

RESERVATIONS AND SERVICES

Included in this section:

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Thousands of student organization events are held each year; they're all special in their own way and we want them all to be successful. **Planning is the key.** Remember, too, that future success sometimes comes from previous failures and we're **here to help you** recognize and make positive changes.

Facilities Reservations

Reservations for university facilities are made through T-SPACE (Trinity-Scheduling, Planning And Calendarizing Events), Web-based reservation system for University facilities (indoor and outdoor). Requirements? You need to be an active student organization to use T-SPACE. What does that mean?

- ✓ A constitution and current officer list is on file with CCI
- ✓ Primary officers are required to sign and return to CCI the Anti-Hazing Statement
 - ✓ You must annually complete student organization leader orientation coordinated by CCI

In order to reserve University facilities, every student organization must annually identify its Reservation Administrator whose purpose is to reserve university facilities on behalf of that organization. After attending T-SPACE training, the Reservation Administrator is issued a password that provides access to T-SPACE.

Okay, you're an active organization. Now what?

→For best selections, submit your T-SPACE Room/Event Request the recommended minimum of 10 working days prior to the event (A working day is Monday-Friday and excludes holidays.)

→The T-SPACE 'location' tab lets you review reservable areas and their attributes (furnishings and equipment normally in a facility, classroom, etc.) This should be the first area you review; it tells you which areas have a reservation confirmation.

→Be considerate of others. University space is tight and, unless there's a special need, regularly scheduled executive and organization meetings shouldn't exceed two hours.

→Include what you want and need for your event to be a success (use the Comments section). Review the attributes listed for classrooms, meeting rooms, lounges, and auditoriums. Try to think of the details like trash cans, electrical needs, special set-ups. If you edit your request after confirmation, you may not receive equipment or services.

→Remember, University facilities include outdoor and other little-known spaces. Will a classroom work for regular meetings? Can you host an event in the Tigers' Den? How about a game of volleyball on the sand pit? A barbeque at Meadows Pavilion?

Off-Campus Events

See the Risk Management section for instructions on off-campus events.

Services

Interested to know how we can help you make your events successful? We're available to help with planning – all via your T-SPACE reservation request.

- Arrange for **special set up arrangements** (tables/chairs/trash/recycling receptacles; staging, lecterns, electricity, water hoses, special cleaning) when you reserve via T-SPACE. You can also request electronic/audio/visual equipment via T-SPACE.
- Alcohol-Use Permits for Student Organizations
- On-campus Bank Account at TU Business Office
- Student Organization Web Page Application
- Student Organization Resource Center, in the lower level of CCI (Coates University Center, West Wing)
 - Computers and printer (using your Tiger Card)
 - T-SPACE access for online reservations

- Paper and paints for banners
 - Tack lines for drying your banners
- Software for making napkin holder advertisements
- Student organization mailboxes for internal use
 - Combination given to student organization's leader
 - CCI staff pitches mail to student organization mailboxes
- Request for Media Coverage available in CCI foyer and Student Organization Resource Center
- East Wing, suite 122: Digital banner making machine for oversize banners
- TU Leader Talk - a listserv has been formed just for you – student leaders at Trinity – TU Leader Talk. Once you subscribe to it, it's basically up to you what you want to make of it. You can advertise programs, ask questions to fellow leaders about programming problems, discuss ideas – basically it's out there to help facilitate communication between leaders. It's a great opportunity to take advantage of. Subscribe by sending an e-mail to:
subscribe-tuleadertalk@lyris.its.trinity.edu

Equipment – review facility attributes prior to submitting your T-SPACE event/room request

- Occasionally you may have a need for **staging** for special performances, i.e. band, cultural events, fashion shows, etc. One piece of staging is 4'd x 8'l with adjustable height of 6"-18". We have up to eight pieces available.
- Using an area that needs **additional lighting**? It's possible but there's always a fee involved so plan carefully and consider locations with suitable lighting. TIGER Council can provide lighting for a nominal charge.
- Many areas on campus have **electrical access** in the vicinity.
- Point-of-Sale (POS) machines –
 - For portable use machine - TigerCard Office Loan Agreement available in CCI & TigerCard Office; first-come, first serve via TigerCard Office
 - Coates University Center Information Desk through T-SPACE location reservation. Both on first-come, first-served basis with three consecutive day limit.

