

# Department of Community Relations and Special Events



Updated February 2026

This guide has been prepared to provide individuals or groups 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.

Facilities at TAMIU exist for the primary purpose of education and to meet the mission of the University. Use of academic facilities is prioritized as follows: first, to University academic needs; second, to programs and activities of TAMIU groups, and finally to the community. TAMIU groups are defined as student organizations, faculty, or staff whose primary activities are based at or directly related to the University. This also includes offices and departments.

Room reservations are made on a first-come, first served basis. Confirmation of the request may depend upon the appropriateness and/or fit of the event with the larger mission of the University.

All groups using University facilities must comply with the Policies and Procedures Manual set by the Office of Community Relations and Special Events (Event Services). It is the responsibility of the Director of the Community Relations and Special Events and/or Event Services Manager to make sure these standards are adhered to:

1. Individuals or groups failing to meet the standards or comply with regulations may be denied future use of University facilities.
2. Individuals or groups causing damages to University facilities will be charged accordingly for the repair and replacement of what was affected by inappropriate behavior or misuse of facilities or equipment.

More specific information or clarification of information listed here can be obtained by calling the Office of the Community Relations and Special Events at 956-326-INFO (4636).

## Event Services Information

Whether you are coordinating a conference or arranging a one-time meeting, Event Services can help make your event a success. Please stop by and visit or contact us via phone or email.

The Office of Community Relations and Special Events (Event Services) reserves facilities on the campus of TAMIU (**Appendix D**) for registered student organizations, University departments and community members. Rooms that can be requested include both academic and non-academic space. (**Facility Fees Appendix A**)

## Administration Office Hours & Building Hours

Monday - Friday, 8am - 5pm

## Location & Contact Info

Student Center – Information Desk - SC 127

Telephone Number: (956) 326-INFO (4636)

Email: [events@tamiu.edu](mailto:events@tamiu.edu)

## TAMIU – Community Relations and Special Events

|                     |                          |                |  |
|---------------------|--------------------------|----------------|--|
| Botello, Enrique    | Director                 | (956) 326-2931 | <a href="mailto:enrique.botello@tamiu.edu">enrique.botello@tamiu.edu</a>       |
| Manrique, Monica    | Event Services Manager   | (956) 326-2930 | <a href="mailto:monica.manrique@tamiu.edu">monica.manrique@tamiu.edu</a>       |
| Resendez, Kassandra | Event Services Manager   | (956) 326-2933 | <a href="mailto:kassandra.resendez@tamiu.edu">kassandra.resendez@tamiu.edu</a> |
| Guevara, Brandy     | Event Specialist         | (956) 326-2932 | <a href="mailto:brandy.guevara@tamiu.edu">brandy.guevara@tamiu.edu</a>         |
| Ordoñez, Samuel     | Event Specialist         | (956) 326-2002 | <a href="mailto:samuel.ordonez@tamiu.edu">samuel.ordonez@tamiu.edu</a>         |
| Tamez, Jessica      | Administrative Associate | (956) 326-4367 | <a href="mailto:jessica.tamez@tamiu.edu">jessica.tamez@tamiu.edu</a>           |

## Reservation Process

The primary function for the Office of Community Relations and Special Events (Event Services) is to process requests for use of event and meeting facilities. The University has a variety of spaces available to the TAMIU community and general public that range from small conference rooms, ballrooms and foyers to auditoriums, theaters and outdoor spaces. (**See Appendix D**)

Consideration of a room request is prioritized in the following order: Academic needs, University needs, major annual events, and Non-University clients.

To ensure appropriate space utilization, Event Services reserves the right to assign and reassign facilities based on the following: group size, type of program and space availability. The University also reserves the right to determine all matters not expressly covered by the Facility Policies and Procedures Guide. Groups reserving space at the University must sign a Facility Use Agreement and obtain Proof of Insurance form prior to receiving an email confirming the reservation. Facilities are reserved in the order in which requests are received. Requests requiring the use of an academic space will be subject to change or placed on hold until after the 12th class day of the respective semester (4th class day if request is in the summer). If the requested space is not available after the 12th class day, Event Services will find a similar alternate location. Academic spaces are not available during final exam week. Non-Academic room changes can be submitted via email to [events@tamiu.edu](mailto:events@tamiu.edu).

## Event Scheduling System (Ad Astra)

Please visit the TAMIU Ad Astra site at <https://www.aaiscloud.com/TXAMIntU> to make an event reservation request. If you are a first-time user with this site, please call (956) 326-4367 for assistance, or to schedule a one-on-one training.

