



TEXAS A&M  
UNIVERSITY  
CORPUS  
CHRISTI

UNIVERSITY CENTER

# SCHEDULING & RESERVATIONS HANDBOOK

---

(Revised 7/9/2018)

Texas A&M University – Corpus Christi  
Division of Student Engagement & Success

# TABLE OF CONTENTS

|  |     |
|--|-----|
| UNIVERSITY CENTER SCHEDULING & RESERVATIONS .....                                | 3   |
| UC & INVOLVEMENT CENTER HOURS OF OPERATION .....                                 | 3   |
| INTRODUCTION .....   | 4   |
| GENERAL RESERVATION GUIDELINES .....   | 5   |
| SCHEDULING PRIORITIES .....  | 6   |
| Student Organizations .....  | 6   |
| University Departments .....   | 6   |
| University-Affiliated Individuals (Students, Faculty and Staff) .....            | 7   |
| Departmental/Student Groups/Organizations Events Involving External Groups ..... | 7   |
| OVERTIME EVENTS.....   | 8   |
| EXTRAORDINARY EVENTS IN THE UC.....  | 8   |
| AUDIO-VISUAL/MEDIA EQUIPMENT.....  | 9   |
| EXCEPTIONS .....   | 10  |
| INFORMATION TABLES, SALES TABLES, BANNERS, AND TABLE TENTS .....                 | 10  |
| Information Tables.....  | 10  |
| Sales Tables .....   | 111 |
| Banners .....  | 12  |
| Stake/Lawn Signs.....  | 13  |
| Campus Wide Monitor System.....  | 14  |
| GUIDELINES FOR DISTRIBUTION OF LITERATURE & MATERIALS .....                      | 14  |
| University Center Postings .....   | 14  |
| Campus Posting Regulations .....   | 15  |
| Recognized Student Organization Postings .....                                   | 16  |
| Personal Student Postings.....   | 16  |
| Departmental Postings .....  | 16  |
| Commerical Postings .....  | 16  |
| Posters/Fliers for Distribution through Campus Mail.....                         | 16  |
| Bulletin Board Locations .....   | 17  |
| Newspaper and Brochure Racks .....   | 18  |
| Exceptions.....  | 18  |
| Sidewalk Chalk .....   | 18  |
| FOOD SERVICES.....   | 18  |
| Alcohol.....   | 19  |
| UNIVERSITY CENTER BUILDING POLICIES AND GUIDELINES.....                          | 20  |
| Bicycles, Roller Skates and Skateboards .....                                    | 20  |
| Shirts and Shoes .....   | 20  |
| Unaccompanied Children and Teenagers .....                                       | 20  |
| Telephone/Fax/Computer/Copier/Office Supply Use by Customers .....               | 20  |
| Unreserved Events/Space Use .....  | 20  |
| Equipment .....  | 20  |
| Vehicles.....  | 21  |
| Red Punch/Glitter.....   | 21  |
| Flying or Floating Objects .....   | 21  |
| Open Flames .....  | 21  |
| Smoking/Vaping .....   | 22  |
| ROOM SET-UPS.....  | 23  |

# University Center Scheduling & Reservations

UC Scheduling Office & Student Involvement Center  
 218 University Center  
 Phone 361-825-5281 Fax 361-825-5201  
[uc.scheduling@tamucc.edu](mailto:uc.scheduling@tamucc.edu)  
[events.tamucc.edu](http://events.tamucc.edu)  
[calendar.tamucc.edu](http://calendar.tamucc.edu)

## University Center & Student Involvement Center Hours of Operation

|                                 | Fall/Spring Semesters   | Summer I & II  | Spring Break/Interims                             |
|---------------------------------|---|--|---|
| <b>UC Building Hours</b>        | Mon.–Thurs: 7am–10pm*<br>Friday: 7am – 8pm*<br>Saturday: 8am – 8pm*<br>Sunday: 12pm – 11pm* | Mon-Thurs: 8am – 8pm*<br>Friday: 8am – 5:30pm*<br>Saturday: 10am – 2pm*<br>SUNDAY: CLOSED* | Mon-Friday: 8am-5:30pm*<br>SAT-SUN: CLOSED*       |
| <b>Involvement Center Hours</b> | Monday – Thurs: 8am – 8pm<br>Friday – 8am -5pm<br>SAT-SUN: CLOSED                           | Monday – Friday: 8am -5:30pm<br>SAT-SUNDAY: CLOSED   | Monday – Friday:8am -5:30pm<br>SAT-SUNDAY: CLOSED |

Hours subject to change

The University Center is typically closed during Winter Break

\*Special operating hours may be required for conferences/special events where fees may apply.

# INTRODUCTION

---

The Event Planning & Scheduling staff is responsible for scheduling the University Center and the outdoor locations (<http://studentactivities.tamucc.edu/universitycenter/Scheduling.html>). These spaces are available for the entire community to utilize. It is imperative that these guidelines are followed, as they will help to preserve the quality of the facility for everyone's use and enjoyment. Please take the time to thoroughly read this manual and become educated regarding the policies, procedures, and guidelines that govern events in the UC.

