

*From the Faculty and Contract Staff Handbook:*

**(7C) USE OF TRINITY UNIVERSITY FACILITIES**

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**I. DEFINITIONS**

**Official University events** include all events that are approved and sanctioned by the University and that are consistent with its educational mission. Official University events are either Trinity-sponsored, Student Organization sponsored or non-Trinity-sponsored.

A **Trinity-sponsored event** must be an official function of an academic department or administrative office of the University; the event must be approved by the chair or director of the office; and the office must control the program and agenda of the event.

A **non-Trinity-sponsored event** is not a function of an academic department or administrative office. An off-campus requestor works with the Office of University Communications or the Office of Conferences and Special Programs to handle all event details. The off-campus requestor signs a contract, provides proof of liability insurance or purchases event insurance from the University, and is responsible for all fees connected with the event. Certain restrictions apply for non-Trinity sponsored events. Refer to *Section V: Non-Trinity Sponsored Events*.

A **Student-Organization-sponsored event** is an official function of a registered, sponsored, Greek or chartered student organization. The event must be scheduled and approved via the Campus & Community Involvement Office in order to be considered official, whether the event is occurring on or off campus.

**Academic space** includes, but is not limited to, lecture halls, classrooms, laboratories, dance and fine arts studios, theatres, and seminar rooms used for credit-bearing, instructional purposes. Academic spaces are scheduled and managed at all times by the Office of the Registrar.

**Non-academic space** includes conference rooms, meeting rooms, outdoor areas, and all other spaces not primarily intended for credit-bearing, instructional purposes.

**Restricted facilities** include the Great Hall, the Forrest M. Smith Dining Room, and all other spaces that may be reserved only with special permission from the President's Office.

## II. GENERAL PRINCIPLES

The facilities and grounds of Trinity University are used first and foremost to support the University's educational mission and to serve the institutional needs of faculty, students, and staff. After meeting the space needs of these primary user groups, facilities may be made available for rental to other individuals and groups at the discretion of University officials.

The guiding philosophy is that all space belongs to Trinity University. There is no space, classroom, area, or venue that belongs to an individual, department, or office.

The land and buildings of Trinity University are private property, and the University reserves the right to control access to its campus and the use of its space and facilities. Federal and State statutes relating to private property and the rights of individuals will apply.

Uses of space must comply with all University policies and regulations.

During the summer, academic programs and summer conferences are priority users, with other uses possible if they do not conflict with these priority users.

When fully implemented, the Trinity Scheduling Planning And Calendaring Events system (T-SPACE) will be the single calendar officially published and linked to the calendar page on the Trinity website.

## III. SCHEDULING OFFICIAL UNIVERSITY EVENTS

Each event held on the Trinity University campus, whether Trinity-sponsored or non-Trinity-sponsored, shall have a designated event director. The event director:

- Assumes complete responsibility for the event and makes all event arrangements with the appropriate personnel as described in this policy;
- Attends and monitors the event (or designates another University employee to attend and monitor the event) while it is in progress; and
- Initiates scheduling of the event as follows:

A. **Academic classes** are scheduled by the Registrar.

B. For events sponsored by University offices and academic departments, see *Section IV: Trinity-Sponsored Events*.

C. **For events sponsored by student organizations**, the facilities and services are scheduled by Campus & Community Involvement staff. Such events are considered to be

official University events. The procedures governing use of Trinity University facilities by student organizations are included in the policy on “Student Organizations” in the *Student Handbook* and are also available from the Campus & Community Involvement staff. The Campus & Community Involvement staff will approve the request and, as needed:

1. Consult with Campus Security if extensive parking space or unusual security needs are foreseen;
2. Make labor and special setup arrangements with the Physical Plant;
3. Provide Housekeeping with a schedule to ensure routine or special cleaning before and after the event; and
4. Facilitate needed audio-visual equipment and technicians from the Center for Learning and Technology.

The student organization should make necessary arrangements for food service with the Office of Dining Services, which has the right of first refusal for any food service at an on-campus event.

Refer also to *Section VII: Financial Responsibility of Users*.

**D. For a conference or fee-supported noncredit activity**, the non-Trinity sponsor must schedule the event with the Office of Conferences and Special Programs. A staff member in Conferences and Special Programs will act as event director in the initial planning of the activity, assign residence hall space if necessary, and provide guidelines to the non-Trinity sponsor regarding institutional policies and costs of services. Refer to *Chapter 7D Section II: Procedures for Conferences and Fee-Supported Noncredit Activities*.

