

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Scheduling and Usage of University Space

Regulation and Procedure Number: URP: 02.200

Policy Owner: Academic Affairs

POLICY STATEMENT

This regulation and related procedure provides uniform guidelines for the scheduling and use of university facilities. The goal of this document is to assure that capital assets are efficiently and effectively used to achieve the University's mission. The specific purposes are to meet the requirements of the state, ensure the safety of constituents, reduce conflicts, and enhance the image of the University.

APPLICABILITY

This policy is applicable to TWU Students, Faculty, Employees, and Guests.

DEFINITIONS

The type of space determines the regulations and procedures for scheduling. The event type determines the regulations and procedures for event management.

Space Types

1. "Academic" means spaces such as classrooms, laboratories, studios, and clinical rooms historically referred to as E&G (Education & General, a type of state funding).
2. "Common" means spaces not assigned to specific units nor categorized as academic, such as MCL, Stoddard, ACT 2, and ASSC lobbies.
3. "University-assigned" means spaces assigned to specific campus units, such as offices, conference rooms, kitchens, and clinics.
4. "Auxiliary" means spaces which can be used to generate revenue (e.g., the Little Chapel-in-the-Woods, Greenhouse, Hubbard Hall, the Gertrude Gibson House, and the Student Center).

Event Types

1. "Internal" means a university event held by a TWU office, department, or student organization.
2. "Partnered" means a university event held by a TWU office, department, or student organization in conjunction with a non-university group or sponsor.
3. "External" means an event sponsored by an individual or group not associated with the university.
4. "Special" means any event with one or more of the following characteristics:
 - a. anticipated attendance of 100 or more people;
 - b. alcohol served; and/or
 - c. cash collected.

REGULATION AND PROCEDURE

I. Scheduling of Academic and Common Space

Texas Woman's University (TWU) utilizes a uniform schedule of day and time frames in which classes are taught. The uniform schedule is published by University Scheduling. The following are the rules relating to the scheduling of academic and common space:

- A. Classroom space is assigned by University Scheduling on the basis of past class enrollment and future enrollment estimates.
- B. Classes are scheduled with a ten-minute break between class periods.
- C. All class sections that start at the uniform schedule time and with class capacity equal to room capacity receive priority in assignment of academic space.
- D. Academic classes have scheduling priority in academic space.
- E. Off-campus sections must be approved by Academic Affairs before sections are available to students for registration.
- F. Classes proposing to meet prior to or after the official term start/end dates must be approved by the Executive Vice President for Academic Affairs and Provost.
- G. All sections follow the published Final Examination schedule.

- H. Changes in instructional method of a course must be made prior to the registration periods for the respective semester.
- I. Classes are not scheduled on days designated by the University as holidays.
 - 1. If a major holiday (e.g., July 4) occurs on a weekend, no classes will be scheduled on that weekend.
 - 2. No classes will be scheduled on the weekend following the Thanksgiving holiday.
 - 3. No classes will be scheduled on the weekend at the end of Spring Break week. Classes may be scheduled on the weekend preceding Spring Break week.
 - 4. Classes may be scheduled on the weekend preceding Monday holidays (e.g., Labor Day, Martin Luther King Day, and Memorial Day).
- J. Generally, fees are not charged to University departments when using an E&G space during normal hours of operation. However, if there are direct costs incurred that require work to be done outside the normal work day, those direct costs will be charged to the department using the facility. Such costs would include overtime for custodians or police officers outside the normal work day.

II. Scheduling of University-assigned Space

The University owns and manages all space on all three of our campuses. For operational purposes, the University assigns space to units so they may contribute to the mission of the University. Space that is assigned to a unit must be scheduled through the unit.

III. Scheduling of Auxiliary Space

Fees may be assessed to those using auxiliary facilities. Such fees include direct costs charged to the auxiliary unit by other services units. Fees may include costs for greenery, media, overtime costs, etc.

IV. Regulations and Procedures for Event Management

- A. All events and space use must comply with all University policies and procedures and state, federal or local laws, regulations, and ordinances applicable to the event. All events must meet the public safety criteria of TWU's Department of Public Safety. Event sponsors are responsible for the actions of all spectators, visitors, guests, participants, or invitees to an event.
- B. TWU reserves the right to approve all banners, signage, and advertisements that will be used for or distributed at events.
- C. The sponsoring organization, group, or individual is responsible for leaving the facility, the grounds, and the parking areas free of trash and litter. Forfeiture of all or part of the deposit or actual charges for cleanup may be assessed. University sponsors may be billed for additional costs associated with clean-up.
- D. The University reserves the right to approve or disapprove the suitability of any particular element of a proposed event at its sole and absolute discretion. Any event request that does not comply with University guidelines for the proper use of facilities will be denied.

V. Internal Events

Event requests are scheduled on the basis of the space type, described above. Student organizations must receive approval from the Center for Student Development before an event will be scheduled. If an event has one or more of the characteristics of a special event, approval of the Special Event Review Committee is required.

VI. Partnered Events

Event requests are scheduled on the basis of the space type, described above. Partnered event requests for the use of University facilities for professional organization conferences, seminars or workshops must include the appropriate supervisor's approval, which certifies that the unit will be responsible for all financial obligations incurred for the event. The university sponsor must be present at the event and assumes all responsibility for the coordination of the event logistics. If an event has one or more of the characteristics of a special event, approval of the Special Event Review Committee is required.

VII. External Events

- A. Event requests are scheduled on the basis of the space type, described above. All external event requests must first be reviewed and approved by Conference Services. The University will charge for the use of its facilities according to an established fee schedule. These fees include rental fees as well as fees to cover direct costs to support the event. Rental of the University space does not constitute an endorsement of the renter's viewpoints.
- B. For external events where the group will be charged fees, all deposits and/or full payment for rental or other fees must be made before the reservation can be confirmed. Failure to return the signed contract and pay the rental and other fees by the required date may result in cancellation of the event. The University may require a deposit to cover anticipated clean-up costs that may extend beyond the normal scope of work provided by the University. No refunds will be given for cancellations less than 30 days before the event unless otherwise noted in the specific venue reservation materials/contract.
- C. External groups must obtain and maintain at their own expense general and public liability insurance naming Texas Woman's University as an additional insured. This coverage must be obtained from an insurance carrier approved by Texas Woman's University, and must be in effect at least 72 hours prior to the event. The coverage must be an amount of at least \$1,000,000 per occurrence for personal injury, bodily injury and property damage. The policy must be in a form acceptable to Texas Woman's University and must require the insurer to give the University at least 3 days prior written notice of any modifications or cancellations. A copy of the certificate of insurance must be provided to the university at least 7 days prior to the event.
- D. External groups must indemnify, defend and hold Texas Woman's University, its Regents, Directors, Agents, Representatives and Employees harmless from and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney's fees and court costs, arising out of bodily injury or property damages arising out of or in connection with the event.

VIII. Special Events

Special event requests must be submitted on a special event form to be reviewed by the Special Event Review Committee before approval is given.

IX. Special Notes

A. This Regulation and Procedure Replaces Former University Policies:

1. 7.03 - Scheduling University Events or University Co-Sponsored
2. 7.03D - Use of Space-Dallas
3. 7.03H - Use of Space-Houston Institute of Health Sciences

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[Uniform Class Schedule](#)

[Conference Services](#)

FORMS AND TOOLS

[Special Event Request Form](#)

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