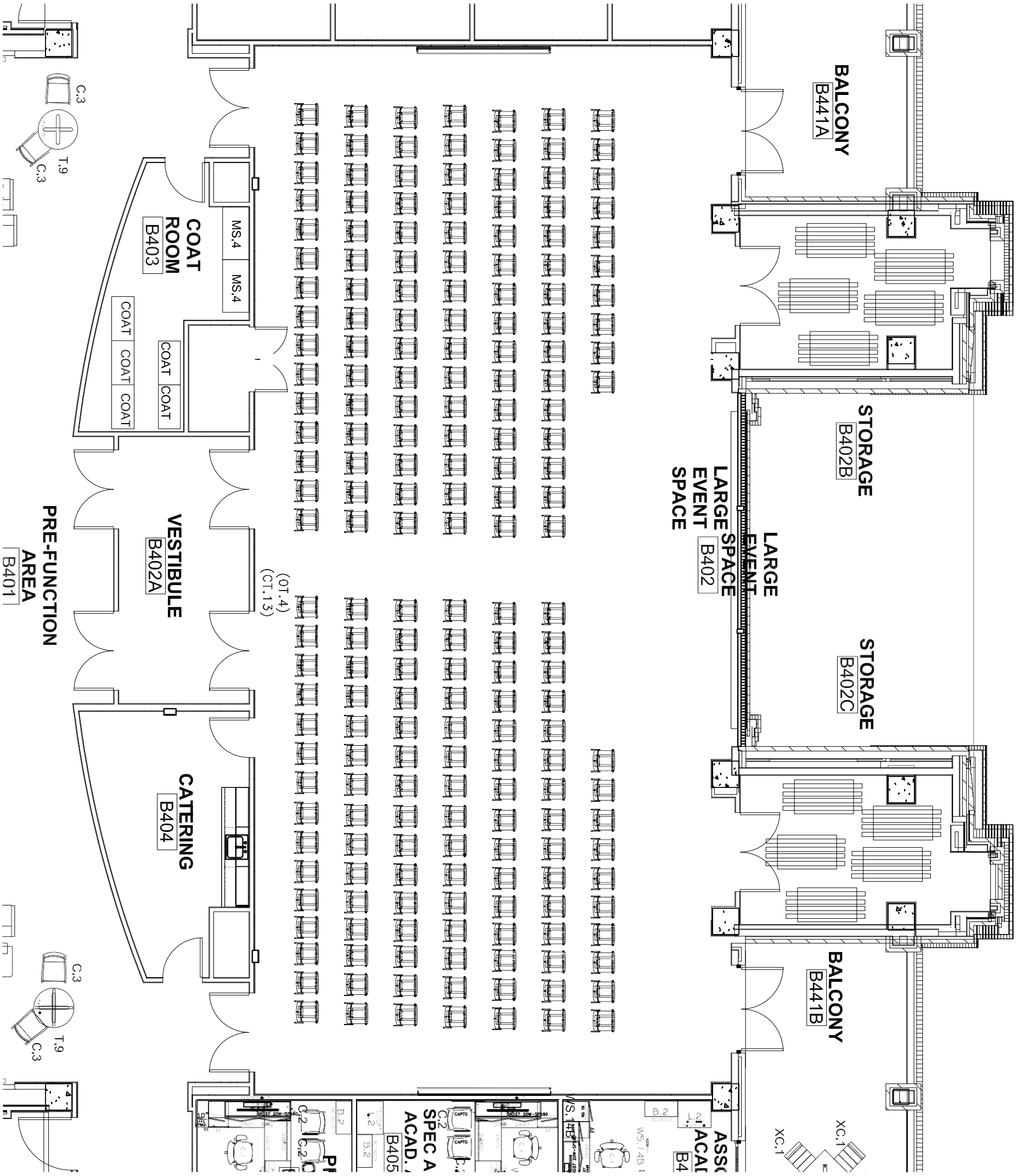


As Is....refer to current layout of room.

