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UNIVERSITY of HOUSTON

MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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SECTION: Facilities
AREA: Facilities Use and Oversight

Number: 09.03.01

SUBJECT: **Event** Reservation and Rental of University Facilities

I. PURPOSE

The procedures described herein define the processes to be followed in carrying out the policy outlined in System Administrative Memorandum 01.B.06 - Facilities Reservation and Rental, related to the use of University of Houston facilities by persons and organizations associated with and not associated with the university. Events not following these procedures are subject to being ended immediately and the host of the event being held responsible for any violation of this MAPP. Exceptions to the policies and procedures in this MAPP must be approved in writing by the Executive Vice President for Administration and Finance.

The "Use of the Grounds" at UH for non-curriculum related organized expressive activities are documented in MAPP 13.01.01, Freedom of Expression.

II. DEFINITIONS

A. Auxiliary Space: Area of a university campus that is not supported through ~~State-state~~ of Texas appropriations.

B. Education & General (E&G) Space: Net assignable area used for academic instruction, research, 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 that is assigned by the Provost and that is used for scheduled academic instruction ~~that is not otherwise assigned to a specific academic department~~. All gGeneral purpose classrooms are considered E&G space.

D. Non-General Purpose Space: A space that is assigned to a specific academic college and that is used for scheduled academic activities. Non-general purpose space is considered E&G space. Examples include the Architecture Atrium, Blaffer Gallery, and Health and Human Performance.

DE. Grounds: All exterior campus acreage not covered by buildings. ~~Includes-The definition includes~~ plazas, parks, parking lots, roadways, and any other outside space.

EF. LesseeLicensee: Any individual or group, whether internal or external to the University of Houston, 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. These facility activities are outside of academic classes, official university events, and specific administrative events.

Note: For more information on Licensee's responsibilities, see Section V and Section VI.

- FG.** Reservation Office: Campus unit with responsibility and/or authority to assign a particular university facility or space for use by a university or non-university individual or group for purposes other than academic instruction. This office is: Also, also responsible for collecting and handling all related forms and fees. A current listing of Reservation Offices can be found at <http://www.uh.edu/af/survival/facilityrental.htm>.
- GH.** Special Services: Services provided in support of an event by personnel, contractors, or vendors either internal or external to the university or the System.
- I.** "Drop-In" Areas: As defined in MAPP 13.01.01, Freedom of Expression, the designated areas for organized expressive activities on campus.
- J.** Administrative Event: An administrative event, including a daily, weekly, or occasional gathering and/or meeting by an official department or registered group (including faculty, staff or students) that would not be open to the public (e.g., a department faculty meeting, gathering of departmental staff, a student group Board of Directors' meeting). The focus of these meetings is generally to discuss department or group business and/or do administrative planning. It may include professional training. These gatherings may also be social in nature (e.g., departmental luncheon, picnic, reception, or holiday party).
- K.** Public Event: An event open to students, faculty, staff, and members of the public.
- L.** Invitation-Only Event: An event open only to invited guests.
- M.** High Impact Event: An event that is large in scope, usually with an expected attendance of **200** people or more.
- N.** High Profile Event: An event that includes participants, presenters or attendees who are recognized as a visiting dignitary including heads of state, elected officials, foreign delegations, the head of a large organization (e.g., CEO or Chairman of the Board), well-known celebrity, someone who travels with personal security, or an event that is expected to have a large turnout of press and media.
- Note: If any of the above categories apply in Section N, this event requires direct consultation with the Department of Public Safety, **Parking and Transportation**, Governmental Relations, and University Relations.
- O.** Social Events: An on-campus event sponsored by a University of Houston-registered student organization that includes admission or cash donation at the door, attracts persons without a valid UH ID, and is considered a social or mixer. For more information, refer to the Social Events policy located at http://www.uh.edu/dos/resources/rso_social_event_policy.html.
- P.** Special Events:
- P.** Official University Event or Activity: Any event, program, or activity sponsored by a University department in the course of fulfilling their University mission, activities that occur within the classroom, or events that occur within the regular or recurring sphere of activity of a University department. See MAPP 13.01.01 for more information.
- Q.** Co-Sponsored Event: An event where a non-university individual or group has partnered with a University entity (college, department, registered student organization, etc.) for an event. See Section VI for specific responsibilities.

III. SPACE AVAILABILITY AND RESERVATIONS

~~A. The University of Houston Space Inventory, available from the Coordinator of Facilities Inventory, identifies all E&G and auxiliary space, as well as the reservation office with authority for that particular building or room. The assigned unit has primary responsibility to ensure compliance with these procedures and with System Administrative Memorandum 01.B.06.~~

~~A. Scheduling General Purpose Classrooms~~

~~1. General purpose classrooms used for academic instruction are assigned by Registration and Academic Records (RAR). Scheduling events not related to the academic mission prior to the Official Reporting Day (ORD) are prohibited based on the high volume of classroom arrangement needed to accomplish enrollment and academic needs for students and faculty before each semester begins. General purpose classrooms not assigned for instructional purposes may be released by RAR after the Official Reporting Day to the Auxiliary Services' Customer Services Center at auxiliaryservices@uh.edu based on dates and times available for non-academic use.~~

~~2. Scheduling Classrooms for Non-Instructional Use - All requests for classroom space for non-instructional purposes must be submitted to the Auxiliary Services' Customer Services Center in writing and at least 15 working days in advance. Written requests are date-stamped upon receipt to ensure priority is given to the appropriate reservation, in the case of two or more requests for the same room(s) and time(s). Cancellations and/or changes must be made no less than 3 working days in advance. Individuals or groups that cancel less than 3 working days in advance will be subject to limitations or restrictions on future space use.~~