Note: If you are a TAMIU employee, you can access the system through UConnect. On the home page click Employee Resources and then Room Reservations.



## Academic Classroom Scheduling

Academic courses, classroom spaces, and final exam spaces are scheduled through the Office of the University Registrar. In the event you would like to change your assigned room, please submit a room change through the Office of the University Registrar. Room changes will not be recognized if the request is not formalized. **All classrooms are under control by the Registrar until after the 12th class day, to ensure that enrollment needs for space are met.**

## **Cancellation**

When a scheduled meeting or event is cancelled, please contact the Event Manager in an email to [events@tamiu.edu](mailto:events@tamiu.edu). Cancellations not received 5 business days prior to a scheduled event may be subject to a cancellation fee. Non-profit and for-profit organizations will forfeit all deposits.

If a reserved space was not used and was not cancelled in accordance with the timeline under “cancellation,” that organization and or the sponsoring department will be responsible for associated fees as stated on the most recent confirmation or contract issued to the client.

## **Evenings Fees**

Events that begin before 8:00 a.m. and continue beyond 10:00 p.m. at the University will be subject to an overtime charge. (See Appendix A)

## **University Closures**

In case the University is required to close due to adverse weather conditions or similar circumstances, the event requestor will be contacted immediately. It will be the responsibility of the event requestor to notify all participants of the cancellation. The meeting will be rescheduled for the next available time and charges will be assessed accordingly.

## **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 should not be used to evacuate the building. The Evacu-Trac chair is available for use for individuals with mobility impairments. Once outside the building, individuals shall not return to the building until directed to do so by the TAMIU Police Department personnel. Map of evacuation approved locations (Appendix F) included.

**Emergency Management Plan:** [https://www.tamiu.edu/adminis/safety/documents/tamiu-emergency-operations-plan\\_9.1.2024\\_posted.pdf](https://www.tamiu.edu/adminis/safety/documents/tamiu-emergency-operations-plan_9.1.2024_posted.pdf)

**Dusty Alert:** <https://dustyalrt.tamiu.edu/>

## **Advertisements**

Advertisements and propaganda displayed throughout the University must be directly related to a University event, department, or student organization. All flyers must be approved through the Office of Community Relations and Special Events or Student Success for student organizations. Personal announcements such as private tutoring, items for sale, rooms for rent, and/or general advertisement are not permitted on University bulletin boards.

Advertisements not related to TAMIU are not allowed for distribution among students and cannot be placed on vehicles in the University parking lots, on campus doors, windows, walls, or bulletin boards.

Events that are being advertised must be approved and stamped by the Director of Community Relations and Special Events. The requestor is responsible for the posting of their flyers. Event Services will remove flyers the day after the event has occurred or at the end of each school semester.

Flyers can be posted only on approved bulletin boards that are located at the following buildings: Bullock Hall, Cowart Hall, Canseco Hall, Kinesiology, Wellness, & Recreation Center, Pellegrino Hall, Student Center, and the Center for Fine and Performing Arts. Advertisements and flyers not posted in approved locations will be removed and the group/requestor will not be allowed to post for one semester.

### **Certificate of Insurance**

All Non-University organizations renting meeting space must carry a minimum of \$1,000,000 General Liability coverage and name Texas A&M International University as an additional insured. Proof of insurance must be given to the Event Manager two weeks prior to the scheduled event.

### **Camps and Program with Minors**

For more information contact Office of Continuing Education via email at [ce@tamiu.edu](mailto:ce@tamiu.edu) –  
24.01.06.L1.01 Camp and Program’s for Minors (CPM)  
[24.01.06.11campsandprogramsforminors.pdf](http://24.01.06.11campsandprogramsforminors.pdf)

### **Equipment & Room Setup Requests**

All requests such as equipment, audio/visual, custodial, physical plant, and TAMIU PD must be made through Event Services at the time of the reservation. Any changes to the existing set-up must be communicated to Event Services Manager **no later than one week prior to the day of the event**. Final arrangements must be confirmed with the Event Services Manager (2) two business days prior to the event, or it may be subject to cancellation. Meeting room floor plans are available upon request from the Event Services Manager. **Equipment fees (Appendix B).**

### **Catering**

Aramark has the exclusive right to cater all events at the University. Events requiring catering must contact Aramark Food Services for fees and a menu selection.