Policies & Guidelines –

- CCI student activities calendar
 - For each date, the first three all-school on campus events are eligible for inclusion on the CCI dry erase wall calendar located in Coates University Center.
- Trinity University Copyright Policy
- Student Organization Alcohol-Use Permit
- Authorized Driver Policy (details found in Risk Management section)
 - contact Eva Cuellar, x7336 or ecuellar@trinity.edu
- Lotteries, Gambling and Games of Chance
- Bus type transportation services – contact maria.cassanova@trinity.edu for details
- University vehicle reservations must be cancelled in writing within 24 hours of the event or charges will be applied. Contact maria.Cassanova@trinity.edu for details regarding cancellation requirements and possible fees.

Special Notes – Let's Talk Details

- **T-SPACE training** is required for student organization Reservation Administrators. Contact mfarris@trinity.edu for details on training sessions and schedule.
- **Facility Attributes** – view T-SPACE locations tab: By clicking on a specific space, you can see a brief description of the venue along with permanent equipment like seating arrangement, capacity, white boards, blackout drapes, and electronic equipment.
- **Underwood Room** is available for evenings and weekends on an “as is” basis.

- AT&T Center for Learning & Technology, aka **CLT**, requires consultation for use of some electronic equipment; schedule an appointment with CLT staff (999-7323).
- **Laurie Auditorium** is available at no cost to student organizations if the event is not for profit. Consult with Kevin Hawkins (khawkins@trinity.edu or 999-8145) for specific contract information.
- Charges may be incurred for **other-than-ordinary services** (night, weekend, early mornings), depending on facility use requirements.
- **Bake sales or food handling** –

Licenses or permits for events involving food/beverage with Trinity community-only attendance are considered temporary events. Events not open or advertised to the public do not require a license or permit. For specific information regarding San Antonio Metropolitan Health District requirements, visit:

<http://www.sanantonio.gov/health> and view the ‘temporary events’ option. Your on-campus contact is Aramark Chef, Susan Johnson.

Some University events may have priority for facilities and equipment, i.e. the addition of a class or a special lecture.

**Trinity University
Campus & Community Involvement**

STUDENT ORGANIZATION OFFICER LIST

In order to maintain active status, this form must be completed annually and returned to Campus & Community Involvement. Please notify this office of any changes in officers made throughout the year. Mail related to organizations will be returned to the student organization mailbox in the Student Organization Resource Center located in the lower level of Coates University Center, West Wing.

Name of student organization _____

Information for the _____ academic year Today's date: _____

Tell us the principle contact persons and their position within this organization for – (please print)

reservations, including calendaring events: _____

publicity: _____

risk management, including but not limited to: travel, alcohol use permit: _____

Officers- (please print)

_____ name and position

_____ name and position

_____ name and position

_____ name and position

_____ name and position

_____ name and position

_____ name and position

Advisor

By signing below, I agree to advise the above organization and to become knowledgeable of policies and procedures related to student organizations. Further, I agree to follow all University policies and procedures in the advisement of this organization. I understand that I can access policy and procedure information via the Student Organization Handbook which is available on the CCI website or that I can request a printed copy by calling x7547.

Primary Advisor's signature

University Department

Advisor's signature

University Department

Advisor's signature

University Department

CCI Office Use Only

Officer list _____

Mailbox # and combination _____

Orientation/Training _____

Student Organization Account _____

Hazing Policy Acknowledgement _____

Web page _____

Video Cassette, DVD and Copyright Laws/Guidelines

Click the following link to be directed to the **Rules and Policies** section of the ITS at University
Web site: <http://iraa.trinity.edu/iraa/x107.xml>.