~~Note: All students, staff, and faculty must fill in requests for using classroom space for non-instructional purposes. These requests must be submitted to Auxiliary Services' Customer Services Center at auxiliaryservices@uh.edu.~~

~~B. Scheduling Non-General Purpose Space~~

~~The use of all University of Houston facilities for purposes other than those for which they are primarily intended will be allowed on a first-come, first-served basis according to the following priorities in ascending order:~~

- ~~*1. University-wide programs and officially-recognized/registered student organizations~~
- ~~*2. Faculty, staff, administration, and those professional organizations/affiliations whose activities are sponsored and coordinated by a University of Houston office or department~~
- ~~*3. Alumni~~
- ~~*4. Non-university groups~~

~~Reservations for the use of campus facilities must be made through their respective reservation offices listed at the following web site, and also with the Auxiliary Services' Customer Services Center: <http://www.uh.edu/af/survival/facilityrental.htm>.~~

~~C. Restricted Event Dates~~

~~Reservations for the use of campus facilities must be made through their respective reservation offices listed in Addendum A at <http://www.uh.edu/af/survival/facilityrental.htm>.~~

~~Special Events~~ (other than those related to the academic ~~year~~mission) are ~~prohibited~~ discouraged on the following days of the academic calendar due to the ~~large~~ number of students and parents on campus:

1. ~~The twelve days prior to the Official Reporting Day (ORD) for the fall and spring semesters~~
2. ~~The first two days of any fall and spring academic semester~~ University of Houston Commencements.
- 4.3. ~~Frontier Fiesta~~

~~The event requestor is responsible for completing the university's Event Registration Form, which can be accessed at: <http://www.uh.edu>~~

~~C.~~
~~Scheduling General Purpose Classrooms:~~

~~Because general purpose classrooms are in demand, ALL requests for space must be submitted to the Scheduling Office (see Addendum A) IN WRITING and at least 72 HOURS IN ADVANCE. Written requests are date stamped upon receipt to ensure priority is given to the appropriate reservation, in the case of two or more requests for the same room(s) and time(s). Cancellations must be made no less than 24 HOURS IN ADVANCE. Individuals or groups that cancel less than 24 hours in advance will be subject to limitations or restrictions on future space use.~~

~~D.~~ Reservation of Outdoor Space

University of Houston departments, faculty, staff, and students may reserve outdoor space on University grounds for the purpose of sponsoring organized activities. Individuals, groups, or departments must request the use of outdoor space through University Center Conference and Reservation Services located in Room 210 of the University Center. Reservations are accepted on a first-come, first-served basis. The reservation, registration, and use of outdoor space must comply with the UH Freedom of Expression Policy, MAPP 13.01.01, which can be accessed at: <http://www.uh.edu/mapp/13/130101.pdf>.

~~DE.~~ Use of University Facilities for Commercial Purposes:

The Office of the Associate Vice President for University Relations is charged with oversight of policies and procedures concerning the reservation and use of university facilities for commercial purposes (e.g., movie shoot location, print and television advertising, etc.). This office coordinates all arrangements with the appropriate reservations office. Office of the Associate Vice President for Administration and oversees the contractual process involved in finalizing these arrangements, and insures compliance with established contractual, legal and privacy policies. A charge is made to outside entities in instances of providing security, after-hours access to buildings, parking support for large/numerous vehicles, etc. The charges may include or are in addition to any fees the facility has established for use of the space, equipment, and personnel.

~~EF.~~ Police/Security/Fire Marshal Presence Associated with Space Reservation and Rental License:

1. ~~University of Houston Police officers must be hired to provide security, at the cost of the facilities lessee, at events where alcohol is served, unless this requirement is waived. If students are involved, waivers must be requested using a Request~~

~~for Alcohol Distribution Form, available in the Dean of Students Office. Other waivers may be requested, in writing, to the Associate Vice President for Administration. Event security must be arranged through the University Center Reservation Office, Department of Campus Activities, or the University Police Department (at least two weeks' advance notice is required by UHPD) using the University of Houston Police Department Request for Police Services Form (Addendum B).~~

1. General Guidelines

~~a. The University of Houston reservation offices are required to may require the presence of consult with the Department of Public Safety (Police and/or Fire Marshal) and Parking and Transportation Services University Police officers as a condition of holding certain public events, invitation-only, high impact and high profile events on campus.~~

~~b. The decision to require the presence of officers and the determination of the number of officers necessary will be made on a case-by-case basis by the Associate Vice President for Administration, in consultation with the University Police Department event-related public safety and parking services is determined in part by:~~

- ~~i. The nature and size of the event,~~
- ~~ii. the extent the event will impact normal university operations,~~
- ~~iii. The target audience,~~
- ~~iv. The group's event history,~~
- ~~v. Whether alcohol will be served or available,~~
- ~~vi. Whether concessions will be sold,~~
- ~~vii. If there will be money collected on site for parking and/or event admission, and~~
- ~~viii. Facility-specific policies currently in place.~~

~~The final decision to require/waive public safety services related to special events rests with the Chief of Police or his/her designee. Dependent upon the circumstances involved, DPS may confer directly with the client responsible for the event to make this determination.~~
~~Costs~~

~~c. All costs for police associated with these services shall will be borne by the lesseelessee. Refer to MAPP 07.01.03 for details on how to obtain and pay for these services.~~