**E. All other campus events** must be scheduled or cleared by the Assistant Director of Community Relations and Special Events in the Office of University Communications. The off-campus requestor shall provide the Assistant Director of Community Relations and Special Events with the name of the sponsoring individual or group, the title of the event, date, start time, end time, location, and any other pertinent information. The Assistant Director of Community Relations and Special Events will determine suitability of the facility for the event, consult University policies and regulations, coordinate arrangements with all relevant persons and departments, and apply appropriate usage fees. If the request is not routine in nature or not clearly covered by University policies, or if it may create fiscal obligations not covered by the sponsoring group, the request must be approved by the President of the University before any commitment of facilities or services can be made. Only the President can waive a facility usage fee.

**F.** Except as noted above, no office or department of the University has the authority to commit the use of Trinity University facilities or to process, evaluate, or act upon such a request.

**G.** In order to ensure the fair and efficient use of University space, the following principles will apply:

- Persons planning an event are discouraged from reserving space when the event has not yet been scheduled for a specific date or time.
- When making tentative space reservations for an event, users are limited to no more than three days per specific event/meeting. Furthermore, it is expected that users will advise the appropriate person(s) immediately when a tentative space reservation can be canceled. A tentative reservation must be confirmed at least 10 days before the event, or the reservation will be canceled.
- Reservations for regularly recurring Trinity sponsored events are permitted for periods not to exceed 4 months. If any occurrence is cancelled or will not be held, the event director is responsible for cancelling the reservation in writing, no later than 7 days in advance. Failure to do this could result in loss of future facilities usage privileges
- For Trinity sponsors, space reservations remain tentative until confirmation is made via e-mail or other written communication. For non-Trinity sponsors, space reservations remain tentative until the Assistant Director of Community Relations and Special Events receives the signed *Facilities Use* contract and a deposit, if applicable. The deposit is fully refundable when cancellation occurs two weeks or more before the event.
- Requests should be submitted no fewer than 10 business days in advance for best consideration. During peak periods, more time may be required.
- For non-academic space, requests may be made 12 months in advance.
- For academic space, requests may be submitted for the Fall semester beginning April 1; for the Spring semester, November 1. Summer semester requests received by February 1 will receive priority. Reservations will remain tentative until the official final summer class schedule is published, typically in early April.

#### **IV. TRINITY-SPONSORED EVENTS**

For student organizations, the procedures scheduling events and making related arrangements are described above in *Section III.C.*

After scheduling the event as described in *Section III* above, the event director of an on-campus event (except when sponsored by a student organization) must:

- Book the needed facility with the respective facility coordinator. A list of facility coordinators and procedures is available from the Assistant Director of Community Relations and Special Events.

- Submit the “Event Information Form,” available from the Office of University Communications or the Trinity University Web site, to the Assistant Director of Community Relations and Special Events at least 14 days prior to the event.
- Inform Campus Security about the event. When extensive parking space or unusual security needs are foreseen, the Director of Campus Security must be consulted before the University facilities are committed to the event.
- Make labor and special setup arrangements with the Physical Plant.
- Provide Housekeeping with a schedule to ensure routine or special cleaning before and after the event.
- Request necessary audio-visual equipment and technicians from the Center for Learning and Technology.
- Make necessary arrangements for food service with the Office of Dining Services, which has the right of first refusal for any food service at an event.
- The event director or designee is required to attend and monitor the event while it is in progress.
- No alcoholic beverages may be served unless the event is catered by Dining Services and unless permission has been received from the Associate Vice President for Fiscal Affairs. See the Trinity University Alcohol Policy as well as Alcoholic Beverages on Campus in the Fiscal Affairs Policies and Procedures.
- At certain special times during the academic year (for instance, New Student Orientation, Fall Family Weekend, Spring Family Weekend, Alumni Weekend, and Commencement Weekend), priority will be given to reservations directly associated with the major event.

## **V. NON-TRINITY-SPONSORED EVENTS**

Requests for periodic, regularly recurring use of Trinity University facilities will not be granted. Use of Trinity University facilities for events with off-campus sponsorship requires that the event be consistent with the interests and purposes of the University as expressed in policies and statements adopted by the Board of Trustees. Such events are scheduled as described in Section III.