**\*\*A meeting space must be reserved prior to catering requests. \*\***

#### [TAMIU CaterTrax](#)

|                   |                          |                |  |
|-------------------|--------------------------|----------------|--|
| Rodriguez, Carlos | Director of Food Service | (956) 326-3054 | <a href="mailto:rodriguez-carlos3@aramark.com">rodriguez-carlos3@aramark.com</a> |
| Bernardini, H     | Catering Coordinator     | (956) 326-2091 | <a href="mailto:catering@tamiu.edu">catering@tamiu.edu</a>                       |

### **Alcohol**

Alcohol service for all events must be provided by Aramark Food Services and University Police Officers are required. TAMIU PD will assess the number of officers needed for your event. If there are less than 20 attendees, TAMIU PD reserves the right to determine if an officer is needed. Events with students or student organizations are not allowed to have alcohol.

### **Smoking**

Smoking is only permitted in Smoking Pavilions. **(See Appendix D)**

### **Parking**

Parking is free throughout the University except for designated permit locations, handicap locations, fire lanes and/or if spots are otherwise listed as a reserved parking spot.

## Photocopies and/or Faxing

The Office of Community Relations and Special Events does not provide photocopies to event participants nor conference coordinators. Events requiring printing of materials may contact the Copy Center which provides an array of fee services such as photocopying, color printing, and faxing.

Location: Killam Library-Lower Level 006A -- Office Hours: Monday-Friday 8AM-5PM - - Phone: (956) 326-2138. This office is closed on weekends.

## Political Campaigning

Political campaign posters of students or non-students may not be posted on campus. With the approval from the Director of Food Service, student candidates are permitted to place campaign literature on tables in the food court area. Literature must *not* include fund or membership solicitation. Posters or flyers announcing political events for student organizations, registered on campus, may be posted in the Student Center. Only the name of the candidate, the date, time, place and sponsoring organization may be on posters or flyers announcing a political event.

According to TAMIU's Political Campaign Events and Partisan Political Activities (07.03.01.L1), "The use of any brands, insignia, logos, marks, or symbols associated with TAMIU is prohibited in any partisan political activity, including campaigns by political candidates unless sponsored by a recognized organization as noted below. This prohibition does not apply to incidental inclusion of University brands or marks commonly displayed in/on the campus' buildings or furnishings" (2021).

Distributing campaign literature or cards is prohibited on campus. In addition, "Organizations of faculty, staff, or students that have been recognized and approved by TAMIU may sponsor partisan political activities or events in TAMIU facilities, in accordance with all applicable TAMIU guidelines, handbooks, and rules. In sponsoring a partisan political activity on campus, the recognized TAMIU organization(s) is responsible for communicating and collaborating with appropriate TAMIU officials about the event and cannot delegate any responsibility for the event to a non-recognized organization(s), unless mutually agreed upon by the Associate VP for Student Success, VP for Student Success, VP for Institutional Advancement, President, and the sponsoring recognized TAMIU organization" (2021).

Finally, "Applicable charges for event venue costs (including but not limited to security, technology, and venue rental) will be incurred and are the responsibility of the sponsoring recognized TAMIU organization. Facility and service rental funds may be used by TAMIU to cover incidental and actual expenses for venue services. However, University funds may not be expended as stipulated in Section 1.2 of this Rule. Organizations should also refer to Section 1.6 of this Rule" (2021). **Note:** Please visit the link below to review TAMIU's full Political Campaign Policy.

### REFERENCES

Political Campaign Events on Property Under Control of The Texas A&M University System. 2021, January 19. Texas A&M University System 07.03.01 retrieved from

<https://www.tamiau.edu/compliance/07.03.01.11politicalcampaigneventsandpartisanpoliticalactivitiesontamiufacilities.pdf>

## Prohibited Events

In accordance with the Texas A&M University System's Board of Regents resolution regarding *Certain Public Events on the Campuses of Universities* in the Texas A&M University System, dated February 28, 2025, Drag Show Events are prohibited at Special Event Venues on the campus of Texas A&M International University.

**\*\*As of March 24, 2025, this section is on hold pending a decision on an appeal before the U.S. Court of Appeals for the Fifth Circuit.**

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

<https://www.tamiau.edu/compliance/41.01.01.l0.01useoffacilitiesfornonacademicpurposes.pdf>

## **Wireless Internet Services**

If you are a guest visiting our campus, guest WIFI access can be provided depending on the purpose of your visit:

If you are hosting an event on our campus, please speak to your event manager to make sure the University has the WIFI access you will need during your event.

If you are visiting for the day, you will need simple guest access, normally provided by Office of Information and Technology (OIT) located at Killam Library (administration side) Room 259.

Departments requesting computer labs for guests and secure WIFI access must complete a Guest's Access Form (**Appendix E**) listing all users that wish to utilize the wireless internet services. The access form must be completed or requested one week before the event and must have a sponsor from the Special Events Department.

