University Center Reservation Guidelines

The University Center is designed to support the programs, events, meetings and conferences of the students, faculty and staff of Texas A&M University - Corpus Christi. Students receive some priority in the reservation process since the facility is designed primarily to support student life and funded in part with student fees.

GENERAL RESERVATION GUIDELINES

1. All requests are received and processed by the Scheduling Office in accordance with the "Use of University Facilities" policy of Texas A&M University - Corpus Christi.
2. The University Center staff reserves the right to deny space usage for any group/event that is programmatically or operationally impossible to accommodate or that conflicts with the University's mission or policies.
3. The University Center staff will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored when possible. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.
4. All space reservations will be tentatively confirmed until all details of the event are submitted to the Scheduling office. This includes admission charge, name of speaker, band, film, etc.
5. Space availability checks and routine event requests will be accepted in person at the Scheduling Office/Information Center in the University Center, by email to ucschedl@mail.tamucc.edu, or by telephone at (361) 825-5281. A confirmation will be returned once the reservation has been confirmed. Requests for extraordinary events (special set ups, food, alcohol, programs, attendance over 50, admission charge) will require a written space request submitted in person, by email or FAX (361) 825-5280 or by Campus Mail to the Scheduling Office.
6. Events classified as "extraordinary" may require a meeting with a member of the Center staff to review planning and arrangements. Space reservations will not be confirmed until event plans have been reviewed and all necessary arrangements completed.
7. The Scheduling Office should be notified of space cancellations by 2 p.m. on the day prior to the scheduled event time. Two "no shows" (cancellation without notification) for events in rooms with standard setup configurations can result in denial of space requests and/or cancellation of space already reserved for no less than one semester. Failure to cancel reservations for events involving any special setup at one (1) working day prior to the event date will result in a fee of not less than 25% of the estimated charges for the space(s) involved or of the established room rental rate, which ever is greater.
8. Fees and charges are determined by the Director of the University Center in consultation with the University Services Advisory Committee.
9. Users that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges and may have reservation privileges suspended. These determinations are made by the Director of designee.
10. Sponsoring groups (or individuals responsible for damages to the facilities or equipment or for the inadequate clean-up will be charged for repair, replacement or cleaning.
SCHEDULING PRIORITIES

Student Organizations

1. Requests for fall semester meetings/events are accepted beginning on April 1st; requests for meetings/events occurring in the spring semester are accepted beginning on November 1st. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events must be scheduled at least five (5) working days in advance.
2. Requests for all events designed primarily for the benefit of and open to the entire University/student community will be accepted up to one year in advance.
3. Student Organizations are not charged space rental fees for routine meetings or events open to the University community free of charge. Space rental fees are charged for events involving special staffing and operator fees for sound/lighting/A-V equipment will be charged in addition to room rental fees for all meetings/events. A University account code or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.

University Departments

1. Requests for fall semester routine events are accepted beginning on the first working day after April 15th; requests for routine events occurring in the spring semester are accepted beginning on the first working day after November 15th. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events require a minimum of five (5) working days.
2. Requests for May-August summer sessions will be accepted up to one year in advance and are not held as priority times for student groups.
3. Space for institutional priority events (Orientation, Registration, Faculty/Staff Opening Meeting, Career Fair, Open Houses, etc) will be scheduled as far in advance as dates are available.
4. University Departments are not charged space rental fees for routine meetings or events open to the University community free of charge. Space rental fees are charged for events involving admission charges/registration fees. Additional labor fees for complex setups involving special staffing and operator fees for sound/lighting/A-V equipment will be charged in addition to room rental fees for all meeting/events. A University code or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.

Space Use by University-affiliated Individuals (Students, Faculty and Staff)

1. Requests for use of facilities by individual students, faculty or staff members for private meetings or personal events are accepted beginning on the first day of classes for events occurring in that semester. Requests for use of facilities for events occurring in May-August summer session are accepted up to one year in advance.
2. Rooms may not be reserved for study sessions or group projects. During Final Exams each semester, Rooms 125, 126, 210, 306, 307, and 323 will be available for study session when not reserved. Conference rooms will be made available for study on a first-come, first-served basis. The use of rooms for personal events must be consistent with the mission of the institution such as wedding receptions, anniversaries celebrations, etc. The institution reserves the right to refuse access to facilities for events deemed inconsistent with its mission.
3. University-affiliated individual users are charged room rental fees and service fees for special setups, staffing for multimedia equipment operation, cleaning and/or after-hours access. Charges will be assessed regardless of attendance, location or admission/registration requirements. Additional labor fees for complex setups involving special staffing and operator fees for sound/lighting/A-V equipment will be charged in addition to room rental fees for all events.
4. University-affiliated users are required to pay a deposit equal to one-quarter (1/4) of the anticipated charges. The deposit is refundable up to ten (10) working days prior to the scheduled event in case of a cancellation.