2. Department of Public Safety (DPS)

~~a. All requests for security must be reviewed and approved by the Department of Public Safety, including requests to use security from outside agencies (such as a public figure's entourage).~~

~~b. For more information regarding all DPS special event services, please see MAPP 07.01.03 or visit the web site <http://www.uh.edu/police/>.~~

3. Fire Marshal

The University of Houston also requires consultation with the Department of Public Safety Fire Marshal's Office as a condition of holding public, invitation-only, and high impact events on campus. The Fire Marshal's Office is responsible for providing infrastructure support related to fire and life safety including, but not limited to, the issuing of permits and related inspections of tents, the use of open flames, food safety, crowd management as it related to fire and life safety, and general fire and life safety. For more information regarding the Fire Marshal's responsibilities, see MAPP 07.01.03 or visit the web site <http://www.uh.edu/police/>.

G. Parking and Transportation Services

The University of Houston requires the reservation office to consult with the Department of Parking and Transportation Services as a condition of holding public, invitation-only, high profile, and high impact events on campus. The Parking and Transportation unit is responsible for providing infrastructure support related to event parking and determining if infrastructure parking will be available for an event. For any event requiring additional parking resources, the reserving office must contact the Department of Parking and Transportation Services at least 10 business days in advance to provide necessary notice for preparation activities. Please visit the department web site for additional information (<http://www.uh.edu/parking>).

IV. FOOD AND BEVERAGES

- A. All events held on the university campus shall fully comply with the exclusive agreement terms of the university's current food service sponsorship/pouring rights and vended beverage, vended snacks and vended novelty ice cream; all System and university associated policies for the provision of the same. Questions regarding these exclusive agreement terms should be directed to the Auxiliary Services Department. All requests for event concessions must be arranged with the Auxiliary Services Department. Please visit the department web site for additional information (<http://www.uh.edu/auxiliaryservices>) and contact Auxiliary Services' Customer Services Center at auxiliaryservices@uh.edu.

Food and beverages for events held in the Conrad N. Hilton College of Hotel and Restaurant Management must be arranged through their food service operations.

In terms of event concessions on campus, the sale of food and beverages by third party vendors is not permitted. Any special requests must be worked through Auxiliary Services (examples: [food trucks](#), academic/program-related activities).

The following donation/services listed below for catering and beverages provide more information on Auxiliary Services event concessions:

1. Student In-Kind Catering Donation (See http://www.uh.edu/auxiliaryservices/dining/Catering_Policies_Procedures.pdf for more information):
 - a. Registered student groups submit their catering request online via the Auxiliary Services web site (<http://www.uh.edu/auxiliaryservices/dining/eventcater.htm>).

- b. Once the request is submitted, the Center for Student Involvement verifies the group is registered with them and then forwards the request to Auxiliary Services' Customer Services Center at auxiliaryservices@uh.edu.
- c. The Auxiliary Services Representative sends the request to UH Dining Services to finalize the student group's catering request.

2. Department In-Kind Catering Donation:

- a. Departments can request a catering donation for an event through Auxiliary Services.
- b. The Auxiliary Service Representative verifies that the department has an allotment of the in-kind fund and that the event meets the catering donation guidelines.
- c. The Auxiliary Services Representative then sends the request to UH Dining Services to finalize the department's catering request.

2. Student Beverage Donation (See

<http://www.uh.edu/auxiliaryservices/vending/BeverageDonationGuidelines.pdf> for more information):

- a. Registered student groups submit their beverage request online via the Auxiliary Services web site (<http://www.uh.edu/auxiliaryservices/vending/bevdonate.htm>).
- b. Once the request is submitted, the Center for Student Involvement verifies the group is registered with them and then forwards the request to Auxiliary Services.
- c. The Auxiliary Service Representative verifies that the student group meets the beverage donation guidelines.
- d. The Auxiliary Services Representative works directly with Coca-Cola to finalize the student group's beverage request once eligibility is confirmed.

3. Department Beverage Donation:

- a. All departments can request beverage donations for an event through Auxiliary Services' Customer Services Center at auxiliaryservices@uh.edu.
- b. The Auxiliary Service Representative verifies that the department event meets the beverage donation guidelines.
- c. The Auxiliary Services Representative works directly with Coca-Cola to finalize the department's beverage request once eligibility is confirmed.

4. Beverage Discounted Purchase-Student Groups:

- a. Student groups holding events that are not eligible for a beverage donation are eligible to purchase Coca-Cola products at the university's discounted rate.

b. Requests are made through Auxiliary Services' Customer Services Center at auxiliaryservices@uh.edu, who will coordinate the delivery of the purchased products to the department.

c. The student group must pay for the discounted products with cash or money order upon delivery.

5. Beverage Discounted Purchase-Departments:

a. Departments holding events that are not eligible for a beverage donation are eligible to purchase Coca-Cola products at the university's discounted rate.

b. Departments interested in the discounted product must first contact Auxiliary Services' Customer Services Center at auxiliaryservices@uh.edu in order to setup an outlet number (account) with Coca-Cola.

c. Requests are made through Auxiliary Services, who will coordinate the delivery of the purchased products to the department.

d. The department will be given an invoice at the time of delivery.

B. Information about the university's catering services is available at:
<http://www.campusdish.com/en-US/CSSW/UnivofHouston/Catering/>.

