



# Standard Administrative Procedure (SAP)

## 41.01.01.L0.01 Use of Facilities for Non-Academic Purposes

**First Approved:** October 4, 2013 *(formerly numbered as 41.01.01.L1.01)*  
**Revised:** December 14, 2017  
January 11, 2023  
**Next Scheduled Review:** January 11, 2028

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### Procedure Statement and Reason for Procedure

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

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### Procedures and Responsibilities

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1. Procedures
  - 1.1 The President delegates the authority for the assignment of TAMIU 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 TAMIU facilities for events. The process for requesting the use of TAMIU facilities is outlined in the [Event Services Policy 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 TAMIU facilities must comply with all TAMIU rules and procedures including, but not limited to, providing proof of insurance at required levels, adhering to TAMIU procedures for camps and programs for minors, and obtaining all catering through the TAMIU's food service provider.

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## Related Statutes, Policies, Regulations, or Rules

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[System Regulation 41.01.01, Real Property](#)

[TAMIU SAP 24.01.06.L1.01, Camps and Programs for Minors \(CPM\)](#)

[Event Services Policy and Procedures Manual](#)

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## Definitions

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**TAMIU Facilities** – Any facility on the main campus of TAMIU 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-TAMIU or TAMIU-affiliated individual or group, usually members of the local community. Third party expressly excludes official sanctioned and recognized student organizations.

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## Contact Office

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