

# **C.T. BAUER COLLEGE OF BUSINESS**

## **Facilities Use Policies and Procedures**

### **Effective**

September 1<sup>st</sup>, 2017

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## **Policies and Procedures General Statement**

- I. Bauer Student Organizations, Registered Student Organizations approved by the Center for Student Involvement; Campus Departments or Non-UH Groups or Individuals are eligible to request and use facilities available on a first-come, first-served basis.
- II. The Facilities Use Policies and Procedures of Bauer College provides for the efficient use and fair administration of facilities within Melcher Hall, Insperity Classroom & Business Building, and Cemo Hall. General updates to the Facilities Use Policies and Procedures may occur upon review and/or recommendation by the Bauer Room Reservations Board or as other departmental or University Policies referenced within these policies are adjusted or revised.
- III. All groups using space reserved through Bauer College are expected to observe Federal, State and local laws, any applicable University of Houston and Bauer policies and procedures. It is the responsibility of the individual/organization utilizing facilities and services to ensure that the events, in their entirety, are in compliance with the above laws and policies.

## **Policies and Procedures Waiver**

Request for a waiver of any Bauer College policy described within the Facilities Use Policies and Procedures document must be submitted in writing to the Bauer Reservations Office via a Bauer Policies and Procedures Waiver Request Form. The form is available online and in the Bauer Reservations Office. The form must be submitted to the Bauer Reservations Office at least ten (10) business days prior to the day of the event. The Policy Waiver Request Process is not applicable for Student Life Policies, UH MAPP Policies, or other general University of Houston policies that are referenced within this document. For additional questions or clarifications regarding the policies applicable for a Waiver Request, please contact the Bauer Reservations Office via email at [roomreservations@bauer.uh.edu](mailto:roomreservations@bauer.uh.edu).

## **Terms and Definitions**

*(BSO) Bauer Student Organizations* –refers to organizations that are currently registered as a Bauer Student Organization with the Bauer Leadership Initiatives office.

*(RSO) Registered Student Organizations* –refers to organizations that are currently registered with the Center for Student Involvement at the University of Houston main campus.

*UH Department*– refers to any University of Houston main campus office or department.

*UH Sponsored*—refers to a joint programming venture between a student organization or campus department with a Non-UH group and/or individual.

*Non-UH Groups/Individuals* —groups or individuals requesting space for a non-University meeting or event.

*(STC) Student Training Center*—spaces associated with the Student Training Center include

Rooms 328 and 330 of the Insperity Classroom and Business Building (CBB, Building 499).

## **Bauer Facilities Reservation and Use Policies**

Please follow the below list of procedures and responsibilities as the responsible party for your room or space reservation. Failure to follow these guidelines may result in your event being suspended by College or University Administration. The Bauer College of Business reserves the right to cancel existing reservations and deny approval of future requests of groups not following the Bauer Facilities Use Policies and Procedures or other applicable University policies.

### **Space Reservations Procedures**

1. The use of Bauer facilities for purposes other than those for which they are primarily intended will be allowed on a first-come, first-served basis according to the following priorities:
  - Bauer faculty, staff, and BSOs
  - UH faculty, staff, and RSOs
  - Non-UH groups
- 1.1 Because general purpose classrooms are in demand, ALL requests for space must be submitted to the Bauer Reservations Office (see Addendum A) **IN WRITING** and at least **72 HOURS IN ADVANCE**. Written requests are date-stamped upon receipt to ensure priority is given to the appropriate reservation, in the case of two or more requests for the same room(s) and time(s). Cancellations must be made no less than **24 HOURS IN ADVANCE**. Individuals or groups that cancel less than 24 hours in advance will be subject to limitations or restrictions on future space usage. Exceptions may be made on a case by case basis.
- 1.2 If there is a fee associated with your reservation, a signed Facility Use Agreement Form (Addendum D) **IS REQUIRED** in order for your reservation to be confirmed. Reservations are not guaranteed until a confirmation has been issued. Once a confirmation is received by the reserving party, changes will be accepted via email at [roomreservations@bauer.uh.edu](mailto:roomreservations@bauer.uh.edu). Additional contracts may be required for Non-UH Groups or sponsorships for larger events.
- 1.3 Reservations are processed in the order in which they are received, with consideration being given to size of the group, type of set-up needed, and space availability. The Bauer Reservations Office reserves the right to assign and, if necessary, reassign facilities to assure the maximum and most appropriate use of facilities.
- 1.4 Reservation requests for regular meetings received less than five (5) business days before the event may be denied due to insufficient time and/or space available to process and accommodate the request.
- 1.5 Reservation requests for large-scale or special events received less than twenty (20) business days before the event may be denied due to insufficient time and/or space available to process and accommodate the request.
- 1.6 Reservation requests for large-scale or special events requiring advance planning will not be accepted from Non-UH groups less than twelve (12) months prior to the date of the event, or from on-campus BSOs and RSOs less than six (6) months prior to the date of the event unless a Policy and Procedures Waiver Request Form has been completed and submitted for review and consideration. Exceptions to this Waiver requirement are

reservation requests submitted for University of Houston campus-wide traditional/annual events which may be reserved two (2) years in advance.