## GENERAL RESERVATION GUIDELINES

---

1. All reservation requests are received and processed by the Scheduling Office in accordance with the "Use of University Facilities 41.01.99.C1" policy of Texas A&M University - Corpus Christi that can be found at [http://academicaffairs.tamucc.edu/rules\\_procedures/assets/41.01.99.C1\\_use\\_of\\_university\\_facilities.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/41.01.99.C1_use_of_university_facilities.pdf).
2. The University Center (UC) staff reserves the right to deny space usage for any group/event that conflicts with the University's mission or policies.
3. The UC staff will assign each reservation to the most appropriate space available. Requests for specific rooms, spaces, or dates 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. Event requests for available space will be accepted via the following methods:
  - In person at the Student Involvement Center, University Center 218, by completing a request using the scheduling computer.
  - By request form submitted via email to [uc.scheduling@tamucc.edu](mailto:uc.scheduling@tamucc.edu)
  - Through Virtual EMS at <http://events.tamucc.edu>.

An email listing the request as tentative will be sent to the client once a staff member has reviewed the request.

5. Events classified as "extraordinary" (see pages 9-10) will require a meeting with a member of the UC staff to review planning and arrangements. Space reservations will not be confirmed until event plans have been reviewed and all necessary arrangements are completed.
6. All space reservations will remain in a "tentative" status until confirmation is received from the client.
7. The Scheduling Office should be notified of space cancellations 24 hours prior to the scheduled event time. There will be a warning after the first offense and then a \$35 fee for any future occurrences. If spaces are continuously not cancelled within 24 hours of the event, it will result in denial of reservation requests and/or cancellation of space already reserved for no less than one semester.
8. Failure to cancel reservations for any "extraordinary" event set-up at least one (1) working day prior to the event date may result in a fee of not less than 25% of the estimated charges for the space(s) or face disciplinary action.
9. Fees and charges are determined by the Director of the University Center and Student Activities in consultation with the UCSA Advisory Council and approved by the President's Cabinet.
10. Users that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately and may have reservation privileges suspended. These determinations are made by the Director of the University Center or Director's designee.

11. Client(s) using space, are responsible for damages to the facilities or equipment as well as inadequate clean up and may be charged for repair, replacement, and/or cleaning.

## SCHEDULING PRIORITIES

---

### Student Organizations

1. Requests for the next year (May – May) meetings/events are accepted beginning the 3<sup>rd</sup> week of April.
2. After these dates, routine events should be scheduled at least two (2) working days in advance; extraordinary events should be scheduled at least five (5) working days in advance.
3. Dates subject to change at the discretion of UC staff.
4. Student Organizations **ARE NOT CHARGED** space rental fees for routine meetings or events that are free of charge and open to the university community. Space rental fees are charged for events involving admission charges/ registration fees (**Exception: fundraisers that exclusively benefit the TAMU-CC recognized student organization or their philanthropy**).
5. Labor fees for extraordinary set-ups 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. University groups are responsible for providing an account number before a request will be confirmed. External groups may be required to pay a deposit before a request will be confirmed.

### University Departments

1. Requests for University Departmental functions as defined by Texas A&M University–Corpus Christi Procedures 41.01.99.C1 for the next year (May-May) can be submitted for consideration beginning the 4<sup>th</sup> week of April.
2. After these dates, University functions should be scheduled at least five (5) working days in advance; it is recommended that extraordinary events with all details noted require a minimum of fourteen (14) working days.
3. Requests for the June-August summer sessions will be accepted up to one year in advance.
4. Space for General University functions (Orientation, Registration, Faculty/Staff Opening Meeting, Career Fair, Island Preview Days, Convocation, Homecoming, etc.) will be scheduled as far in advance as dates are available.
5. University groups **ARE NOT CHARGED** space rental fees for University Departmental functions that are free of charge and open to the University community. Space rental fees **ARE CHARGED** for events with admission charges/ registration fees.
6. Additional labor fees for complex set-ups 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 number and proof of submission of the Institutional Event Form is required before a space request involving fees will be confirmed.

7. Event cancelations should be made 24 hours in advance, failure to do so will result in a warning after the first offense and then a \$35 fee for any future occurrences. If spaces are continuously not cancelled within 24 hours of the event it will result in denial of reservation requests and/or cancellation of space already reserved for no less than one semester.

### **Space use by University-affiliated individuals (Student, Faculty, and Staff)**

1. Space used by student faculty or staff for private or personal events is defined as a non- university group/function. Community Outreach coordinates and schedules all non-university functions. Non-university groups will submit details of their functions to community outreach to initiate the reservation process. Please go to <http://outreach.tamucc.edu/events&conferences/> to plan your event/function.
2. Non-university group's and/or individual users **ARE CHARGED** room rental fees, equipment fees, and service fees for special set-ups, 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.
3. Event cancelations should be made 48 business hours in advance, failure to do so could result in up to 100% of the event costs.

