

This guide has been prepared to provide student organizations with assistance in the use of all Texas A&M International University (TAMIU) facilities and to provide easy access of information for events and services.

The facilities at TAMIU exist for the primary purpose of education. Priority use of academic facilities is given first to the University classroom needs and second to the programs and activities of TAMIU groups. TAMIU groups are defined as student organizations, faculty, administrators or staff whose primary activities are based at or directly related to the University.

Student organizations must be registered with the Office of Student Affairs located at the Student Center room 226. The reservation process via this entity requires that the group fill out an event form listing all of the meeting details.

The Office of the Student Center's policy for student organization event requests are required that the event form should be submitted within a minimum of (10) business days prior to the requested date for their event. The Office of Student Affairs will make the first approval and submit the request on behalf of the Student Organization to the Office of the Student Center. The Office of Student Center will make final approval based on availability. When the event is confirmed an email will be sent to the event requestor and the Office of Student Affairs staff.

Hours of Operation by Building

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Student Center & Western Hemispheric Trade Center	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 8:30 p.m.	Closed
Center for the Fine & Performing Arts	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	Closed	Closed
Kinesiology, Wellness, & Recreation Center	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 7:00 p.m.	3:00 p.m. – 7:00 p.m.	Closed
University Success Center	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 7:00 p.m.	8:00 a.m. – 7:00 p.m.	8:00 a.m. – 3:00 p.m.	Closed	Closed
Kinesiology Convocation Building	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	Closed	Closed
Killam Library	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 5:00 p.m.	10:00 a.m. – 6:00 p.m.	12:00 p.m. – 12:00 a.m.
Casa Ortiz	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	By Appointment	Closed

Facility & Equipment Rates

Groups will be charged a fee for specifics listed below:

1. Damages Fee
2. Police – for ticket sales
3. Overtime charges
4. Custodial Fee
5. Special equipment fees – electrical panel, extra tents, etc.

Student Organization Rates:

Events sponsored by a Student Organization that meet one or more of the following criteria will be assessed a fee (see attached chart)

- An admission fee or registration fee is being charged to attend the event
- The event takes place outside of regular building operating hours
- Tents- currently you get one tent for free but if others are requested there is a cost incurred

Reservation Timeline

The best practice for scheduling University meeting spaces is to schedule at least within a year advance to secure a meeting facility that is non-academic. Non-academic spaces would consist of spaces such as the ballroom, outdoor area, foyer, and/or other meeting spaces that do not hold academic classes.

Academic spaces are classrooms that host classes in an academic year. If your group is requiring a meeting facility that is non-academic in nature plus break out rooms, our office will require that at the start of the academic year either in January or August that the constituent would be required to wait until after the 12th class day in order to process the request for academic classroom space. The 12th class day rule is a mandatory rule that only applies to spaces that are academic in nature.

Facility reservations are an important part of making the University facilities and Student Center operations function smoothly. It is essential that everyone follow the following policies and procedures in order to accommodate the various groups we service.

Reservation requests are handled in the order they are received.

Reservations will not be confirmed until the client or organization provides all setup and contact information and obtains all necessary approvals. A written confirmation will be emailed after all the necessary information is collected. All setup, equipment, personnel must be confirmed within two weeks prior to the event date. If all information is not confirmed the Event Manager reserves the right to cancel the event altogether.

Outdoor Venues/Events

Outside venues are for general purpose use for such activities such as concerts, walkathons, information tables, etc. Any public performance such as a movie presentation, musical or any event using amplified sound or audio visual equipment, requires a reservation of the meeting space via the Event Registration Form with the Office of Student Affairs. A rain location will be considered, if and only if, a designated meeting space is available.

All outside events must conclude by 9:30 p.m. unless special arrangements have been made through the Director of the Student Center. Events that go passed this allotted time will be subject to an overcharge of \$60.00 per hour.

At the time of scheduling the event, all aspects of the event such as electricity needs, sound needs, pre-access time, actual event time, tent, safety and security and audio visual needs must be discussed. Events scheduled during class hours must not be disruptive to adjacent buildings that are proctoring classes. If the event is disruptive to classes the event will be shut down immediately for failure to comply with the policy requirements.

If your group is intending on hosting a walkathon at the University grounds, equipment ranging from tables, chairs, bleachers, tents, staging and audiovisual equipment will need to be rented through a local vendor.