General Statement

Trinity University endeavors to comply with copyright law and encourages all members of the Trinity community to obey the provisions of the copyright law. Trinity understands that copyright law applies to digital resources and that any unauthorized redistribution of music, movies, text, software or other protected media may be a violation of the law. Various policies relevant to specific issues of copyright are referenced in links noted below. Please refer to them for detailed information on Trinity expectations related to conformance to copyright law.

Additional Copyright Guidelines

Video cassette tapes and DVDs of copyrighted motion pictures are available for purchase or rental from many local vendors. Because they contain copyrighted materials, these guidelines have been developed to state when you are allowed to show copyrighted motion pictures on university property.

Organizations and individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure license to do so. Purchases and/or rental of pre-recorded video cassettes and video discs do not change their legal obligations.

The copyright owner's right to publicly perform his work, or to license others to do so, is exclusive.

Any willful infringement of this right "for purpose of commercial advantage or private financial gain" is a federal crime. In addition, even innocent or inadvertent infringes are subject to substantial civil penalties. Copyright laws/guidelines also apply to the showing of feature films or movies for recreational or entertainment purposes.

Unless you get written, documented permission, or you get the copyrighted motion picture material from distributors, Campus & Community Involvement staff cannot approve a showing of copyrighted materials or facilitate reservation of university facilities for entertainment purposes.

The University's license (for items checked out through Instructional Media Services) is for exhibiting copyrighted materials exclusively for educational purpose. Permission to show copyrighted materials will be given only for educational value that involves face-to-face instruction and is of value to that particular event.

Viewing of films and movies using Trinity University's educational license must follow these guidelines:

- *There has to be discussion and there should be a faculty member involved.*
- *There should be a syllabus or agenda of items to discuss.*
- *Films should be part of a course although exceptions are made for organizations that have faculty advisors present and plan their discussions ahead of time.*

To purchase a license for viewing, contact www.swank.com/college

Related links among Trinity Web pages

The following are the only Trinity University Web pages in addition to this page which contain the official University policy statements on copyright:

- Information Technology Services Policies - *Acceptable Use Policy*
<http://iraa.trinity.edu/iraa/x473.xml>
- Trinity University. *Trinity University World-Wide Web Policy*.
http://www.trinity.edu/departments/public_relations/WEB_policy.html
- Trinity University. *Faculty and Contract Staff Handbook*, CHAPTER 6, “Intellectual Property Policy” (Revised August 15, 1992).
http://www.trinity.edu/departments/academic_affairs/hb/research/intlprop.htm#TOP
- Trinity University. Library. *Copyright Compliance Policy Statement*.
<http://lib.trinity.edu/servcols/circ/copyright.shtml>

Scheduling Transportation Requests

In an effort to provide the most efficient, safe and professional bus service to the Trinity University community, the Physical Plant Department has conducted an in-depth survey. The leading, greater San Antonio transportation/charter bus services were invited to participate. As a result of that survey coupled with personal interviews of all participating organizations, SATRANS has been selected to be awarded an initial contract to provide all bus type transportation services to all Trinity University departments and organizations.

Founded in 1986 as San Antonio City Tours, SATRANS operates as a local tour operator, Motor Coach Charter Company and as the city’s Airport shuttle provider. SATRANS operates a fleet of luxurious motor coaches and mini-buses to accommodate any transportation need from small to large groups.

The Physical Plant will continue to be the point organization on campus to schedule and address these transportation requests. Under no conditions would individual persons or Trinity University organizations contact SATRANS directly to address Trinity University transportation needs. All transportation requests and questions should be directed to Maria Casanova, or her designate at extension 8411 or Maria.Casanova@Trinity.edu. Ms. Casanova will confirm your trip/trips via e-mail.