## **University Police**

Events likely to attract large crowds, near to or in excess of, the established room or space capacities, may require TAMIU University Police Officers to be hired at the organization's expense to facilitate and to ensure safety of all persons in attendance of an event.

During an event, TAMIU Police has the right to determine how many officers will be needed. The following type of events will require a University Police Officer to be present:

- Events that have an expected attendance of 150 or more.
- Events that have an expected attendance of 20 or more and are serving alcohol.
- Events that charge an admittance fee or involve cash sales.
- Events that are held at the Helen Richter Watson Gallery.

## **Outdoor Venues**

The University offers outside venues for general purpose use: concerts, walk-a-thons, and information tables, etc. Any public performance such as a movie presentation must comply with the Federal Copyright Act to showcase a movie. Outside venues with music or any amplified sound require special permission to be placed in designated locations on campus. A rain location will be considered, if a designated meeting space is available.

All outside events must conclude by 10:00 p.m. unless special arrangements have been made through the Event Services Manager. Events that go past this allotted time will be subject to an overcharge per hour. 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 at the time of scheduling the event. Events scheduled during class hours must not be disruptive to adjacent buildings that are conducting academic classes. If the event is disruptive to classes, the event will be stopped immediately for failure to comply with policy requirements.

## **Planetarium**

For information on fees and show times, please contact the University Planetarium at:

email: [planetarium@tamiu.edu](mailto:planetarium@tamiu.edu) or go online at web site: <https://www.tamiu.edu/planetarium/showschedule.shtml>

- Email requests for school appointments to the Planetarium are not accepted
- All reservation appointments must be made by telephone at (956) 326-2463.
- Reservations for events and parties must contact the Event Manager at (956) 326-2930.

## Copyright

Motion pictures and other audiovisual works that are available for rental or purchase are intended for personal, private use only. If you wish to show the work in any other place, you must have a separate license that specifically authorizes the public performance of that work.

These rules are detailed in the federal Copyright Act, as amended, Title 17 of the United States Code.

- According to The Copyright Act, only the copyright owner holds the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
- The rental or purchase of a motion picture or other audiovisual work does not bear the right to perform the copyrighted work publicly. (Section 202)
- Films may be shown without a separate license in the home to “a normal circle of family and its social acquaintances” (Section 101) because such showings are not considered “public.”
- Films may be shown without a license to non-profit educational institutions for “face-to-face teaching activities” because the law provides a limited exception for such showings. (Section 110(1))
- All other public performances of motion pictures and other audiovisual works are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94473, page 60; House Report No. 94-1476, page 64)
- Both for-profit organizations and non-profit institutions must secure a license to show films, regardless of whether an admission fee is charged. (Senate Report No. 94-473, page 59; House Report No. 94-1476, page 62)

Non-compliance with the Copyright Act is considered infringement and carries steep and significant penalties for both the exhibitor and anyone that contributes to the infringing conduct. Unlicensed public performances are federal crimes and can be subject to a \$150,000 penalty per exhibition and other penalties. (Sections 502-506)

Source: <http://www.mplc.org/copyright>

The University uses the following services to purchase a movie license: Swank Motion Pictures and/or Criterion Pictures. The licensing agreement must be paid for in full by client and Event Services a provided copy of the agreement.

## Cleaning/Damage Fees

Extra labor fees will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. A damage fee will be assessed for damages resulting from 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 access to University facilities for future events.

## Audio Visual & Other Equipment Fees

All rooms on campus have audio visual equipment designated for educational purposes and student use. Any outside entity wishing to use our A/V equipment can do so at a cost. All event A/V requests must be submitted through the Event Services office. These fees include full day base, half workday and overtime charges for equipment and other audio-visual equipment. For a full listing of fees, refer to **(Appendix B)**. Please note that A/V and other equipment for outside events such as walk-a-thons that require items such as tables, chairs, bleachers,

tents, staging and audio-visual equipment must be rented through a vendor of their choosing.

## **Personnel Fees**

Personnel fees are on a per hour basis. These fees include personnel such as: Event Services employees, OIT technicians, Physical Plant personnel, custodial, Recreational sports staff, ushers, and University Police Officers. Events that extend over normal operating hours will be charged additional personnel, as well as equipment fees. For events with University Police Officers, there must be a minimum of 2 hours of service. For a full listing of fees, refer to **(Appendix C)**.