### **Departmental/Student Groups/Organizations Events Involving External Groups**

Space requests for departmental/student groups/organizations involving external groups require notification of the event details by the submission of the Institutional Event Notification form to Community Outreach. The Community Outreach department is responsible for identifying/verifying functions involving external groups. To complete the notification process please go to <http://outreach.tamucc.edu/regforms/ien.html>.

1. University functions in the University Center that **only** involves university groups and/or students will be coordinated and scheduled with the University Center Events Coordinator.
2. Requests for Non-University functions—will be coordinated and scheduled by Community Outreach.
3. The Director of the University Center or Director's designee must approve requests for exceptions to scheduling priorities and other procedures for Non-University functions.

## OVERTIME EVENTS

---

Reserving space outside of the normal operating hours for the UC is permissible so long as the request is in writing and made at least 14 days in advance of the anticipated event. Charges can be found on the pricing page (page 26-28).

The Assistant Director or Events Coordinator of the University Center will determine appropriate staffing levels. The Assistant Director or Events Coordinator reserves the right to deny extended hours requests based on the number of requests for any given day/time and/or available staff to cover the extended hours.

An organization who stays past closing time without prior approval will receive a written warning. A second infraction within the semester will cause the organization to be placed on probation for a one-year period and will incur the expenses of the staff and utility cost past the agreed upon time. Should the organization commit a third infraction within the semester, the organization will pay for any staffing and utility expenses, as well as lose reservation privileges for six academic months.

## EXTRAORDINARY EVENTS IN THE UC

---

1. The University Center is intended for use by all campus groups for a wide variety of activities. An event where more than one hundred (100) people are expected to attend is considered an extraordinary event. Extraordinary events draw large numbers of people and can stress the facility to its maximum capacity.
2. To preserve the facilities and to ensure the safety of participants, the following policies apply to all extraordinary events scheduled by the Scheduling Office:
  - a. 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 host's expense--to provide security and crowd control. The number of officers and charges will be determined by the University Police Department.
  - b. A representative of the host group responsible for the event must meet with the Events Coordinator to complete the event planning process. This meeting should take place at least two weeks before the event.
  - c. Decorations must be approved in advance as part of the event planning process to ensure fire/life safety codes are adhered to and the facilities are protected.

Event hosts **MAY NOT:**

- Tape or adhere anything to walls, windows, doors, or other building surfaces.



- Use open flames (candles, etc.) no matter the classification of event.
- Use glitter of any kind. It is strictly prohibited in the UC.
- Use helium balloons, smoke machines, or **any** drinks red in color.

Should an organization fail to follow the prescribed policy, they may be issued a written warning and may have to pay for all associated damages and/or clean up. The organization may also be placed on a six-month probationary period. Should an organization violate this policy again within the same six-month period, they may be assessed charges for all associated damages/clean-up and they may lose reservation privileges for six months.

- d. Failure to adhere to these policies (those of the University Center, Texas A&M University - Corpus Christi, and all applicable state and federal laws) can subject the host organization to restriction of space usage privileges for the remainder of the academic year or until otherwise noted.
3. The primary function of the UC Rotunda is to serve as a public dining area. Several service departments share operating space in this area so every effort is made to keep the area accessible to the food court and retail service customers during regular building hours. Therefore, the UC Rotunda is considered a “last-resort” location for special events and is not available for private functions without special permission from the Director (or designee) of the University Center. The host must pay all costs of re-setting the UC Rotunda.

## **AUDIO-VISUAL/MEDIA EQUIPMENT**

---

1. Organizations requiring the use of audio-visual/media equipment for indoor event spaces should make the request for such equipment as far in advance of their scheduled event as possible. At minimum, requests should be made at least five (5) business days in advance. Requests will be honored so long as the equipment is available.
2. Organizations/Departments requesting the use of equipment may do so only for use within the University Center. If equipment is needed for outdoor event spaces, organizations may request to use a small portable PA system. Additionally, host organizations are responsible for properly handling the equipment. Damage to equipment, neglect, or improper handling will result in the host organization being charged for the cost of repairs and/or replacement of the equipment.
3. There will be nominal charges for audio-visual/media equipment for organizations who are not affiliated with the University (page 25-28).

## EXCEPTIONS

---

Exceptions to these procedures should be directed to the Events Coordinator of the University Center. The University Center staff will review requests for exceptions and will respond accordingly. Requests for exceptions to fees and charges are routed for approval through appropriate hierarchy up to the President of the University or designee.

## INFORMATION TABLES, SALES TABLES, BANNERS, STAKE/LAWN SIGNS, AND CAMPUS MONITORS

---

Information tables and tables for in-person solicitation on the Texas A&M University – Corpus Christi campus are only allowed in and around the University Center and Library breezeway. All information and solicitation activities must be scheduled through the Scheduling Office. Student organizations and university departments may reserve table spaces; external groups/individuals reserve tables spaces through Community Outreach. Each reserved location will be provided with one (1) six-foot table and two chairs. Use of audio-visual equipment must be requested in advance and approved by the Events Coordinator as part of the reservation request. Any sound amplification must follow the Outdoor Event Sound Amplification Guidelines (<http://studentactivities.tamucc.edu/universitycenter/Assets1/sound-amplification-policy.pdf>).