Late Night Events

Events that continue beyond 10:00 p.m. at the University will be subject to the following guidelines:

- There will be an overtime charge of \$60.00 per hour that the group is on campus for their function and/or event.
- The sponsoring organization is responsible for all damages to the premises and/or equipment as a result of the event.
- And any other charges for other services such as personnel or audiovisual equipment will be assessed.

Copyrights for Movie Showings

The University abides by the Federal Copyright Act that says how movies should be shown within the University setting. There are two types of criteria that constitute this law which depicts the different showings which are 1) public performance and 2) fair use.

A public performance refers to situations where an institution shows a tape or film to its members or customers without receiving permission from the copyright owner. This includes “public performances” when an admission fee is charged as well as those that are simply offered as an additional service to the establishment.¹

The “fair use” criterion is not required to obtain a Movie Copyright Compliance Site License when exhibiting copyrighted materials such as videocassettes or DVDs. If a teacher is in attendance and the showing takes place in a classroom setting and the movie is used as an essential part of the current curriculum being taught.

The Federal Copyright Act says that such movies may be used. Restaurants, summer camps, public libraries, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether or non-profit, or whether a federal or state agency is involved.

Videotapes nor DVDs that have been obtained for rental from a local video store or online are not licensed to be viewed in a public performance as this would be in violation of the Federal Copyright Act as it showed be intended for its use which is for home rental.

“The penalties that exist for being in violation of infringing the copyright law are that it will be punishable federal misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages ranging from \$500 to \$20,000 for each illegal showing.”²

If you are a client who wishes to showcase or review a movie for public performance, the University has the ability to rent them for you which you in turn will be paying for obtaining the license for showing a movie in a public performance. We have membership with Swank Motion Pictures and Criterion Pictures.

Equipment & Room Setup Requests

All requests for use of tables, chairs, audiovisual equipment (laptop computer, LCD projectors, overhead projector, microphones, etc.), staging, and desired room set-up must be made at the time of the reservation. Any changes to the existing set-up must be communicated to Event Manager **no later than a week prior to the day of the event**. Changes to event set-ups scheduled for a Saturday or Sunday must be made by noon on Thursday.

Extended Hours

Events scheduled in Student Center, Kinesiology Wellness Recreational Center, Center for Fine and Performing Arts, the University Success Center, Western Hemispheric Trade Center and other buildings will be assessed an additional hourly fee of \$60.00 per hour over the rental and service rates. This overcharge would be effective if an event is scheduled during a time when the building would normally be closed and the meeting organizer needed pre-access time of the meeting space.

Cancellation

When a scheduled meeting or event is cancelled, please contact the Event Manager in an email to room-scheduling@tamiu.edu. Cancellations not received at least twenty-four (24) hours prior to a scheduled event may be subject to a cancellation fee. Non-profit and For-profit organizations will forfeit all deposits.

Failure to Cancel

If a reserved space was not used and was not canceled in accordance with the timeline under “cancellation,” all University faculty, staff and student organizations will receive a written warning and all other constituents will be assessed a fee.

Student Organizations:

A second such occurrence will result in a \$25.00 no show fee and a second written warning.

A third such occurrence, student organizations will receive another \$25.00 no show fee and loss of reservation privileges in the Student Center for the remainder of the semester.

Aramark Foodservice

Events that require catering need to consult with Aramark Foodservice at (956) 326-2091 or via email at catering@tamiu.edu. Aramark Foodservice has the exclusive right to cater for events at the University for such Events as banquets, receptions and other types of meeting functions. Final arrangements must be completed and guaranteed numbers for catered events confirmed 72 hours before the scheduled event. Failure to adhere to the aforementioned may result in the immediate cancellation of the event.

Advertisement of Flyers

Student Organization event flyers are now being stamped at the Office of Student Affairs. Flyers will be stamped up until one day after the day of your event. Removal of flyers will be done the day after your event has occurred.

Flyers are not allowed for distribution among students for solicitation nor are flyers allowed to be placed on vehicles in the University parking lots. Flyers are to be placed on bulletin boards and not on windows.

Flyers can be posted only on approved bulletin boards that are located at the following buildings: Bullock Hall, Cowart Hall, Pellegrino Hall, Student Center, and the Center for Fine and Performing Arts.