## **Proper Care & 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:

- Smoking is prohibited inside the facility and only allowed in designated Smoking Pavilions around campus.
- Candles or open flames are not permitted.
- Thumb tacks, tape, Fun Tak or staples are not allowed on the walls or windows.
- No sitting on tables or counters.
- The use of chalk on sidewalks is not permitted.
- 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.
- 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.
- Barbeque pits are allowed in designated areas, *except* when a fire ban is issued by the City of Laredo and/or County of Webb. Barbeque pits are allowed under the condition that the coals and fire bricks are properly disposed of in the designated disposal area indicated by the University's Risk Manager.
- Meeting rooms must remain in the condition they are received. It is best practice that the room furnishings from desks, tables, chairs, etc. remain intact and are not removed or displaced.
- Academic courses are scheduled through the Office of the University Registrar. In the event that you would like to change your assigned room, please submit a room change through the Office of the University Registrar. Room changes will not be recognized if the request is not formalized. Non-Academic room changes can be submitted via email to [events@tamui.edu](mailto:events@tamui.edu).

## **Storage Facilities**

We cannot provide storage room(s) prior to the event. The University is not held responsible for lost, damaged and/or stolen items left behind from an event.

## **Children**

Children must not be left unattended on campus at any time. Any damage caused by unattended children will be charged to the parent or guardian. If children have been confirmed as being lost, the University Police will be contacted to assist with this matter.

## **Pets & Animals**

Pets or animals are not allowed in campus buildings at any time. The only exceptions are service animals assisting the blind, deaf or mobility impaired.

## **Decorations**

- Decorations, displays or exhibits that require flame or water cannot be used on campus.
- Open flames are prohibited through the University facilities, including open flame candles.
- 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, doors 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 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 damage done will be repaired, and the sponsor will be billed for all costs incurred on the basis of materials required and staff time. Similarly, additional cleaning charges will be billed to the event sponsor.

Events that have, or require, excessive amounts of decorating will be required to take down the items immediately after the event has ended as the rooms are scheduled for events that occur on a daily basis. Failure to do so will prevent further bookings with or in our meeting facilities and may lead to an added fee for failure to comply with this policy.

# FACILITIES FEES

## TAMIU ROOM RENTAL CHARGES NON-UNIVERSITY RATE

| Center for Fine and Performing Arts | Type (capacity)      | Room Fee   |
|-------------------------------------|----------------------|------------|
| FPA Recital Hall                    | Auditorium (800)     | \$3,300.00 |
| FPA Black Box Theatre (108)         | Open Space           | \$1,100.00 |
| FPA Band Hall (134)                 | Open Space           | \$330.00   |
| FPA Theater                         | Auditorium (400)     | \$3,300.00 |
| FPA Dressings Rooms                 | Dressing Room        | \$440.00   |
| FPA Dance Studios                   | Dance Studio (30)    | \$550.00   |
| FPA Art Gallery                     | Art Gallery          | \$880.00   |
| Student Center                      | Type (capacity)      | Fee/4hr.   |
| SC 203 Ballroom- Sections A/B/C     | Ballroom (450)       | \$1,500.00 |
| Sections A/B                        | Ballroom (200)       | \$1,100.00 |
| Sections B/C                        | Ballroom (200)       | \$1,100.00 |
| Section A                           | Ballroom (150)       | \$660.00   |
| Section B                           | Ballroom (150)       | \$660.00   |
| Section C                           | Ballroom (150)       | \$660.00   |
| SC Downstairs Rotunda               | Open Space (75)      | \$220.00   |
| SC Upstairs Rotunda                 | Open Space           | \$220.00   |
| SC 236                              | Theater (186)        | \$440.00   |
| SC 120, SC 230, SC 231              | Classroom (40)       | \$330.00   |
| SC 216, SC 217                      | Conf. Room (8)       | \$66.00    |
| Academic Innovation Center          | Type (capacity)      | Fee/4hr.   |
| AIC Lobby                           | Open Space           | \$220.00   |
| AIC Flat Classrooms                 | Classrooms (60-96)   | \$330.00   |
| AIC Auditoriums                     | Auditoriums (77-250) | \$440.00   |
| Western Trade Center                | Type (capacity)      | Fee/4hr.   |
| WHTC 111                            | Classroom (174)      | \$440.00   |
| WHTC Foyer                          | Open Space           | \$110.00   |
| WHTC 116                            | Auditorium (115)     | \$330.00   |
| WHTC 103/104                        | Auditorium (45)      | \$330.00   |
| WHTC 125 and WHTC 126               | Conf. Room (25)      | \$110.00   |
| Other TAMIU Facilities              | Type (capacity)      | Fee/4hr.   |
| Auditoriums                         | (50-170)             | \$330.00   |
| Classrooms                          | (20-49)              | \$330.00   |
| Conference Rooms                    | (8-19)               | \$66.00    |
| Computer Labs                       | (24-51)              | \$220.00   |
| KL Colonnade                        | (75)                 | \$220.00   |