Ancillary Events Involving External Groups

1. Space requests for ancillary routine and extraordinary events must be made by the sponsoring University organizations/department. University Outreach is responsible for identifying/verifying appropriate sponsorship for ancillary events. Requests for multiple events and/or regular-scheduled meetings of external groups will not be considered - regardless of sponsorship - unless there is clear, direct linkage to the institutional mission.
2. Requests for ancillary events - whether routine or extraordinary - will be accepted on a first come, first served basis beginning May 1st for events occurring in the fall semester and December 1st for events occurring in the spring semester. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events require at least five (5) working days.
3. Requests for other routine or extraordinary events occurring during the May - August summer sessions will be accepted anytime on a first come, first served basis.
4. The President's Cabinet or designee must approve requests for exceptions to scheduling priorities and other procedures for ancillary events.
5. Requests for ancillary events occurring during May - August summer sessions will be accepted up to one year in advance.

External groups collaborating with a University-sponsoring organization/department will be charged room rental fees for ancillary events designed to attract an audience of primarily A&M-CC students, faculty, and/or staff. Sponsors of external groups' ancillary events not open to University audiences and/or requiring an admission/registration fee or donation from participants will be charged room rental fees and service fees for special setups, staffing for multimedia equipment operation, cleaning and/or after-hours access. Charges will be assessed regardless of attendance, location or
admission/registration requirements. Direct costs for services such as parking, security, food services, etc. associated with the event will be charged. A University account code or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.

OVERTIME EVENTS

The Ballroom may be reserved for up to one (1) hour past the scheduled building closing time on Friday or Saturday nights. The group will be charged $60 for the (1) hour period or any fraction thereof. These arrangements will not affect the closing time of the public or service areas of the building. Only participants in the sponsored program will be allowed to remain in the building past closing and must stay in or around the immediate area of the reserved space. Only one (1) event overtime will be accepted for any one (1) night and for no more than one (1) room. An overtime charge of $15 per quarter hour (15 minutes) will be assessed for events running past the facility closing time without prior arrangement as part of the space reservation. Any group having two unreserved overtimes in one semester may lose space reservation privileges for the next academic semester.

EXTRAORDINARY EVENTS IN THE CENTER

1. The University Center is intended for use by all campus groups for a wide variety of activities. An event that more than fifty (50) people are expected to attend is considered to be an extraordinary event. Extraordinary events draw large numbers of people and can stress the facility to its maximum capacity.

2. The Lone Star Ballroom (142A,B,C), the Oso Room (221) and Bayview Room (320) as well as the North Terrace and East Lawn are locations designed for extraordinary events. To preserve the facilities and ensure the safety of participants, the following procedures apply to all extraordinary events scheduled by the Scheduling Office:

   1. No more than two extraordinary of similar nature (i.e. dances, lectures, concerts) can be scheduled in and around the Center on a single day.

   2. Events which are likely, based on historical precedent and experience, to attract crowds near to, or in excess of, the established room/space capacities may require Police/Security officers to be hired - at the sponsor’s expense - to provide security and crowd control. Such situations will typically require two officers to be paid at rates established by the Police.

   3. A representative of the sponsoring group who will be taking overall responsibility for the event must meet with the Scheduling Coordinator to complete the Event Approval Process and Extraordinary Event Agreement. This meeting should take place at least two weeks before the event. This time limit will not apply to a grace period at the beginning of each semester to be determined by the Scheduling Coordinator.

   4. The standing capacity of the Lone Star Ballroom is 900 people; each section can accommodate 225. The standing capacity of the Oso Room is 225; the Bayview Room standing capacity is 150. The capacity of the North Terrace is 1000 people and the East Lawn is 3000. For the safety of all involved, no more than these numbers will be allowed.

   5. Decorations must be approved in advance as part of the Event Approval Process to ensure fire/life safety codes are adhered to and the facilities are protected. Use of open flames (candles, etc) is prohibited.

   6. Failure to adhere to these policies (those of the University Center, Texas A&M University - Corpus Christi, and all applicable state and federal laws) may subject the sponsoring organization to restriction of space usage privileges for the remainder of the academic year or until otherwise advised.

1. The primary function of the Commons is a public dining area and several service departments share operating space in this area so every effort is made to keep the area accessible to food court and retail services customers during regular building hours. Therefore, the Commons is considered the “last resort” location for special events and is not available for private functions without special permission from the director of the University Center. The sponsor must pay all costs of re-setting the Commons. The standing capacity of the Commons is 600 people.