It is important that all anticipated or planned bus trips are scheduled as soon as possible. Due to the commitment that is being made to SATRANS on behalf of Trinity University it is also very important that all users of this service understand that once a trip is scheduled, SATRANS will be prepared to carry out that trip at the precise date and time. If for whatever reason a scheduled trip has to be canceled, it is imperative that Maria Casanova or her designate be contacted as soon as possible to activate a cancellation. If a trip is scheduled with less than a 24 hour notice, there will be a 10% charge added to the cost of that trip. If a trip is canceled less than 24 hours from the originally scheduled date, there will be a 10% charge levied to the originating organization for the cancellation. If an organization makes no effort to cancel a scheduled trip and a “NO SHOW” results, the organization that originally scheduled the trip will be charged the **FULL ANTICIPATED COST** of that trip. It is understood by both parties that there will be some unique situations where the next scheduled trip is based on the success of a current situation. These situations will be accommodated. It is also very important that an accurate, anticipated head count for any scheduled trip be provided. This ‘head count’ will be used by SATRANS to assign the correct size of bus for that specific trip. This initial contract will start on June 1, 2008 and run through May 31, 2009. If you are aware of any bus service needed during this time period, you can go ahead and schedule all of your trips at one time. Unlike in the past when we were not able to provide bus service to other organizations due to the fact that the single Trinity University bus was already scheduled, this will not be the case with SATRANS. They have a fleet of buses and will meet our demand for bus service. In addition to the items already mentioned as required, it is imperative that an organizational account number also be provided when reservations are made. **No reservation will be booked or confirmed until an account number is provided.** With respect to those groups that are being shuttled to or from the airport, it is also very important that the actual airline being used is noted as part of the request information.

Outdoor Campus Facilities Use Policy

The use of any outdoor space for a meeting, information table, speakers, event, or function by a student organization requires University approval that is initiated through the T-SPACE reservation process.

Upper Campus

The Esplanade, the University Center Plaza, Storch Courtyard, and the Jogging Trail are reservable. However, events that disrupt or have the potential to disrupt classes, other scheduled university events or the orderly functioning of the University (including office operations) will not be approved. All other outdoor areas of the upper campus are considered public use areas and are not available for reservation.

Parker Chapel Courtyard is not a reservable area. When Murchison Tower is used for programming, the Courtyard is considered an auxiliary area but not a programming area.

Lower Campus

Reservable spaces include the Meadows Pavilion, outdoor courts, and playing fields. Those spaces have special requirements and approval for use requires a T-SPACE event/room request.

Miller Fountain

This space may be reserved from time to time for major university-sponsored events. Request for the fountain area must be submitted via T-SPACE a minimum of 15 business days (versus the recommended 10 business days for other spaces) prior to the proposed event. Final approval resides with the vice president for Student Affairs.

Student Organization Web Page Application Campus & Community Involvement

Student organizations may apply for web space on the Campus & Community Involvement web page under the student organization section for the purpose of providing information about the organization, its activities, its members, and its alumni. Trinity University views student organization web pages as a privilege and reserves the right to decide the type and amount of computing support it provides student organizations. For the University World Wide Web Policy, see: http://www.trinity.edu/departments/public_relations/WEB_Policy.html.

Leaders of student organizations obtain approval for an organizational web page from staff in Campus & Community Involvement who are responsible for organizational web pages and the organizations' compliance with University policies and generally accepted community standards regarding good taste. Complaints by web page readers must follow the established student organization web page grievance procedures.

In order to establish a **new** student organization web page the current president or head of the student organization completes an application and prepares a draft version of the web page. In applying for a web page, the student organization agrees to the following:

- The web page will comply with the Trinity University World-Wide Web Policy, all current University policies and procedures as well as those adopted during the current academic year.
- The web page will include the name of the head of the student organization, or the student organization's web master and the date of the last update.
- The web page may include links to other web pages and/or e-mail addresses but such linked sites may not be in violation of University policies, specifically those regarding computing policies, standards of conduct for students, and harassment.
- Specific components of a web page cannot use network bandwidth for which there is not sufficient resources or which unnecessarily consume network bandwidth.
- Web pages approved for student organizations in the "Registered" category must include the following statement: "_____ is a registered student organization."
- Registered student organizations are voluntary associations of Trinity students which exist to pursue special interests or social activities. Status as a registered student organization implies neither approval nor disapproval of the purposes of the organization and is not an endorsement of any such organization's purposes or activities.
- The organization will seek the written approval of persons whose photographic images and/or personal information (address, phone number, etc.) appear on the web page. Such documentation must be kept on file by the student organization and made available to University officials upon request.