| <b>Outdoor Areas</b>            | <b>Type (capacity)</b>   | <b>Room Fee</b> |
|---------------------------------|--------------------------|-----------------|
| Killam Library Front Lawn       | Open Space               | \$550.00        |
| LBV Memorial Garden             | Open Space               | \$330.00        |
| LBVSC Planetarium Courtyard     | Open Space               | \$330.00        |
| Quad Area Green                 | Open Space               | \$330.00        |
| SC East Patio                   | Open Space               | \$550.00        |
| WHTC Patio                      | Open Space               | \$330.00        |
| TAMIU LOOP*                     | Open Space               | \$440.00        |
| KL Dome Matio                   | Open Space               | \$330.00        |
| <b>Athletic Complex</b>         | <b>Type (capacity)</b>   | <b>Room Fee</b> |
| KCB Gymnasium                   | Bleacher Seating (2,000) | \$907.50        |
| Practice Fields                 | Open Space               | \$825.00        |
| Tennis Complex                  |                          | \$907.50        |
| <b>Zaffirini Success Center</b> | <b>Type (capacity)</b>   | <b>Fee/4hr.</b> |
| ZSC 101 A&B                     | Classroom (140)          | \$440.00        |
| ZSC 101 Individual Pieces       | Classroom (70)           | \$220.00        |

## AUDIO VISUAL EQUIPMENT & OTHER EQUIPMENT FEES

| Equipment Fees                              |                                 |          |
|---|---------------------------------|----------|
| <b>Equipment Fees: Physical Plant</b>       |                                 |          |
| Stage                                       | Staging                         | \$550.00 |
| <b>Equipment Fees: FPA</b>                  |                                 |          |
| Wireless Lapel Full                         | Wireless Lapel Full             | \$66.00  |
| Wireless Lapel Half                         | Wireless Lapel Half             | \$33.00  |
| Computer Lectern                            | Computer Lectern                | \$154.00 |
| Projector Full                              | Projector Full Day              | \$110.00 |
| Projector Half                              | Projector Half Day              | \$55.00  |
| Wireless Microphone Full                    | Wireless Microphone Full Day    | \$66.00  |
| Wireless Microphone Half                    | Wireless Microphone 1/5 day     | \$33.00  |
| Steinway D                                  | Rental of Steinway D with Bench | \$110.00 |
| Steinway B                                  | Rental of Steinway B with Bench | \$110.00 |
| <b>Equipment Fees: OIT Audio Equipment</b>  |                                 |          |
| Computer Lectern                            | Computer Lectern                | \$154.00 |
| Large Computer Lectern                      | Classroom Lectern               | \$260.00 |
| Elmo Full Day Rate                          | Projector                       | \$165.00 |
| Elmo 1/2 Day Rate                           | Projector                       | \$75.00  |
| Audio Booth Recording Raw                   | Audio Booth Recording           | \$27.50  |
| Audio Editing                               | Audio Editing                   | \$82.50  |
| Gig Rig (Large Events)                      | Gig Rig                         | \$165.00 |
| PA System (Anchor)                          | PA System                       | \$99.00  |
| Wired Microphone                            | Wired Microphone                | \$49.50  |
| Wireless Microphone 1/2 Day                 | Wireless Microphone             | \$49.50  |
| Wireless Microphone Full Day                | Wireless Microphone             | \$99.00  |
| <b>Equipment Fees: OIT Video Production</b> |                                 |          |
| Fiel Pro. Single Cam                        | Field Production Single Camera  | \$110.00 |
| Lecture Capture                             | Lecture Capture (Non-Echo 360)  | \$82.50  |
| Postproduction (Editing)                    | Postproduction                  | \$82.50  |
| Pre Pro Meeting                             | Pre-production Meeting          | \$44.00  |
| Projection Display                          | Projection Display              | \$82.50  |
| Studio Pro Multi Camera                     | Studio Production Multi Camera  | \$275.00 |
| Tele Prompter + Op.                         | Tele Prompter Plus Operator     | \$77.00  |
| Video Projects/Promos/PSA's                 | Video Projects/Promos/PSA's     | \$165.00 |
| Webcast                                     | Webcast (Streaming Live)        | \$275.00 |

NOTE: Any events scheduled in any room with a computer lectern will be assessed a basis fee of \$100.00 in addition to the room rate.