Food and beverage at

A-C. Alcohol

1. It is the university's 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.

2. Any use of facilities where alcohol will be distributed or consumed and where students are allowed to attend is subject to the Alcohol Policy and Distribution of Alcoholic Beverages Policy documented in the Student Handbook, also available in the Dean of Students' Office.

3. Possession, consumption, or distribution of alcoholic beverages in public areas of the University of Houston is prohibited, except at

a. Events previously authorized by the Dean of Students, the president, vice presidents, or deans; and

b. The University Hilton Hotel, cafeterias, and on-campus restaurants or food service areas where alcohol is legally distributed or sold

Note: A public area is defined as the campus parking lots, campus grounds, campus buildings, or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access.

D. Fire Marshal (Food Safety) – Temporary Food Dealer's Permits, Open Flame Permits, and Tent Permits are available from the Fire Marshal's Office. For more information concerning these forms and their uses, see MAPP 07.01.03.

V. RESPONSIBILITY

- A. The licensee is responsible for the behavior of their members and guests, and will be held liable for any personal injury or damage or theft of university property.
- B. The licensee must agree to comply with all laws, ordinances, regulations, and university policies applicable to the intended use and occupancy. In addition, the licensee must agree to be responsible for payment of federal, state or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity.
- C. The licensee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The licensee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

VI. UNIVERSITY SPONSORSHIP INFORMATION ON UNIVERSITY AND CO-SPONSORED EVENTS

- A. The University Sponsorship Verification form is used to identify Official University Events and Activities.

- 1. The University Sponsorship Verification form outlines the responsibilities of departmental sponsorship. It does not endorse the person or organization seeking departmental sponsorship, their products/services, or their opinions; nor does it obligate or assign liability to the unit with assigned authority over the space, the university, or the System in any way.
- 2. Requirements for Departmental Sponsorship – The following conditions will be met in order to establish departmental sponsorship for an event, as documented on the University Sponsorship Verification Form:
 - i. The department must assign staff to supervise the non-university individual or group for the event or activity.
 - ii. The department publicly advertises sponsorship of the event or activity.
 - iii. The department funds the specific event or activity, and/or
 - iv. Accepts responsibility for a particular event or activity.

- B. To co-sponsor an event held by a person or organization not associated with the university, a representative of the co-sponsoring administrative, academic unit, or registered student organization must submit a completed Co-Sponsorship Verification form Acknowledgement of Sponsorship Obligations form (see Addendum C), approved by the appropriate college, division, or administrative authority, to the unit having assigned authority over the space requested, whether it be E&G or auxiliary space. In the event of two or more co-sponsors, all must sign the form.

- 1. The Co-Sponsorship Verification form outlines the responsibilities of co-sponsorship. It does not endorse the person or organization seeking co-sponsorship, their products/services, or their opinions; nor does it obligate or assign liability to the unit with assigned authority over the space, the university, or the System in any way.
 - i. Reservation offices are permitted to draft Co-Sponsorship Verification forms specific to their facility, provided that all information contained in Section 2) below are included. A draft of this form must be submitted

and approved by the Office of General Counsel (OGC) prior to actual use.

Note: Such facility-specific forms may include additional requirements of Co-Sponsorship as needed.

- ii. If no Co-Sponsorship Verification form (standard or facility-specific) has been created and approved by the Office of General Counsel (OGC), the University Sponsorship Verification form will be used to co-sponsor an event.

2. Requirements for Co-Sponsorship – The following conditions need to be met in order to establish co-sponsorship:

- i. The co-sponsoring university entity must assign staff/members to supervise the co-sponsored group for the event or activity.
- ii. The co-sponsoring university entity must publicly advertise their co-sponsorship of the event or activity.
- iii. The co-sponsored event or activity must be related to the co-sponsoring university entity's mission or purpose.

3. The benefits of co-sponsorship will be established by the unit having assigned authority over the space through their facility-specific policies that are approved through the Office of General Counsel (OGC).

B. The Acknowledgement of Sponsorship Obligations form will not serve as a reservation of the space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor will it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH System in any way.

CC. Student groups who sponsor or cosponsor persons or organizations not associated with the university must also comply with guidelines set forth by the Student Program Board, the Activities Funding Board, and the Council of Ethnic Organizations. Information is available in Campus Activities/Dean of Students Office. The non-University individual or group must complete the Facility License Agreement and comply with MAPP 13.01.01, Freedom of Expression.

V. RESPONSIBILITY

University individuals or groups who use university facilities, and university groups who sponsor non-university individuals or groups to use university facilities, are responsible for the behavior of their members and guests, and will be held liable for any personal injury or damage or theft of university property.

VI. FOOD AND BEVERAGES

A. For reservations involving food and beverage service in facilities where the university food service provider has exclusive rights (University Center [Mediterranean Room exempted], University Center Satellite, The Moody Towers Horizons Dining and Serving Areas, including Convenience Store [Commons exempted], Oberholtzer Hall Dining and Serving Areas and Convenience Store [Room 3A and 3B exempted], The UC and UC Satellite Sidepockets, The Oasis, The Law Center Mini Cafeteria, and Athletic Concession facilities in Robertson Stadium, Hofheinz Pavilion, Yeoman Fieldhouse, and

Cougar Baseball Stadium), all arrangements must be made through the campus food service provider. Food and beverage service at events held in the Conrad N. Hilton College of Hotel and Restaurant Management must be arranged through their food service operations. Catering services may be used in other facilities where food service is permitted; however, it is recommended that the campus food service provider be contacted first because they are familiar with on-campus facilities and are generally able to respond more quickly and with greater flexibility than other providers. Off-campus providers must show proof of insurance and provide a temporary alcohol license if serving alcohol. Individuals and groups are prohibited from bringing in food and beverage to be served at events without proper approval by the appropriate reservation office.

