Standard Administrative Procedure Statement

The facilities at Texas A&M International University (TAMIU) exist to advance the University’s educational mission. Use of University facilities is prioritized as follows: 1. University classroom needs, 2. programs and activities of University groups, and 3. programs and activities of the local, non-university affiliated community. This SAP outlines the process by which agreements with third parties for the temporary or periodic use of real property may be executed.

Definitions

University facilities – Any facility on the main campus of Texas A&M International University and any facility under the custodianship of TAMIU including but not limited to, conference rooms, ballrooms, auditoriums, theaters, and outdoor spaces.

Third party – Any non-University or University affiliated individual or group, usually members of the local community. Third party expressly excludes official sanctioned and recognized student organizations.

Procedures and Responsibilities

1.1 The President delegates the authority for the assignment of University facilities for any non-academic use by third parties to the Vice President for Institutional Advancement.

1.2 The Office of Community Relations and Special Events shall be responsible for handling all requests for the use of University facilities for events. The process for requesting the use of University facilities is outlined in the Event Policies and Procedures Manual. The manual shall provide a fee schedule which will include charges for rental fees, extended hours fees, cleaning and damages fees, and audio/visual and other equipment usage fees.

1.3 All third parties using University facilities must comply with all University rules and procedures including, but not limited to, providing proof of insurance at required levels, adhering to TAMIU’s procedures for camps and programs for minors, and obtaining all catering through the University’s food service provider.
Supplements System Regulation 41.01.01, Real Property
Supplements Event Policies and Procedures Manual
24.01.06.L1.01, Camps and Programs for Minors standard administrative procedure

Contact Office

Office of Community Relations and Special Events, 956-326-4636