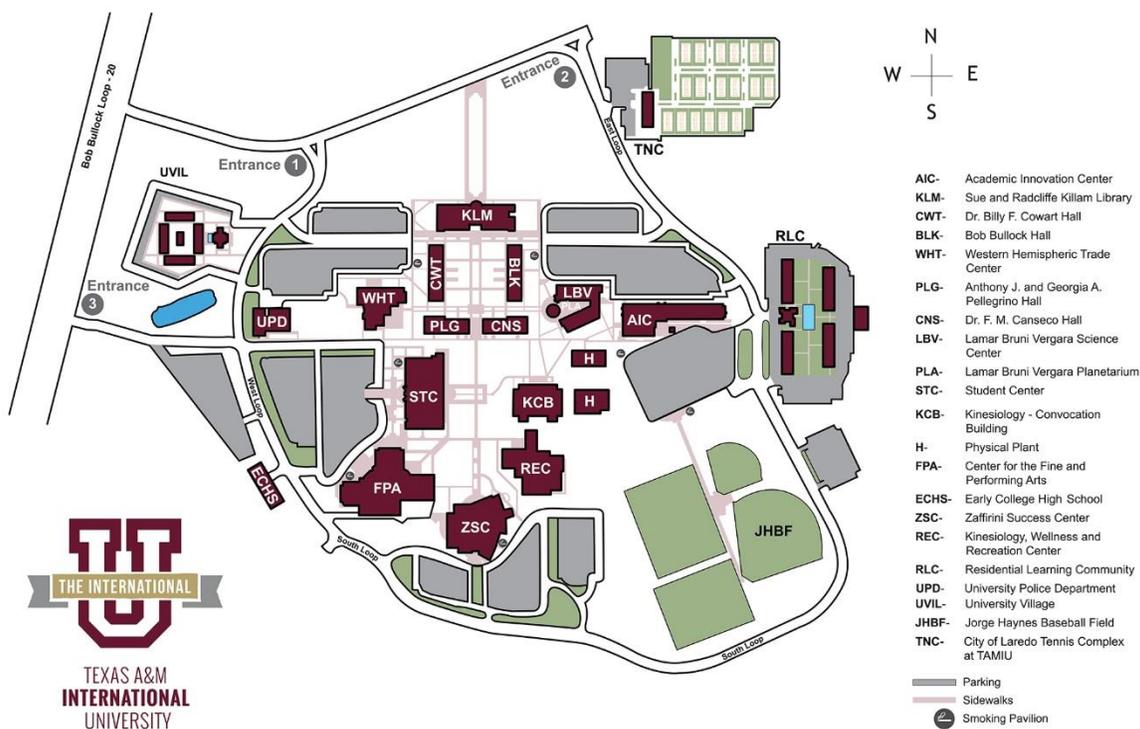
## PERSONNEL FEES

| Personnel Fees                       | Rate of Pay      |
|--------------------------------------|------------------|
| Lab Technician                       | \$19.80 per hour |
| Service Specialist                   | \$38.50 per hour |
| Network Specialist                   | \$38.50 per hour |
| Instructional Technology Coordinator | \$38.50 per hour |
| Site Coordinator                     | \$22.00 per hour |
| Stage Technician                     | \$24.20 per hour |
| Fly Technician                       | \$27.50 per hour |
| Sound Technician                     | \$27.50 per hour |
| Light Technician                     | \$27.50 per hour |
| Stage Manager                        | \$22.00 per hour |
| Set Carpenter                        | \$22.00 per hour |
| Riggers                              | \$33.00 per hour |
| University Police Officer            | \$60.50 per hour |
| Recreational Sports Staff            | \$16.50 per hour |
| Ushers                               | \$11.00 per hour |
| Student Manager                      | \$15.00 per hour |
| Event Coordinator                    | \$24.20 per hour |
| <b>Custodial</b>                     |                  |
| Event Rate:                          | \$275            |