- B. The System has an exclusive contract with the Coca-Cola Bottling Company to supply cold beverages (defined as all forms of non-alcoholic liquids intended for human consumption and all beverages bases from which these can be prepared. Does not include (i) milk, (ii) flavored milk, (iii) fresh brewed coffee and tea, whether served hot or cold, (iv) fresh brewed hot chocolate, (v) soups, (vi) fresh squeezed juices, (vii) unflavored tap, faucet or fountain water drawn directly from the public water supply, and (viii) non-alcoholic beer) such that only Coca-Cola products may be sold or given away in conjunction with events held on campus. Questions regarding compliance with this requirement should be directed to the Executive Director for Procurement and Auxiliary Services.
- C. Campus student organizations and student programs may request from the Executive Director for Procurement and Auxiliary Services a waiver of these food—but not beverage—requirements for fund-raising events or special programs. The request must be made in writing and clearly describe the event, who is involved, time and location, and a justification for the waiver. There are certain areas designated in exclusive-use facilities where students may bring in snack foods for small groups by working through the respective reservation offices.
- D. Alcohol:
1. It is the university's 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.
 2. Possession, consumption, or distribution of alcoholic beverages in public areas of the University of Houston is prohibited, except at:
 - a. events previously authorized by the Dean of Students, the President, Vice Presidents, or Deans; and
 - b. the University Hilton Hotel, cafeterias, and on-campus restaurants or food service areas where alcohol is legally distributed or sold.

A public area is defined as the campus parking lots, campus grounds, campus buildings, or any outside enclosed area or portion thereof, to which the public is invited or given general unrestricted access.
 3. Any use of facilities where alcohol will be distributed or consumed and where students are allowed to attend is subject to the Alcohol Policy and Distribution of Alcoholic Beverages Policy published in the Student Handbook, available in the Dean of Students Office.

VII. FACILITY USE FEES/PAYMENTS/INSURANCE

A. Fees/Payments

1. Reservation offices are permitted to charge fees related to the use of Auxiliary space for which they have assigned authority. These fees will be set by the Reservation Office and approved by the division lead, division business lead, or facility policy board (e.g., UC Policy Board) as appropriate. The fees may include an administrative surcharge that is used to fund the Facility and Reservation Office operations.

2. Auxiliary Services Scheduling for Classroom for Non-Classroom Use

Non-General Purpose Space is space assigned to a specific academic college or department. In order to reserve that space, the reservation office of the college or department must be contacted, along with Auxiliary Services' Customer Services Center. There may be fees attached to the use of those facilities in order to maintain the facilities. Departments will follow all established university policies and procedures regarding fee collection and use. College or department collecting fees for assigned the non-general purpose space must contact Auxiliary Services to determine possible additional fees and collection of fees for specific maintenance services.

3. For outside groups, if fees are charged, the college or department will follow the UH cash handling procedures (MAPP 05.01.01). Auxiliary Services will determine possible additional fees and collection of fees for specific maintenance services.

B. Insurance

The lessee must show proof of insurance in the form of a Certificate of Insurance. The Certificate of Insurance should reflect the following:

COMMERCIAL GENERAL LIABILITY**Bodily Injury and Property Damage**

\$1,000,000	General Aggregate Limit
\$1,000,000	Combined Single Limit per occurrence
\$1,000,000	Products/Completed Operations aggregate
\$1,000,000	Personal & Advertising Injury per occurrence
\$ 50,000	Any One Fire or Damage to Rented Premises
\$ 5,000	Medical Expense/Payments Coverage
\$1,000,000	Liquor Liability aggregate limit

- The lessee's insurance coverage must be primary and non-contributory.
- University of Houston must be listed as an Additional Insured.
- A waiver of subrogation must be provided in favor of the University of Houston.
- Depending on the event, coverage and/or limits may vary.

A. ~~E&G Facility Charges:~~ If required by the nature of the event or by the Facilities Use Agreement, the lessee will be responsible for paying the following out-of-pocket expenses as incurred:

1. ~~Special Support Services~~

- ~~▪ Support personnel — e.g., maintenance, building services, etc.~~
- ~~▪ Special services — e.g., paramedics, ushers, ticket takers, technicians, etc.~~
- ~~▪ Police~~

2. ~~Extraordinary utility and maintenance fees~~

In addition to these expenses, non-university lessees holding events in E&G facilities will be responsible for paying a rental fee, unless a waiver is granted (see Section VII (D)).

Room Rental Charges (includes normal utility and maintenance fees):

Conference rooms: ~~\$200 per full day~~
~~\$125 per half day~~

Atriums: ~~\$200 per day or any part thereof, plus applicable setup and take down fees.~~

Classrooms and Seminar rooms:	Room	Half-Day	Full-Day
	Capacity	Charge	Charge
	12 – 20	\$ 100	\$150
	21 – 35	\$ 170	\$240
	36 – 50	\$250	\$350
	51 +	\$350	\$550

Auditoriums: ~~\$1,000 per full day~~
~~\$600 per half day~~

~~Note: does not include Cullen Performance Hall~~

Gymnasiums: ~~\$15 per hour for student groups~~
~~\$30 per hour for non-student groups (internal or external)~~

~~Note: does not include Hofheinz Pavilion.~~

Half day = 4 hours or less, Full day = more than 4 hours and less than 24 hours

Certain spaces comprise both auxiliary and E&G space. Use of those facilities, and any rental fees, will be determined by the Associate Vice President for Administration, in consultation with the reservation office for the space in question.