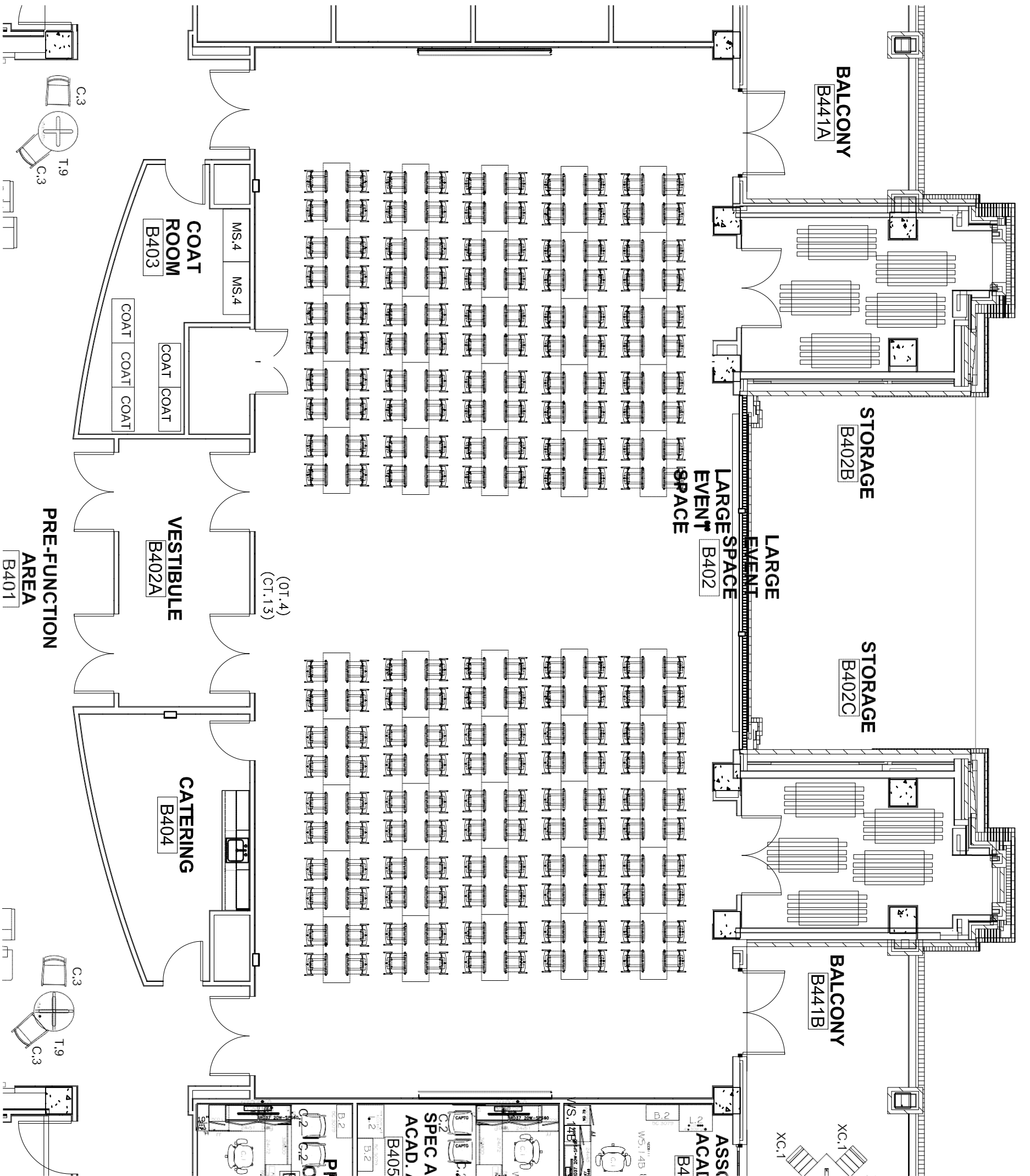
Festival Style – Outdoor events which require tables, chairs, tents, stage, microphone, podium, electricity, trash cans, port o’ potty, parking.

Open Space – Use of open areas, such as hallways, lobbies, foyers, rotundas, and outdoors.