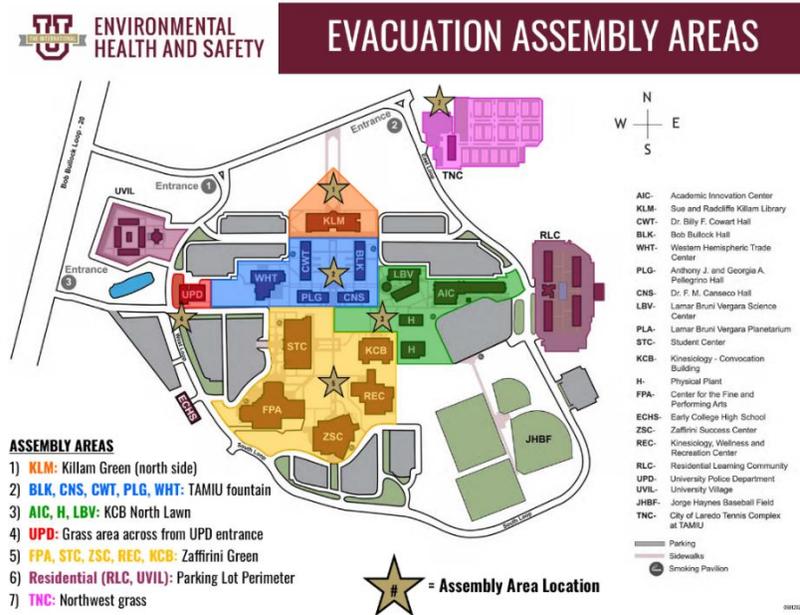
**All personnel fees have a two hour minimum.**

# UNIVERSITY MAP

# WELCOME TO TAMIU!



# Evacuation Plan



## EMERGENCY ASSEMBLY AREAS

Assembly areas as shown on the map above, Persons from:

- **Academic Innovation Center** shall assemble at the KCB North Lawn.
- **Bullock Hall** shall assemble in front of the TAMIU Fountain.
- **Canseco Hall** shall assemble in front of the TAMIU Fountain.
- **Cowart Hall** shall assemble in front of the TAMIU Fountain.
- **Center for Fine and Performing Arts** shall assemble on the Zaffirini Green.
- **Killam Library** shall assemble in front (north side) of Killam Library, near University Boulevard.
- **Kinesiology Convocation Building** shall assemble on the Zaffirini Green.
- **Kinesiology, Wellness & Recreation Center (REC)** shall assemble on the Zaffirini Green.
- **Lamar Bruni Vergara Science Center and Planetarium** shall assemble at the KCB North Lawn.
- **Pellegrino Hall** shall assemble in front of the TAMIU Fountain.
- **Physical Plant (H) Building** shall assemble at the KCB North Lawn.
- **Residential Learning Center** shall assemble at the RLC Parking Lot Perimeter.
- **Student Center** shall assemble on the Zaffirini Green.
- **Zaffirini Success Building** shall assemble on the Zaffirini Green.
- **Tennis Complex** shall assemble on the Northwest Grass.
- **University Village** shall assemble at the Village Parking Lot Perimeter.
- **University Police Department** shall assemble at the Grass area across the UPD entrance.
- **Western Hemispheric Trade Center** shall assemble in front of the TAMIU Fountain.

## **Evacuation for those with a Disability**

If you are unable to evacuate the building via traditional methods due to limited mobility or another disability,

1. **Follow your EXIT signs to the closest exit.** Do not attempt to use an elevator.
2. **Assemble in an enclosed stairwell.** Enclosed stairwells\* offer enhanced protection from a fire, compared to that of the surrounding building, and provide additional opportunities for individuals to potentially assist with your evacuation.
3. **Communicate your location.** Call 911 or UPD (956.326.2911) and inform the dispatcher of your location (e.g., building, stairwell, floor, and/or other pertinent information).
4. **Have a buddy stay with you, if possible.** This individual can help ensure your safety such as signaling your location, ensuring stairwell doors are shut, and monitoring for additional hazards.
5. **Do not return to the building until notified.** This commonly occurs in the form of an “All Clear” by UPD Officers. *Note: A fire alarm that has been silenced does not indicate it is safe to return to the building.*

Disabilities manifest themselves in varying degrees, and the functional implications of the variations are important for emergency evacuation. One person may have multiple disabilities, while another may have a disability whose symptoms fluctuate. We encourage everyone to have a plan to be able to evacuate a building, regardless of his or her physical condition.

For more information, please reference:

\*Highlighted in green on each building’s floorplan above the first floor, available at [tamiu.edu/adminis/safety/emergency-mgmt/building-floorplans.shtml](http://tamiu.edu/adminis/safety/emergency-mgmt/building-floorplans.shtml).

## **Environmental Health & Safety (EH&S) Department**

[TAMIU's Environmental Health and Safety Facebook](#) [TAMIU's Environmental Health and Safety Instagram](#)

## **Texas A&M International University**

University Police Department - 160

5201 University Boulevard

Laredo, Texas, 78041

[Phone Icon 956.326.2194](tel:956.326.2194)

[Envelope Icon safety@tamiu.edu](mailto:safety@tamiu.edu)