### Information Tables

1. As per University Guidelines, distribution of literature, petition drives, surveys and similar activities by university organizations in and around the University Center may be conducted only from a reserved information table location. (<http://signage.tamucc.edu/handbills.html>).
2. Registered student organizations and university departments may reserve information tables without charge. Table space may be reserved for two (2) -five (5) consecutive day periods per semester. Back to back periods or one (1) day per week for an entire semester from any one client will not be accepted.
3. Failure to cancel an information table twice in a semester, prior to the reservation date, will cause the host organization or department to lose information/sales table reservation privileges for the remainder of that semester.
4. Non-university affiliated users must either be hosted by a registered student organization or university department. Any use of an information table to promote the use or purchase of a commercial product or service or for fundraising will be considered sales and the policies governing sales tables will apply. See below.

5. By reserving an information table, you agree to follow all UCSA staff member instructions. You also agree to keep fire exits clear.
6. Outdoor tables and tables located at the Library alcove may not be moved from their original location.

## Sales Tables

1. Student organizations or a university department hosting a sales table for a non-university vendor **ARE NOT** required to pay a rental fee and/or commission for sales table space **IF** sales benefit the student organization, their philanthropy, or university department. Examples of such sales include ticket sales, raffles, organizational t-shirts, etc.
  - a. Recognized student organizations may use information tables in a fundraising capacity. However, the organization **must submit a fundraising form** and receive permission from the Student Activities office prior to fundraising (<https://tamucc.campuslabs.com/engage/>).
  - b. 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 allotted for vendors/non-university affiliated organizations promoting a commercial product/service or fund-raising. Although the terms must be 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 host to ensure table rental cost is covered.
  - c. 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 host may choose to sell for fewer days.
2. Vendors and non-university affiliated users promoting a commercial product or service and/or fundraising should contact Community Outreach for assistance.
  - a. It is recommended, when hosting non-university affiliated users, that a 15% commission on gross sales or \$50.00 per day (whichever is greater) is negotiated as part of the contract. Additional verification of gross sales may be required.
3. Failure to cancel a sales table reservation prior to the reservation date may result in a charge of \$25.00 to the host organization or department.
4. Before a request for sales will be confirmed individuals/firms must have a minimum liability insurance coverage of \$1,000,000 and provide the Scheduling Office/Community Outreach with a copy of a certificate of insurance.
5. 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/Community Outreach before a request for sales will be confirmed.

6. As per University policy 21.99.09.C0.01 Access to University Property for Soliciting Donations and for Sales and Rentals ([http://academicaffairs.tamucc.edu/rules\\_procedures/assets/21.99.09.C0.01\\_access\\_to\\_university\\_property\\_for\\_sales\\_and\\_solicitation\\_purposes.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/21.99.09.C0.01_access_to_university_property_for_sales_and_solicitation_purposes.pdf)), 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.
7. 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 products by the University.

## Banners

Space for departments or organizations to hang banners in the University Center and outdoor locations must be scheduled through the Scheduling Office. Reservations for all space are made on a first-come, first-serve basis.

1. The UC Rotunda area allocated for hanging banners will accommodate 8' x 3' banners. Banners that are larger than these dimensions must receive approval by the Scheduling Office.
2. Banner requests must be made at least one business day prior to the desired start date of the requested reservation.
3. The Campus Activities Board, the Islander Cultural Alliance, the Student Government Association, University Center & Student Activities, and Athletics each are assigned one permanent space for banner presentation because of their campus-wide programming responsibilities.
4. Banner spaces may be reserved for seven (7) consecutive days. A banner reservation may be extended through the Scheduling Office (space permitting).
5. Two banner spaces in the University Center are reserved for monthly reservations. Organizations that elect to use a "monthly space" will be permitted ONLY the monthly space once per semester. Additionally, a banner in a "monthly space" can be changed within that month to another banner but no more than one change in that month will be permitted. *Remember, since a banner is permitted to be up to 8 feet long, an organization could conceivably advertise more than one function/event on a single banner.*
6. The name of department or student group hosting the event **must be** on the banner. In the event of a cooperative arrangement between a university organization and an outside organization, **both** names should appear on the banner. The university organization's name should be the larger of the two. Banners must relate specifically to a TAMU-CC institutional activity or hosted event.
7. Only one banner may be reserved at each location at any one given time by an organization/department.

8. Banners hung in the UC must be delivered to the University Center's Information Desk no later than the end of the business day prior to the reservation.
9. University Center personnel will be responsible for the hanging and removal of all banners within the University Center building; all outdoor banners must be hung and removed by the reservation requester by the end of the date parameters of the reservation.
10. Banners will be removed by 5 p.m. on the last day of the scheduled reservation. Banners will be discarded if not picked up from the Information Desk no later than the University Center closing time on the day after the scheduled reservation ends. If the organization wants to keep their banner, arrangements should be communicated when the reservation is made.
11. Banners cannot promote, advertise or otherwise advocate illegal activity or violate any University Center, Texas A&M University-Corpus Christi, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar products.
12. The University Center accepts no responsibility for damage to or theft of banners.
13. The University Center reserves the right to modify or suspend these guidelines at any time, for any reason-especially during times of special University-wide events/programs (i.e. Island Day, Homecoming elections, Student Government elections, etc.).