Police

Events which are likely to attract crowds near to, or in excess of the established room or space capacities may require University police officers to be hired at the organizations expense. Under certain circumstances it may be necessary to have University police officers onsite in order to facilitate and to insure the safety of all persons in attendance of an event. The following type of events will require a University Police Officer to be present during an event:

- Events that have an expected attendance of 200 or more.
- Events that charge an admittance fee, or involve cash sales.

Only University police officers can be hired to work on campus events. The cost for hiring a police officer for an event is \$32.20 per hour per allotted work hours. If you wish to hire a police officer for your event, please make these arrangements with the Event Manager.

Political Campaigning

Student Officer campaigning must be approved by the Office of Student Affairs. Please refer to them for questions about campaigning.

In accordance with the Texas A&M University System policy (07.03.01) with regard to political campaign events “the state supported institution of higher education and its members are required to remain neutral in partisan political activities. No system member may endorse, or recommend or otherwise indicate partisan political support for any candidate for an elected office or for any current officeholder of such an office.”²

Proper Care and Use of Facilities

It is expected that proper care will be taken of the University facilities. The following policies and procedures apply to all individuals and group sponsored events held in the facility:

1. Smoking is prohibited inside the facility and only allowable in designated kiosks around campus.
2. Candles are not permitted.
3. Thumb tacks, painters tape, fun tack nor other forms of compressing devices are not allowed on the walls.
4. No sitting on tables or counters.
5. Use of chalk is not allowed to be placed on the sidewalks.
6. It is the responsibility of the group using space inside the facility to place all trash in the conveniently located receptacles and leave the room in good condition.
7. Any individual causing damage to the facility shall be held financially responsible for the extent of the damage. In group sponsored events, the sponsoring organization will be held accountable for damages.
8. Barbeque pits are not allowed when the University, City of Laredo and/or County of Webb has been issued a fire ban and high wind advisory under the National Weather Advisory. Barbeque pits are allowed just as long as the coals and fire bricks are disposed of in the proper disposal area as indicated from the University’s Risk Manager.

Cleaning/Damage Fees

Labor charges will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. Extra charges will be assessed for damages resulting from chewing gum, or misuse of any furnishings or equipment requiring repairs or replacement. **Clients will be notified in writing of all damages and charges.** Assessed labor and damage fees must be paid in full prior to regaining reservation privileges.

Storage Facilities

The University has limited amount of spaces available to help accommodate meetings, classes and events. Due to insufficient space, we cannot provide storage for printed materials or other forms of equipment for storage prior to your event. The University is not held responsible for lost, damaged and/or stolen items left behind from an event.

Pets

Animals or pets are not allowed on campus at any time. The only exceptions are animals assisting the blind, deaf or mobility impaired.

Skateboarding, Rollerblading

Skates, skateboards, rollerblades, bicycles or bikes of any kind are not allowed inside buildings.

Decorations

Decorations, displays or exhibits that require flame or water cannot be used in the Student Center. Open flame candles are prohibited through the University facilities.

No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as "floor tape." Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings.

No decorations may be glued to any surface. No pins or tape may be used to affix posters, paper, etc., to the walls, tables, etc. No decorations may be hung from ceiling tiles or ceiling grids.

No glitter, confetti, sequins, or sand filled items may be used.

Decorating plans not addressed within this policy should be reviewed by the Event Manager prior to the event. If needed, building staff will assist your organization with alternative ways to hang materials that will not damage walls or finishes. These alternate arrangements must be resolved at least two days prior to the event.

Violation of any of these policies may result in suspension of facility reservation privileges for the semester. Additionally, any damages done will be repaired by the Student Center, and the sponsor will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the event sponsor.

Building Emergency Evacuation

Building evacuation is the result of a situation when it is no longer safe to remain inside a building. The evacuation will occur when the fire alarm sounds and/or notification is made by the Building Emergency Coordinator, TAMIU Police Department, the Laredo Fire Department, and/or the Laredo Police Department employees, students and conference attendees shall be directed by the Building Emergency Coordinator. Elevators shall not be used to evacuate the building. The EvacuTrac chair is available for use for individuals with mobility impairments. Once outside of the building, individuals shall not return to the building until directed to do so by the TAMIU Police Department personnel.

Failure of Compliance

Failure to comply with these regulations may result in the suspension of future use of University facilities.