INFORMATION TABLES AND SALES TABLES

Information tables and tables for in-person solicitation on the Texas A&M University - Corpus Christi campus are only allowed in are around the University Center; all information and solicitation activities must be scheduled through the Scheduling Office. Only student organizations and University departments may reserve table spaces; table spaces are not available for use by individuals. Nor more than six (6) table spaces can be set in the Northeast entry foyer and no more than six (6) outdoor table spaces can be set on the North Terrace except for special events. Each reserved location will be provided with one (1) eight-foot table and two chairs. Use of electrical devices (copiers, VCRs, etc.) and/or amplified sound must be approved by the Scheduling Coordinator as part of the reservation request.

- Information Tables
1. Distribution of literature, petition drives, surveys and similar activities in and around University Center may be conducted only from a reserved information table location.

2. Registered student organizations and University departments may reserve information tables without charge. Standing reservations for more than two (2) five consecutive day periods per semester or one (1) day per week for an entire semester from any one sponsor will not be accepted.

3. Failure to cancel an information table reservation at least one (1) working day prior to the reservation date will cause the sponsoring organization or department to lose information/sales table reservation privileges for the remainder of the semester.

4. Non-university affiliated users must either be sponsored by a registered student organization of University department. Individuals may not reserve table space. Any use of an information table to promote the use or purchase of a commercial product or service or a for fundraising will considered sales and the policies governing sales tables will apply.

- **Sales Tables**

  1. Student organizations or University departments sponsoring sales tables not involving a non-university affiliated vendor - such as ticket sales, raffles, organization T-shirts, etc. - are not required to pay a rental fee and/or commission for sales table space.

  2. Vendors and non-university affiliated users promoting a commercial product or service or fundraising must be sponsored by a registered student organization or a University department.

  3. If sponsored by the Center or University Services, a 15% commission on gross sales or $50.00 per day (whichever is greater) is due to the Scheduling Office at the end of each sales day and must be accompanied by an accounting of gross sales. Additional verification of gross sales may be required.

  4. Student organizations and/or University departments must pay the University Center Scheduling Office a rental fee of $25.00 per day for each sales table space involving vendors/non-university affiliated organization promoting a commercial product/service or fundraising. Although the terms of the sponsor is negotiated by the parties involved, it is recommended a commission not be less than 15% or $50.00 per day, whichever is greater, is paid to the sponsor to ensure table rental cost is covered.

  5. Sponsoring organizations or departments will be permitted one sales period per semester. A sales period is defined as up to five consecutive days of sales, although a sponsor may choose to sell for fewer day.

  6. Failure to cancel a sales table reservation at least one (1) working day prior to the reservation date will result in a charge of $25.00 to the sponsoring organization or department.

  7. Individuals/firms must have a minimum liability insurance coverage of $300,000 and provide the Scheduling Office with a copy of those licenses provided to the Scheduling Office before a request for sales will be confirmed.

  8. Any business licenses required by the State of Texas, Nueces County and/or the city of Corpus Christi must be obtained and copies of those licenses provided to the Scheduling Office before a request for sales will be confirmed.

  9. No product or service may be sold which duplicates or is similar to those sold by the University Bookstore, Dining Services or institutional business partners. First-time vendors may be required to show samples of the product(s) to be sold to the Scheduling Coordinator before a request for sales will be confirmed. Solicitation for mass-marketed products and services readily available to the University community - such as credit cards, long-distance calling cards, etc. - will not be permitted to ensure that sales space is available for more unique and less readily accessible products and services.

  10. Texas A&M University - Corpus Christi assumes no liability for the quality of the goods or services sold at sales tables on its premises. The presence of a commercial vendor on the property of Texas A&M University - Corpus Christi does not constitute an endorsement of the vendor or its product by the University.

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**FOOD SERVICE**

1. All events involving catering food service in the University Center must be catered through University Dining Services. There are no serving facilities available for non-university caterers' use.

2. The use of cooking equipment (i.e. microwave ovens, camp stoves, grills) is prohibited.

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**ALCOHOL**

1. Events at which alcohol will be served must conform to University regulations to the sale and/or service of alcohol in campus facilities. Refer to "Procedures for Consumption and Distribution of Alcohol at Events on the Campus of Texas A&M University - Corpus Christi" for details.

2. Alcohol service for all events must be provided by University Dining Services.

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**SMOKING**

Smoking is prohibited in all areas of the University Center, but is permitted outside the building.

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**EXCEPTIONS**

Exceptions to these procedures should be directed to the Director of the University Center. The University Services Advisory Committee will review requests for exceptions as part of the
regular agenda. Requests for exceptions to fees & charges and/or scheduling priorities referred
to the Executive Vice President for Finance and Administration or designee and may require
President’s Cabinet approval.

To schedule an event on campus contact:
Event Scheduling
(361) 825-5282 or
email uc.scheduling@mail.tamucc.edu