## **Stake/Lawn Signs**

Stake/Lawn signs must relate specifically to a TAMU-CC institutional activity or hosted event.

Determination of allowing stake/lawn signs for same event to be installed at multiple locations will be allowed if space permits. Space for departments or organizations to place stake/lawn signs in the designated areas ([http://facilities.tamucc.edu/signage/PDF/Signage\\_Spreadsheet.pdf](http://facilities.tamucc.edu/signage/PDF/Signage_Spreadsheet.pdf)) may be scheduled through the Scheduling Office. Reservations for all space are made on a first-come, first-serve basis.

1. Stake/Lawn sign space may be reserved for seven consecutive days. Stake/Lawn sign space may be extended through the Scheduling Office (space permitting).
2. Stake/Lawn signs must be placed in the proper locations (see temporary signage guidelines).
3. The name of the department or student group hosting the event must be on the stake/lawn sign.
4. Stake/Lawn signs should be metal frames meeting university specifications and may not be placed more than 12" into the ground.
5. Stake/Lawn signs need to be removed by 5pm on the last day of the scheduled reservation. Stake/Lawn signs will be discarded if not picked up from location placed.
6. If stake/lawn sign is left at location 2 days after the end date of the reservation, a \$25 removal fee will be assessed to the student organization and/or department by facility services.

7. If stake/lawn sign is removed by facility services or University Center staff after reservation end date they will be discarded.
8. Stake/Lawn signs cannot promote, advertise or otherwise advocate illegal activity or violate any University Center, Texas A&M University-Corpus Christi, state, or federal laws and/or policies. This includes alcohol, tobacco, firearms, and/or other commercial endorsements of similar product.
9. The University Center is not responsible for missing or damaged stake/lawn signs.
10. The University Center reserves the right to modify or suspend these guidelines at any time, for any reason, especially during times of special University-wide events/programs (i.e. Island Day, Homecoming elections, Student Government elections, etc.)

## Campus Wide Monitor System

The Information Monitor System was created to better disseminate information to the Texas A&M- Corpus Christi community. Students, faculty, and staff are eligible to post information concerning upcoming events on the monitor system. To post an announcement on the monitor, students, faculty, and staff must meet the listed criteria and complete the proper form through the Scheduling Office in UC 218.

- Only students, faculty, and staff of TAMU-CC may request an announcement posting.
- Announcements must be submitted electronically as a PowerPoint slide to [uc.scheduling@tamuc.edu](mailto:uc.scheduling@tamuc.edu) before Wednesday at noon every week. **All slides need to be 16" x 9" in dimension.**
- Announcements may be posted for a semester.
- Proposed announcements should be applicable to a wide audience. Examples include upcoming events, schedule changes or deadlines, etc.
- Advertisements other than university event ads will not be permitted.
- In the event of an excessive amount of monitor announcements, requests will be honored on a first come-first serve basis.

## GUIDELINES FOR DISTRIBUTION OF LITERATURE & MATERIALS

### University Center Postings

---

#### University Center Posting Regulations

There is one bulletin board, on the first floor of the University Center near the men's restroom and Information Desk. Materials will be posted in accordance with existing University posting guidelines ([http://facilities.tamucc.edu/signage/PDF/Signage\\_Spreadsheet.pdf](http://facilities.tamucc.edu/signage/PDF/Signage_Spreadsheet.pdf)) as well as the following requirements specific to the University Center:

- All postings must have a date, location, time, and name of host group.
- Use thumbtacks, not staples or tape, when posting.
- Do not post signs over another organization's posting.
- No signage postings allowed on the outside of the building.
- No postings will be allowed to be placed on any trashcans, windows, doors, tables, bathrooms stalls, or walls.
- Postings on bulletin boards are limited to one (1) flier/poster per heading and postings are limited to no larger than 11" x 17" nor smaller than 3"x 5". Materials must be delivered to the Involvement Center Desk in the University Center for stamp dating. The stamp dating indicates when the material is to be removed.
- Handwritten posters/fliers will not be accepted.
- It is recommended the name of the group hosting the event/service/material be posted on the flier/poster.
- Fliers/posters may not be placed on painted surfaces, glass, brick or vinyl walls anywhere on the interior or exterior walls of the University Center or its surrounding environments.
- The standard posting period is two (2) weeks. Bulletin board may be cleared of all flyers/posters on the day the stamp is marked to expire as well as any fliers/posters that do not comply with these guidelines.
- Commercial business fliers with services or products that have a specific benefit to the campus community must be approved by the Director of University Services (Room UC 303).
- The University Center accepts no responsibility for any flyers/posters taken or removed from the bulletin board.
- Permission for exceptions to any of these guidelines should be requested in writing to the UC Associate Director.