The off-campus group will sign a Facility Use contract and provide proof of liability insurance. A facility usage fee is charged, and fees are also assessed for support services (Campus Security, the Physical Plant, Housekeeping, the Center for Learning and Technology, and Dining Services) and for costs incurred by the University.

In working with non-Trinity sponsors, the Assistant Director of Community Relations and Special Events will perform the following functions:

- Inform Campus Security about the event;
- Consult the Director of Campus Security before committing University facilities to the event, when extensive parking space or unusual security needs are foreseen;
- Book the needed facility with the respective facility coordinator;
- Submit service requests to Physical Plant;
- Provide Housekeeping with a schedule to ensure routine or special cleaning before and after the event;
- Request necessary audio-visual equipment and technicians from the Center for Learning and Technology;
- Make necessary arrangements for food service with the Office of Dining Services, which has the right of first refusal for any food service at an event.

The Assistant Director of Community Relations and Special Events must monitor any non-Trinity-sponsored event. An invoice will be sent to the off-campus group after the event.

Booking of events will be subject to the following restrictions:

- No private social functions. If an organization is conducting a lecture, workshop, or some other educational function, a meal or reception may be included.
- Political events or meetings may not be scheduled without the approval of the Assistant Vice President for University Communications.
- No for-profit business seminars, workshops, or classes.
- No regularly recurring meetings or events.
- No public religious service, large or small.
- No fundraising events.
- No individual faculty or staff sponsorship of community events. A University department or office may permit a community group to use campus facilities, but in this case the event must meet all requirements of a Trinity-sponsored event.
- No alcoholic beverages may be served unless the event is catered by Dining Services and unless permission has been received from the Associate Vice President for Fiscal Affairs. See the *Trinity University Alcohol Policy* as well as *Alcoholic Beverages on Campus* in the *Fiscal Affairs Policies and Procedures*.
- Weddings are held only in the Parker Chapel. Wedding receptions are held only in the Parker Chapel Reception Room and only if the wedding is held in the Chapel.

- At certain special times during the academic year (for instance, New Student Orientation, Fall Family Weekend, Spring Family Weekend, Alumni Weekend, and Commencement Weekend), non-Trinity-sponsored events may not be scheduled in any University space.

## **VI. RESERVATION OF SPECIAL FACILITIES BY AN INDIVIDUAL**

An individual may request to reserve the following facilities:

**A. Parker Chapel.** Weddings, receptions, and funerals may be scheduled through the Chapel Office, which handles all arrangements. The policy for Chapel use is available in the Chapel Office and at their website.

**B. Laurie Auditorium.** The Director of Laurie Auditorium makes reservations for concert promoters (including sole proprietorships, partnerships, and corporations) for performing arts events in Laurie Auditorium, the Green Room, Gallery Room, and Room 110. The policy for use of Laurie Auditorium is available in the office of the Director of Laurie Auditorium.

**C. Holt Conference Center.** Events in the Holt Conference Center are scheduled through the Office of Conferences and Special Programs.

**D. Great Hall.** Events in Great Hall are scheduled through the Office of the President.

**E. Forrest M. Smith Dining Room in Mabee Hall.** Events in the Forrest M. Smith Dining Room are scheduled through the Office of the President.

## **VII. FINANCIAL RESPONSIBILITY OF USERS**

The event director, on behalf of the sponsoring individual or organization, assumes responsibility for all fees assessed for support services (Campus Security, the Physical Plant, Housekeeping, Center for Learning and Technology, and Dining Services).

- A. Facility use fees are not charged to University departments or administrative offices for **Trinity-sponsored events** unless a fee is charged and/or a donation is requested for admission.
- B. Facility use fees charged for **non-Trinity-sponsored events** reflect the operating cost of the facility. Prior to approval of the event, the sponsoring group or individual must notify and receive approval from the Assistant Director of Community Relations and Special Events all donations or admissions charges to be collected from participants. The sponsoring group or individual will:
  - sign a Facility Use contract and assume responsibility to make prompt payment to the University;

- reimburse the University for any and all damages resulting from the event; and
- provide proof of insurance or bonding for risks associated with the event at least fourteen days prior to the event.

### **VIII. HOUSING**

University housing is unavailable during the academic year except for resident students. For summer conferences or workshops, all facility arrangements involving participant housing on campus must be made with the Residential Life Office and the Office of Conferences and Special Programs.

### **IX. IMPLEMENTATION AND AMENDMENT**

The policies and procedures included in this document are subject to approval by the University's Executive Staff and to periodic review and updating.