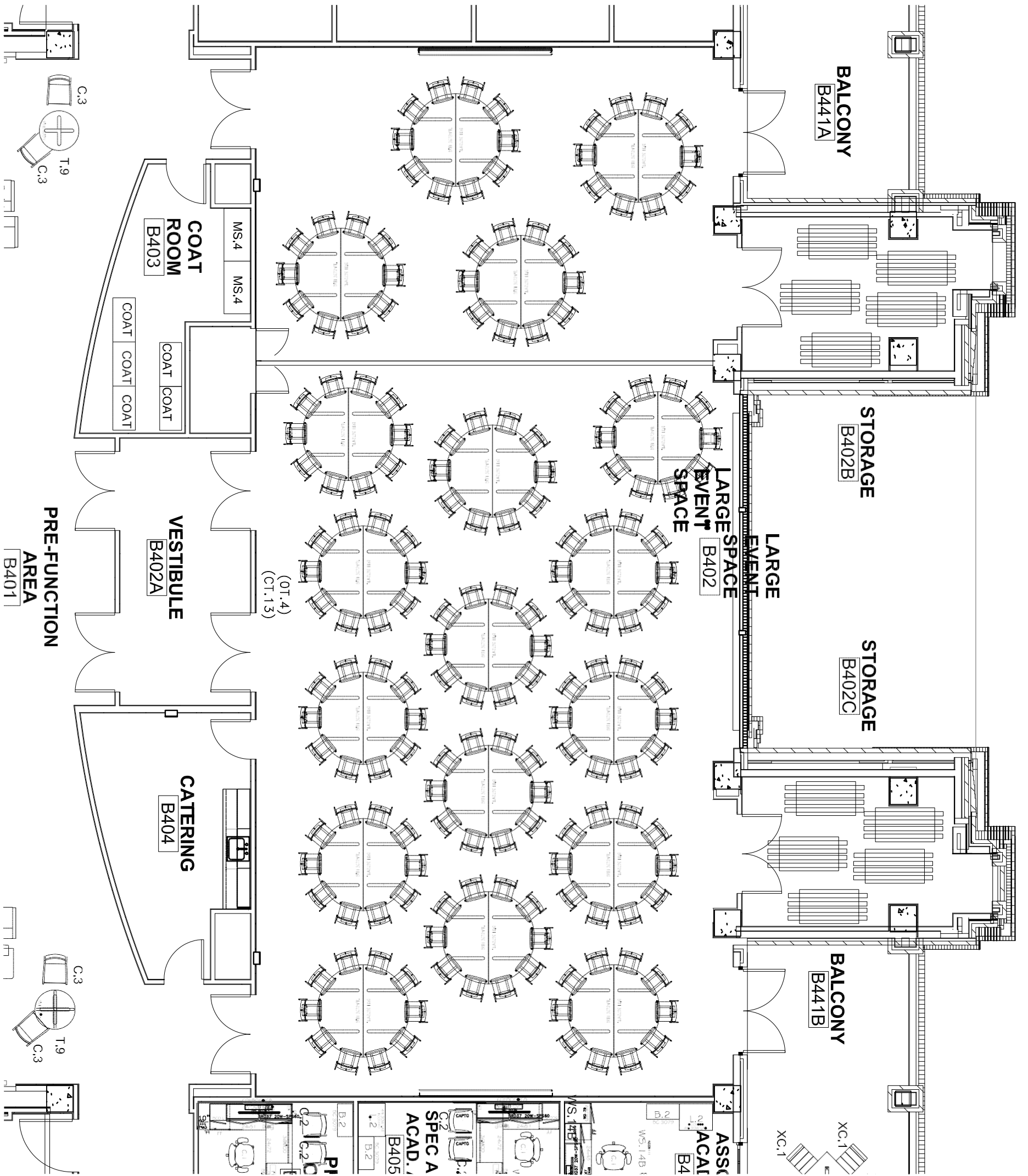
Auditorium style



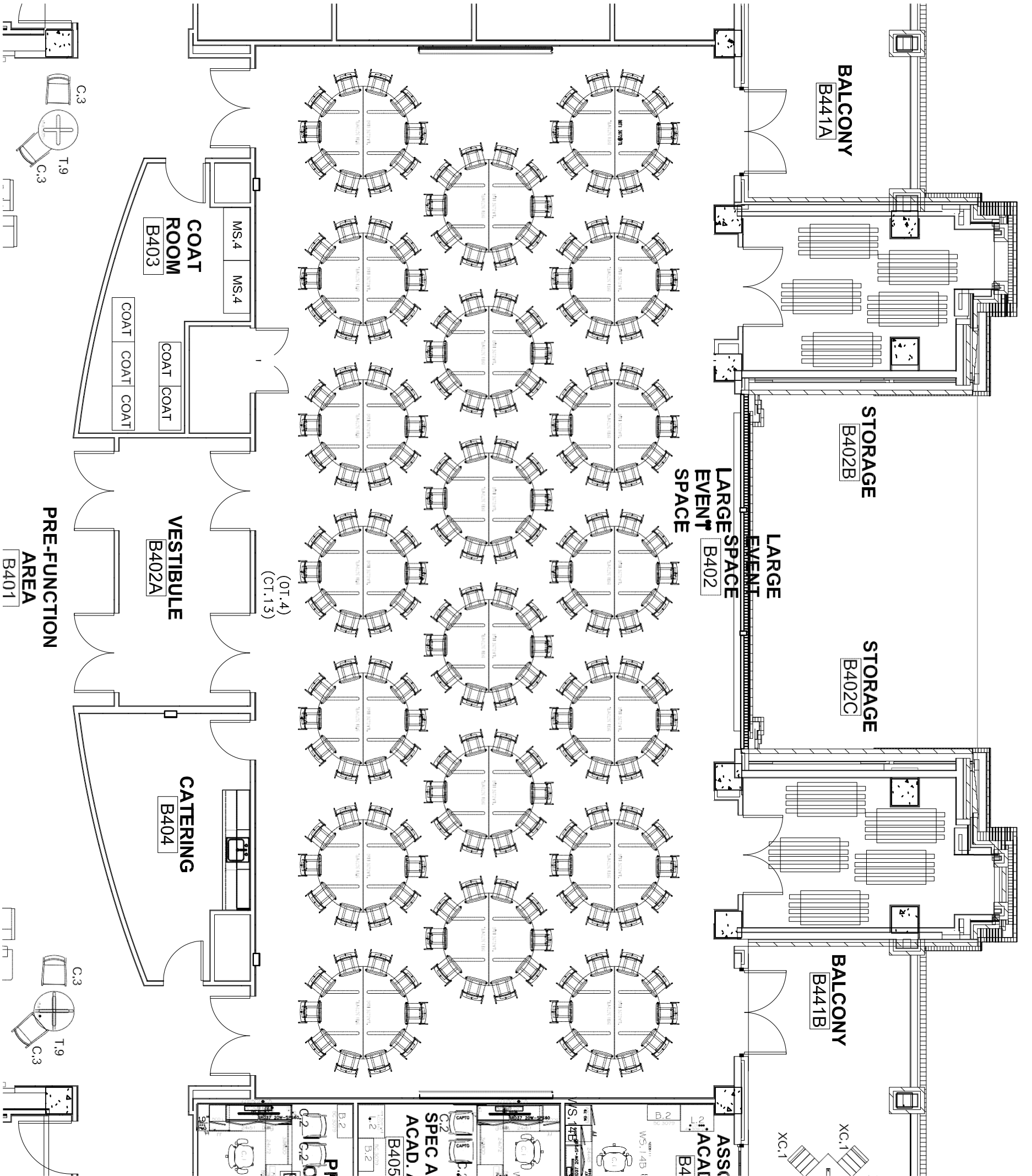
Classroom style



Banquet rounds of 10 with partition



Banquet rounds of 10 entire room



Appendix E

PERMITTED USE OF ALCOHOL

Madla Building (formerly Multipurpose Building)

- Covered arcades on north, east and west sides
- Balcony areas (3rd floor)
- Lobby area
- Ellipse area in front of Madla Building
- Room 304 (conference room)
- Student parking lot (special events only)
- Central Academic Building
- President's Suite
- Special event space/ballroom (4th floor)
- Pre-event space/foyer (4th floor)
- Balconies – F&A Office and President's Suite
- Main courtyard facing north
- Courtyard between auditorium and CAB
- Library lobby area
- Auditorium (lobby only)
- Outdoor archways/arcades on all sides
- Cafeteria/Dining rooms (special events only)
- Conference rooms
- West parking lot (special events only)

Patriots' Casa

- Ceremonial Room (1st floor)
- Gallery space (1st floor)
- Entrance foyer (1st floor)
- Conference rooms (1st and 2nd floors)
- Grounds surrounding CASA
- Garden
- East apron
- South apron
- Front entrance area

Educational & Cultural Arts Center (leased property)

- Entire building (including foyer, balcony, and courtyard)

Brooks City-Base Campus (leased property)

- Academic Building
- Courtyard Area