\*\*\*The bulletin boards in the hallways outside UC 304 and UC 206 are explicitly intended for use by those offices only. Any questions regarding use of or materials posted on those boards should be directed to the adjacent office/department.

## **Campus Posting Regulations**

Bulletin boards are available on campus to assist with the promotion and publicity of events that may interest the campus community. Postings include posters, flyers, handouts, displays, etc. Because there is limited bulletin board space on campus, certain regulations are enforced to ensure that the boards are used appropriately. Some bulletin boards are divided into two sections: Student Organizations and General. All student organization postings should go in the Student Organization Section, and all other postings (general, dept. commercial, etc.) should go in the General Section. Any questions pertaining to posting can be directed to the Involvement Center in the University Center.

Additionally, fliers will only be allowed to be posted for a period of 14 days from the date that they are stamped and approved for posting ([http://facilities.tamucc.edu/signage/PDF/Signage\\_Spreadsheet.pdf](http://facilities.tamucc.edu/signage/PDF/Signage_Spreadsheet.pdf))

### **Recognized Student Organization Postings**

Student Organizations may only have 40 flyers stamped and approved. Postings by recognized student organizations may be placed on all bulletin boards throughout the campus (unless otherwise noted on board). All postings must be stamped by the Student Involvement Center in UC 218. The stamp will say, “University Center and Student Activities” and will display the expiration date. It is the organization’s responsibility to hang their own postings and take them down after the advertised event. Failure to do so may result in the termination of bulletin board privileges.

### **Personal Student Postings**

Personal student postings must be stamped by the Student Involvement Center in UC 218 and may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board). The stamp will say, “University Center and Student Activities” and will display the expiration date. Personal student postings include flyers advertising personal items for sale, recitals, roommate requests, etc. Postings regarding student-run businesses, bands playing at local clubs, etc., are not considered student postings and should follow the commercial postings regulations.

### **Departmental Postings**

Departmental postings may be placed in designated departmental bulletin boards as well as all bulletin boards across campus. If general bulletin boards are used, the Student Involvement Center in UC 218 must stamp them. The stamp will say, “University Center and Student Activities” and will display the expiration date.

### **Commercial Postings**

All external commercial business postings must be reviewed by the Director of University Services or assigned delegate in UC 303. Reviewed postings may be placed on all bulletin boards throughout the campus (unless otherwise noted on bulletin board).

### **Posters/Fliers for Distribution through Campus Mail**

All posters and fliers meant for campus-wide distribution through the Campus Mail System must be stamped by the Student Involvement Center in UC 218. Mail Services will not accept mailers without at least a sample stamped and approved by Student Activities.



**Bulletin Board Locations:**  
(Updated as of June 29, 2018)

**Center for Instruction**

Wall opposite 120

First Floor

Wall of classroom 112

Wall next to the stairs

Second Floor

Wall facing Faculty Center

Wall opposite 206

Third Floor

Wall opposite elevators

**Center for Faculty Excellence**

First Floor

To the right and left of entrance by CS

Left of stairs in middle of FC

**Center for the Sciences**

First Floor

Wall by 127

Wall in front of stairs

Second Floor

Wall by 248

Wall by 245

Wall by 240

Wall by 244

Wall by 241

Wall by 249

Wall by 208

Wall by 209

Wall by 212

Wall to the left of the stairs

**Library**

To right of stairs

**Dugan Wellness Center**

First Floor

First bulletin board on the left

**Corpus Christi Hall**

First Floor

Wall next to 108

Second Floor

Wall next to 220

**Center for the Arts**

First Floor

Wall outside 132

Wall by 128 & 131

Wall next to 103

Second Floor

Wall to the right of the atrium balcony

Wall outside 201

Wall outside 229

**Classroom East**

First Floor

Wall across from 103 & 104

Wall next to far hallway entrance

Second Floor

Near entrance by stairs

Wall next to 203

**Bay Hall**

First Floor

Wall next to rooms 127 & 128

All along the side of the staircase

Second Floor

Across from 201

## Newspaper and Brochure Racks

Placement of permanent distribution racks *inside the University Center* is allowed only by University related publications published on a weekly or monthly schedule; at present, this applies only to the *Island Waves Student Newspaper*.

## Sidewalk Chalk

Sidewalk chalk may be used throughout campus in accordance with existing University temporary signage guidelines ([http://facilities.tamucc.edu/signage/PDF/Signage\\_Spreadsheet.pdf](http://facilities.tamucc.edu/signage/PDF/Signage_Spreadsheet.pdf)). Chalk should be used on sidewalks that are not covered by overhangs or hallways and open to the sky, in order to be washed away by rain. Chalk should not be done on engraved pavers, walls, and/or buildings. Chalk may not cover another organizations chalking and must relate specifically to a TAMU-CC institutional activity or event.

## Exceptions

Exceptions to these guidelines, except where otherwise noted in this document, will be determined by the Director of the University Center or designee. Requests for exceptions or appeals of decisions made by front-line staff may be made in writing and must include samples of the literature/material in question.