Extraordinary Utility and Maintenance Deposit: Room usage fees include a normal utility and maintenance fee. A deposit of \$200 is required, whether or not rental fees are required, to cover unanticipated utility or maintenance costs.

Unspent funds will be returned to the lessee by check (with no interest); additional funds will be collected if the deposit is not sufficient to cover the expense. Failure to remit the amount required to cover the expense will result in the lessee being barred from using university facilities for future events.

The university reserves the right to change rates as necessary without notice.

~~B. Auxiliary Facility Charges: Fees and reimbursable expenses associated with the use of auxiliary facilities can be obtained from their respective reservation offices.~~

~~C. Payment, Collection, and Handling of Deposits and Fees:~~

~~1. At least five business days prior to the event for which the space is being reserved, deposits, rental fees, and special support services fees for the use of university facilities shall be collected as a single payment by the reservation office with assigned authority over the rented space and deposited into the Central E&G Rental Revenue Account (in the case of E&G space) established for this specific purpose, or into the auxiliary unit's own account (in the case of auxiliary space), in accordance with all applicable university and System policies and procedures.~~

~~a. Cash will not be accepted under any circumstances as payment of deposits and rental fees.~~

~~b. Payment may be by cashier's check or money order, made payable to the University of Houston. Payment is permissible by credit card, if the reservation office responsible for the space is equipped to handle such.~~

~~c. Payment by university departments shall be by voucher (for use of auxiliary space) or by a Service Center Requisition.~~

~~2. In those instances where the deposits, rental fees, and special support services fees are deposited into the Central E&G Rental Revenue Account, that portion representing payment for special services fees will be transferred back to the reservation office within two business days of the original deposit to permit the timely payment to those providing the special services.~~

~~3. Within five business days following completion of an event utilizing E&G space, the reservation office shall consult with Facilities Management and the Police Department to ascertain the dollar amount, if any, of extraordinary utility, maintenance, and/or police costs incurred in support of the event. This will determine the amount of deposits, if any, to be returned to the lessee or any additional amounts due from the lessee.~~

~~4. Within 10 business days following completion of an event, the reservation office shall submit appropriate paperwork to the Controller's office to transfer to specified operating accounts appropriate funds due Facilities Management and/or the Police Department (in the case of E&G space rental) or the Police Department only (in the case of auxiliary space rental). Appropriate paperwork will also be submitted to refund the lessee any unused portion of the deposits or to bill the lessee for additional charges incurred. No interest will be paid on refunds to the lessee.~~

~~D. Fee Waivers: Room rental fees may be waived under certain conditions. Requests to waive expenses for auxiliary facilities must be submitted, in writing, to the appropriate reservation office. The reservation office will respond, in writing, to the requester regarding approval or denial of the request.~~

~~1. E&G room rental fees may be waived if the event has clear, measurable benefits to the university or the UH System. Requests for E&G rental fee waivers must be submitted, in writing, to the Associate Vice President for Administration for~~

consideration. If prior documented approval is not obtained, the reservation office may be held responsible for all, or a portion, of the waived fees.

2. Auxiliary rental fees may be waived at the discretion of the auxiliary authority.

Special Support Services fees, Security Deposits, and Extraordinary Utility and Maintenance Deposits may not be waived unless the reservation office is willing to assume financial responsibility for the waived fees.

VIII.VIII. FACILITIES FACILITY USE AGREEMENTS

A. Use of university space by a sponsored non-university group must be authorized by a written agreement. Such agreements are to provide for:

- Full cost recovery;
- Confirmation that the use does not constitute university or state endorsement of the using organization, its views or objectives; and
- Certification that such use does not interfere with primary university uses for which the facilities were intended.

In addition, the agreement must specifically protect the university from any liability or property loss exposures that may or do result from the lessee's activities or occupancy. The agreement shall indemnify and hold harmless the Board of Regents of the University of Houston System, the University of Houston, and all of its officers, employees, and agents from any actions or causes of action, claims, demands, liabilities, loss, damage, injury, cost or expense of whatever kind or injuries or the death of any person(s) or damage to or loss of any property claimed to have been caused by or to have arisen out of or in connection with or incidental to the use of University of Houston property.

B. The lessee must provide financial responsibility in the form of a Certificate of Insurance or as otherwise may be deemed acceptable by the University of Houston Office of Safety and Risk Management. The Certificate of Insurance should reflect the following:

- Commercial General Liability coverage 250,000/500,000
- UH is added as an additional insured
- Subrogation against UH is waived
- The lessee's insurance coverage is primary

Depending on the event, coverage and/or limits may vary.

C. The lessee must agree to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the lessee must agree to be responsible for payment of federal, state or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity.

D. The lessee must not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee must leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

E. Reservation offices are permitted to draft license agreements that are unique to their facility, provided all the provisions of Section VIII are included. A draft of the agreements must be submitted to and approved by the Office of the General Counsel (OGC) or Contract Compliance prior to actual use. Alternatively, Addendum D the Facility License Agreement must be used.