In order to **continue** an approved, established web page, in addition to those policies regarding the creation of a new web page, the following must also apply:

- The current president or head of the student organization should submit permission changes for their Trinity server Web page to Margaret Farris, Campus & Community Involvement.
- Unresolved grievances submitted according to the established student organization web page grievance procedure may defer the approval of a continued webpage or may cause the web page to be temporarily suspended from the server.
- Action regarding the removal or change of web page content is the responsibility of the Web Page Grievance Committee and/or the director of Campus & Community Involvement. A student organization whose web page is to be changed or removed from the server for failure to comply with these policies will be given advance, written notice by the Web Page Grievance Committee or the director of Campus & Community Involvement. Such notice will describe the action and the reason for such action. Appeals of decisions by the Committee or the director must be directed to the vice president for Student Affairs within 10 class days of such notice.

Procedure:

1. Prepare a proposed version of the web page on a server (reslife, for example).

2. Submit this signed form and the temporary URL for the web site to the Campus & Community Involvement office, Coates University Center, West Wing, Suite 108.
3. The application will be acted on within 10 class days.

If approved:

4. The student organization web master will be advised on editing privileges and how to install the web page on the University server.

Date _____

Does this organization currently have a web site? _____

If so, what is the site URL? _____

Name of organization: _____

President or head of organization: _____

Phone: _____ E-mail: _____

Student organization web master: _____

Phone: _____ E-mail: _____

Student Organization Web Page Grievance Procedures

Complaint(s) by any reader of a student organization web page must be directed in writing to the director of Campus and Community Involvement. A complaint must state the nature of the complaint, a suggested remedy to the complaint, and the name, address, and phone number of the person submitting the complaint.

Complaints which point out erroneous information will be handled by the director of Campus and Community Involvement who will contact the student organization web master and request that the error(s) be corrected within 48 hours.

Complaints of more serious nature will be reviewed by the Student Organization Web Page Grievance Committee which will be convened by the director within 5 class days of receipt of the complaint. Examples of more serious complaints are, but not limited to, libel, harassment, indecency, unauthorized use of information or images, and violations of University policies.

The Committee will review the complaint and decide on the appropriate response. The Committee will communicate a response to the complaint within 5 class days of making a decision. In making a decision, the Committee may consult with the student organization web master, the University web master, and any other persons it deems necessary.

The reader or the student organization web master may appeal the decision of the Committee to the vice president for Student Affairs, but must do so in writing within 10 class days of the decision. If the decision of the Committee requires a change in the web page, such change must be made within 48 hours of notification by the Committee or a decision of an appeal by the vice president for Student Affairs.

Upon receipt of a complaint, the director of Campus & Community Involvement or the Committee may direct that the web page be temporarily suspended from the server until the complaint is resolved.

The Student Organization Web Page Grievance Committee will be comprised of the director of Campus & Community Involvement, the University web master, and three students nominated by the Association of Student Representatives and appointed by the vice president for Student Affairs.

A student organization may appeal disapproval by the director of Campus & Community Involvement of a proposed or continuing web page change in content, in writing to the vice president for Student Affairs within 10 days of receipt of disapproval. The vice president of Student Affairs will respond to the appeal within 5 class days of receipt of the appeal.

My signature below acknowledges that I have read and understand the policies and procedures which apply to student organizations web pages. Further, I understand that other University policies as published in the Student Handbook may apply to the privilege of my student organization web page being on a University server.

I agree to abide by and support the policies and procedures regarding student organization web pages. I understand that only the authorized student organization web master may install and make updates to the web page.

President or head of student organization

Student organization webmaster

_____ approved

_____ not approved (If not approved, a rationale for such disapproval must be attached.)

Margaret Farris
Coordinator for Student Organizations

Date