## Food Services

By contract, Chartwells has exclusive rights to provide TAMU-CC food services to our campus to include cash operations, debit function through SandDollar and catering services. Chartwells is responsible for compliance with all health regulations, licensing, taxes, and workers compensation insurance required by law for all campus food service operations.

Chartwells will provide all food service support for events hosted in the University Center. However, the University realizes that student organizations and University departments have special events and the following are exceptions to this rule. Groups must complete the Exemption Form for Food Services at least 5 days prior to their event (<http://ucsa.tamucc.edu/EMSLinks/foodexemptionform.pdf>).

1. No homemade goods may be sold or served on campus. (Unless made in a certified kitchen and approved by University Services.)
2. Recognized student organizations and university departments may provide nonperishable refreshments and snack food items served by and for their exclusive use and cannot be offered for sale or exchanged for a required donation. Items to be served may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages (Coke products only), cookies, doughnuts, crackers, candy, chips, nuts and prepackaged items.
3. Recognized student organizations and university departments that are engaged in fund raising opportunities on campus may provide nonperishable refreshments and snack food items. Items used as

fundraisers may include light refreshments and snack foods such as coffee, tea, punch, carbonated beverages (Coke products only), cookies, doughnuts, crackers, candy, chips, nuts, and other prepackaged items. The organization or department may not prepare or repackage items without a current food handler's permit. Donated items may be included in this category.

4. Donated items may be used for number 2 and 3 above with the following restrictions. Donated items that are prepared, cooked or packaged must be from a kitchen that is certified by the Health Department and the food handler must possess a certified food handler's permit. Donated beverages used for fund raising opportunities must be Coke products only. Please provide a copy of the current health inspection and/or food handler's permit, location name, location address and item(s) being sold. Events using donated foods, which are cooked/baked, will be scheduled in a location other than the University Center. The food exemption request will not be approved prior to receiving the completed "Fundraising/Philanthropy Request" form from Student Activities. Donated food will not be allowed in residence halls without prior coordination with the individual properties.
5. If "fast food" is prepared before delivery and is not served or catered by the company to a group on site, the catering policy does not apply. These should be small gatherings consisting of no more than five (5) participants and the food valued at less than \$75. Also, the outside services being utilized should not be designated as a catering company.
6. The requesting entity assumes all liability for food and/or beverage provided and will ensure that food safety and handling procedures are followed.
7. External entities are subject to the terms and conditions shown herein.
8. Special cases based on the inability of food service to provide services for an event must be approved by the Director of University Services
9. Student organizations serving food at events from food companies other than Chartwells without an approved food exemption form may be subject to disciplinary action.

## **Alcohol Policy**

1. Events at which alcohol will be served must conform to University regulations applying to the sale and/or service of alcohol in campus facilities. Refer to "Drug and Alcohol Abuse and Rehabilitation Programs" (University Rule 34.02.01.C1, section 3) for details.  
[http://academicaffairs.tamucc.edu/rules\\_procedures/assets/34.02.01.C1\\_drug\\_and\\_alcohol\\_abuse\\_and\\_rehabilitation\\_programs.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/34.02.01.C1_drug_and_alcohol_abuse_and_rehabilitation_programs.pdf)
2. Alcohol service for all events must be provided by University Dining Services.
3. The department or student organization must complete an alcohol form and be approved before alcohol may be served. (<https://events.tamucc.edu/>)

4. The University Police will be in attendance, and applicable fees will be charged.
5. Alcoholic beverages are not allowed in or around the building except as part of an officially approved event in adherence to University policies. Alcoholic beverages are not allowed in public areas of the building. Violators will be subject to disciplinary action.

## **University Center Building Policies and Guidelines**

### **Bicycles, Roller Skates and Skateboards**

Bicycles are not allowed in the building; roller blades and skateboards may be carried but not used. Bicycles should be secured at outside bike racks, not attached to columns, light poles or railings (this applies to employees as well).

### **Bottoms, Tops, and Shoes**

Bottoms, tops, and shoes must be worn in the University Center at all times for both hygiene and safety reasons.

### **Unaccompanied Children and Teenagers**

An adult must accompany children/teenagers who are under 18 years of age and/or are not currently enrolled as TAMU-CC students. During camps, conferences and other special events, children/teenagers may use the facilities of the University Center only when accompanied by adult chaperones. Children may not be left in the lounges, game room, Rotunda, etc. while parents attend events, classes, or campus functions. Unaccompanied children will be escorted to their parent/chaperone or out of the building.

[http://academicaffairs.tamucc.edu/rules\\_procedures/assets/24.01.06.C1\\_youth\\_initiatives.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/24.01.06.C1_youth_initiatives.pdf)

### **Telephone/fax/computer/copier/office supply use by customers**

Telephones and other office equipment at the Information Desk and in offices are for business use only. Copy and fax services are available at Mail Services on the first floor of the University Center. Scissors, tape, paper, markers, etc. should not be loaned; supplies are available for purchase from the Bookstore.