Reservation All reservation offices are responsible for:

1. Ensuring that the Special Event Underwriting Application is submitted and received by all applicable parties before the event;
2. Ensuring that the form used for the agreement Facility License Agreement has been approved by the Office of the General Counsel Contract Compliance;
3. Maintaining an inventory of blank agreements if applicable;
4. Ensuring the agreements are properly executed on a timely basis;
 - ~~Promptly forwarding a copy of each Addendum D (or substitute agreement approved by OGC) to the Associate Vice President for Administration (or designee)~~
5. Maintaining the completed agreements for a minimum of three years; and
6. Ensuring full compliance with MAPP 04.04.01A – Contracting - General.

IX. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for Administration ~~Assistant Vice President for University Services~~
Associate Vice President for Student Affairs
Executive Associate Vice President for Academic and Faculty Affairs

Review: Every ~~two~~ three years on or before ~~July 3~~ December 1

IX. APPROVAL

Vice President for Student Affairs

Senior Vice President for Academic Affairs and Provost

Randy Harris
Executive Vice President for Administration and Finance

Arthur K. Smith
 President

Date of President's Approval: August 30, 2000

XIII. REFERENCES

Reservation Office Information

UHDPS Special Event Personnel Request
University Sponsorship Verification Form
Facility License Agreement Form (Cullen Performance Hall)
Special Event Underwriting Application
Student Organization Social Events Policy

MAPP 04.04.01A – Contracting - General
MAPP 05.01.01 – Cash Handling
MAPP 07.01.03 – Requesting Special Event Security Services
MAPP 13.01.01 – Freedom of Expression
SAM 01.B.06 – Facilities Reservation and Rental

Texas Education Code, Chapters 51 and 111
System Administrative Memorandum 01.B.06 – Facilities Reservation and Rental
MAPP 04.04.01A – Contracting – General

Index Terms: Auxiliary space
E&G space
Events
Facilities
General-purpose classroom
Grounds
Rental
Reservations

REVISION LOG

<u>Revision Number</u>	<u>Approved Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>08/29/2000</u>	<u>Initial version. This MAPP was written by the Facilities Use Policy Task Force formed by EVP for Administration and Finance to comply with SAM 01.B.06</u>
<u>2</u>	<u>TBD</u>	<u>Applied revised MAPP template and added new Revision Log. Revised title of MAPP to add "Event." Added web site addresses throughout for different departments involved in facilities rentals. Added information in Section I to address event's purpose and document MAPP 13.01.01. Added "Drop-In" Areas, Administrative Event, Public Event, Invitation-Only Event, High Impact Event, High Profile Event, Social Event, Official University Event or Activity, and Co-Sponsored Events to Section II. Gave examples of Non-General Purpose Space in Section II.D. Changed the definition of a High Impact Event from 300 people to 200 people in Section II.N. Added information on General Purpose Classrooms to Section III.A, including Official Day of Record (ODR) requirements. Added Auxiliary Services Customer Services Center as the coordinating source for scheduling General Purpose Classrooms and scheduling Non-General Purpose Classrooms throughout the procedure. Changed submittal of requests to 15 working days, and</u>

		<p><u>cancellations and/or changes to requests to no later than 3 working days in Section III. Revised information in Section III to reflect current operating requirements, emphasizing the communication between the reservation office, DPS, Fire Marshal, Parking and Transportation, and Auxiliary Services for event coordination. Removed Department in-Kind Catering Donations from Section IV.A.1.a.2. Added Section VI.C on the requirements for departmental and co-sponsorship of an event or activity. Removed most of the information from Section VII, and revised information to reflect current operating practices for payments and insurance. Also removed information from Section VIII. Addendums were removed from policy and inserted as web links where appropriate. Added three responsible parties. Added Vice President of Student Affairs and Senior Vice President for Academic Affairs and Provost to document approval. Removed Index terms and added forms and documents to Section XI</u></p>
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Addendum A RESERVATION OFFICES

<u>Reservation Office</u>	<u>Areas of Oversight</u>
University Center Reservations Office (713) 743-5287	<ul style="list-style-type: none"> ▪ University Center * ▪ UC Satellite * ▪ Cullen Performance Hall ▪ Lynn Eusan Park ▪ Discovery Park ▪ Agnes Arnold Auditoriums 1 and 2 ▪ Social Work Rooms 101 and 102 (auditoriums) ▪ Science & Research Rooms 116 and 117 (auditoriums) ▪ Engineering Lecture Hall D2 ▪ Fleming Building Room 160 ▪ Most other outdoor space
Scheduling Office (713) 743-9036	<ul style="list-style-type: none"> ▪ General purpose classrooms ▪ Other classrooms (coordinates with respective authority)
Residence Halls Reservations (713) 743-6013	<ul style="list-style-type: none"> ▪ Moody Towers * ▪ Quadrangle * ▪ South Campus Recreation Area, Outdoor pool * ▪ Rooms 3A and 3B, Oberholtzer Hall
A.D. Bruce Religion Center * (713) 743-5050	<ul style="list-style-type: none"> ▪ Wedding reservations ▪ Receptions and other ceremonies
University Hilton * (713) 741-2447	<ul style="list-style-type: none"> ▪ Individual rooms and meeting rooms housed within the University Hilton Hotel Complex
Wortham Theatre, Manager's Office (713) 743-2988	<ul style="list-style-type: none"> ▪ Wortham Theatre
Houston Alumni Organization, (713) 743-2201	<ul style="list-style-type: none"> ▪ Alumni Center
Athletics Department, (713) 743-9374	<ul style="list-style-type: none"> ▪ Athletics facilities *
Humanities, Fine Arts, and Communication (713) 743-2988	<ul style="list-style-type: none"> ▪ Blaffer Gallery ▪ Organ Gallery ▪ Dudley Hall ▪ Moores Opera House
Campus Recreation (713) 743-9500	<ul style="list-style-type: none"> ▪ Raquetball courts ▪ Indoor swimming pools ▪ Melcher Gymnasium ▪ Garrison Gymnasium
Special Events, (713) 743-8160	<ul style="list-style-type: none"> ▪ Cullen Family Plaza
Gerald D. Hines College of Architecture Dean's Office, (713) 743-2400	<ul style="list-style-type: none"> ▪ Architecture Atrium
University Relations, External Communications (713) 743-8155	<ul style="list-style-type: none"> ▪ All commercial purposes (see Section III(D)) using any University of Houston facility

* Facilities comprised, in part or in whole, of auxiliary space.