### **Unreserved events/space use**

All usage of the meeting/event rooms, information tables, outdoor areas, lounges, etc. for meetings, classes, programs, literature distribution, fund raising activities, etc. must be scheduled through the Scheduling Office. Informal study groups are permitted in the study lounges, balcony lounges, Rotunda, and the Legacy Room (when not scheduled for an event).

## **Equipment**

Tables, chairs, staging, A/V equipment, etc. may not be removed from the University Center without approval by the Director or the Director's designee. Approved usage of the equipment requires a signed equipment reservation completed in the Scheduling Office before equipment may be picked up.

## **Vehicles**

Non-University vehicles are not allowed on the sidewalks, grassy areas or planting beds surrounding the building in the interest of pedestrian safety and to protect underground pipes, wires, etc. Loading dock use is permitted for authorized deliveries to the Bookstore and/or Food Services only; loading/un-loading in the service lot must be authorized by the Associate Director. Parking for all visitors to campus will be in the Bayside Parking Garage. <http://police.tamucc.edu/park/parkingRegulations.html>

## **Red punch/glitter**

Red punch and/or glitter will not be served nor should be allowed in the building. When glitter gets into the carpet, it is extremely difficult to remove and when red punch is spilled, it permanently stains carpets, walls, etc. Pink lemonade and grapefruit punches will not stain and are allowed. Any violations of this rule should be reported to the building personnel immediately, and may result in a cleaning fee.

## **Flying or Floating Objects**

Helium/ Latex balloons and/or fog machines will not be permitted in the building. Balloons and fog machines activate the sensors in the smoke detectors in the building and run a high risk of activating the alarm causing an unnecessary evacuation of the building. Any violations of this rule should be reported to the building personnel immediately, and may result in removal of items and/or disciplinary action for hosting group. University employees who operate University drones must operate them in accordance with applicable laws and regulations. Employees who do not operate University drones in accordance with applicable laws and regulations may be subject to personal liability for any claims or losses arising out of their activities. <http://safety.tamucc.edu/Drones.html>

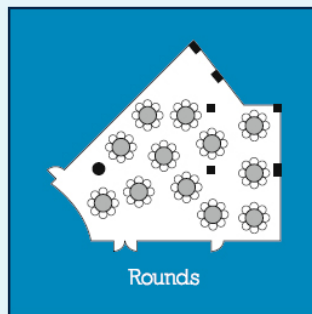
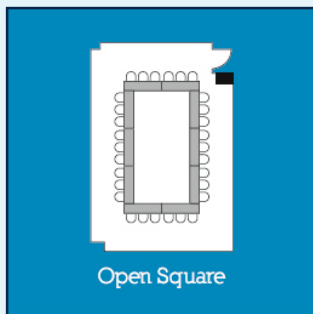
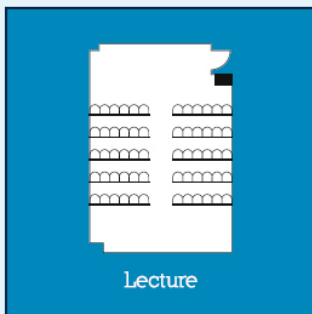
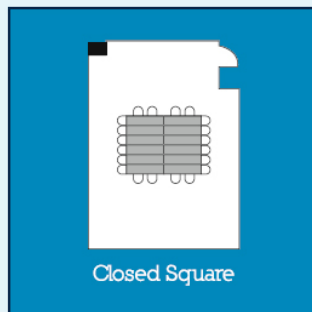
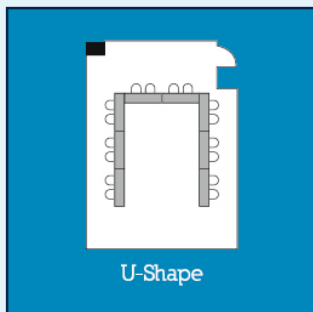
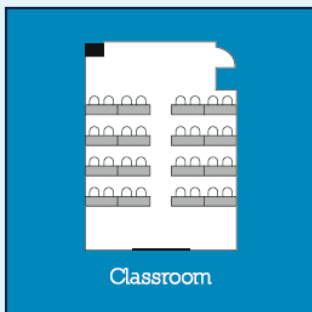
## **Open flames**

Open flames are not permitted in the building. Open flames activate the sensors on our smoke detectors in the building and run a high risk of activating the alarm causing an unnecessary evacuation of the building. Any violations of this rule should be reported to the building personnel immediately, and may result in removal of items and/or disciplinary action.

## Smoking/Vaping

TAMU-CC maintains a smoke-free environment to protect the health of students, faculty, and staff. The use of tobacco products, smoking, and/or simulated smoking material is prohibited, except in designated areas <http://smokingmaps.tamucc.edu/Island.pdf>. Smoking and vaping is prohibited in university buildings as well as university vehicles. Any violation(s) of this rule should be reported to the building personnel immediately. Failure to comply could result in immediate removal from the build and may lead to disciplinary action.

# Room Setup Options



**\*If the setup is an open square but AV is requested Operations automatically default the setup to U-Shape so everyone can view the AV unless informed otherwise by client.**