Addendum B

**UNIVERSITY OF HOUSTON POLICE DEPARTMENT
REQUEST FOR POLICE SERVICES**

(Those On The Past Due List May Not Request Police Services)

Please Print**Two Week Advance Notice Required**

Organization/Department: _____ Phone: _____

Authorizing Person _____ Title: _____

Requesting Service: _____

Billing Address: _____

Type of Event: _____ Location: _____

Date of Event: _____ Event Time Frame: _____

Estimated Attendance: _____ # of Officer's Needed: _____

Contact Person at Event: _____ Title: _____

Special Details/Instructions for Officers: _____

Alcohol: () Yes () No

Representative Signature: _____ Date: _____

Reservations Signature: _____ Date: _____

Dean or Designees' Signature: _____ Date: _____

Picked Up By UHPD Personnel: _____ Date: _____

PAYMENT SECTION

Group/Department: _____ Fee Amount: _____

Check #: _____ Cash: _____ Money Order #: _____ SCR #: _____

Person Receiving Deposit: _____ Date Received by UHPD: _____

(NOTE: Events hosted by non-university affiliated groups require prepayment in the form of a check, cash or money order)

CANCELLATION

As authorized Representative of: _____ (Organization/Department)

I do hereby cancel the above Request for Police Services:
(48 Hours Advanced Notice Required) _____ Date: _____

Representatives Signature: _____ Title: _____

Reservations Signature: _____ Time: _____

Date/Time received by UHPD: _____ By Whom: _____

Distribution:

White: Police Department
Green: Event Change Form
Yellow: Cancellation Form

Pink: Organizations Copy
Gold: Dean of Student Copy

(UHPD 11/82, Rev. 5/94)

Addendum C**ACKNOWLEDGEMENT OF SPONSORSHIP OBLIGATIONS**

To: _____
(Office having Assignment Authority or Reservations Office)

As _____, I have been authorized to represent that
(Title or Position)

_____ has agreed to sponsor
(Sponsoring University/Student Organization)

_____ for the use of
(Organization/Applicant)

_____ for the purpose of
(Specify Space Desired)

to be held _____
(Dates and Times)

In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, I acknowledge that the sponsoring organization will be billed for any amounts due to the university and not paid by the sponsored organization. I acknowledge that this form will not serve as a reservation of the space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor will it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH System in any way.

Name _____ Date _____

(Dean, Division Head, or Equivalent) _____ Date _____

Addendum D

FACILITIES USE AGREEMENT FORM

Lessee

Name/Contact: _____
Company/Organization: _____
Department: _____
Address: _____
Phone: _____ Fax: _____ E-mail: _____
UH Sponsored? ☐ Yes ☐ No Sponsor: _____
Insurance: The lessee must submit a certificate of _____ Director, Risk Management
insurance and a completed copy of this _____ University of Houston System
agreement to: _____ Office of Facilities, Planning, and Construction
Houston, Texas 77204-1852

Event

Event Name: _____
Event Date(s): _____ Event Time(s): _____
Purpose/Function: _____
Audience/Attendees: _____

Facility and Fees

Building: _____ Room: _____
Classification ☐ E&G ☐ Auxiliary Oversight Authority: _____
Fees: Special Support Services: _____ (attach itemization, if applicable)
Room Rental Charges: _____ (attach approved waiver request, if applicable)
Extraordinary Utility and Maintenance Deposit: _____
Total Amount Due: _____ Due By: _____
Form of Payment: ☐ Cashier's Check ☐ Money Order ☐ Voucher ☐ SCR

The lessee agrees to pay all rental fees by the date stated herein. Failure to pay fees by the due date shall result in limitations or restrictions on future use of any UH facility by the lessee. The lessee is solely responsible for the activities, supervision, and safety and welfare of participants, including but not limited to times when participants are in University common areas, restrooms, classrooms, parking areas, or on any University property. This agreement is made upon the express condition that the University shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of the lessee, its agents, or employees, or third persons, from any cause or causes whatsoever while in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the lessee in connection therewith, and the lessee hereby covenants and agrees to release, forever discharge and/or indemnify, defend and hold the University, its System, its components, regents, officers, agents, and employees, harmless from any and all claims, losses, suits, demands, causes of action of whatever kind and nature, proceedings, damages or liabilities, including attorney's fees, on account of or by reason of any such injuries, death, liabilities, claims, suits, or losses however occurring or damages growing out of the same, whether or not caused by the negligence, act, or omission of the University. The lessee agrees to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the lessee agrees to be responsible for payment of federal, state, or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity. The lessee shall not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee shall leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

Lessee Signature: _____ Date: _____
Facility Oversight Agent: _____ Date: _____