- 1.7 All other forms, if applicable for an event - solicitation permit, alcohol permit, temporary food dealer's permit, burn permit, tent permit, special parking request -- must be completed and submitted with the appropriate approvals to the Bauer Reservations Office prior to the event. For specific timelines and information regarding special permits please refer to the UH Department of Public Safety Fire Marshal's Office (FMO) at [www.uh.edu/fire/forms/temporary-food-dealers-policy.pdf](http://www.uh.edu/fire/forms/temporary-food-dealers-policy.pdf) and the UH PD at [www.uh.edu/police/Request\\_for\\_Police\\_Services.pdf](http://www.uh.edu/police/Request_for_Police_Services.pdf).
- 1.8 Melcher Hall, Insperty Classroom & Business Building, or Cemo Hall meeting rooms may not be reserved for study hall purposes by any organization, group or individual.
- 1.9 Bauer Reservations Office reserves the right to cancel and/or reschedule reservations due to situations beyond the control of the University (i.e. adverse weather conditions/acts of nature, loss of utilities, etc.).
- 1.10 If false information is provided with a reservation request, disciplinary action may be taken against groups or individuals. Please refer to the Student Code of Conduct on the Dean of Students website for additional information at [www.uh.edu/dos.files/student-code-of-conduct.pdf](http://www.uh.edu/dos.files/student-code-of-conduct.pdf).

### **Event Sponsorship**

- 2.1 A Sponsorship is defined as a joint programming venture between a BSO, RSO, campus department or an off-campus group and/or individual(s).
- 2.2 BSOs, RSOs or campus departments shall not serve as fronts for off-campus groups or individual(s) for the purpose of obtaining reduced facility use rental rates. RSOs shall not serve as fronts for campus departments. Events sponsored by BSOs, RSOs or campus departments discovered to be fronts for any entity will be adjusted to the appropriate facility rental rate.
- 2.3 Campus departments holding events with an admission fee or events that are marketed to any off-campus community groups or individual(s) within or beyond the greater Houston metropolitan area, with the exception of official University of Houston Enrollment Services recruitment events will be charged the UH sponsored rate.
- 2.4 In order for an event to be eligible for a sponsored rate the following requirements must be met:
  - a) The sponsoring group must actively participate in the event by assuming responsibility for all reservation arrangements and charges assessed.
  - b) All communications with the Bauer Reservations Office must be conducted by the sponsoring group representative.
  - c) A member of the sponsoring group must be present throughout the entire event.
  - d) All accumulated charges will be billed to the sponsoring group.
  - e) Non-UH Groups may require a contract.

### **Additional Requirements by Group Type**

For specific rental fee rate information refer to the Bauer Room Fee Schedule available on the Bauer website at <https://www.bauer.uh.edu/staff/reservations.php>. Click on "Room Fee Schedule".

### **Bauer & Registered Student Organizations**

- 3.1 Only organizational representative(s) listed on the Center for Student Involvement Student Organization Registration Form are authorized to make or cancel reservations on behalf of their student organization.

- 3.2 Reservation requests for regularly scheduled meetings may be made in advance for an entire semester.
- 3.3 BSOs are eligible for up to four (4) meeting/event reservations per calendar week (Monday through Saturday). RSOs are eligible for up to two (2).
- 3.4 BSOs and RSOs are not charged for the use of general purpose classrooms unless the facilities are used for fundraising events or events with an admission fee. Charges associated with extending building hours, use of audio-visual equipment, special services, special staff or labor is the responsibility of the student organization.
- 3.5 BSOs will be charged one-quarter, and RSOs and Campus Departments will be charged one-half of the Non-UH Group Rental Rate for use of facilities used per day plus any additional costs associated with special building hours, special staff, labor charges, or additional equipment required for events that are fundraisers or have an admission fee.

### **Facility Usage Policies and Procedures**

- 4.1 Use of any space in Melcher Hall, Insperity Classroom & Business Building, Cemo Hall, and all other locations under the jurisdiction of the Bauer Reservations Office is prohibited without a confirmed reservation.
- 4.2 Use of a space for any reason other than the purpose stated on the reservation request is not permitted. All changes to bookings/reservations must be submitted in writing, signed by an authorized representative of a group, and approved by the Bauer Reservations Office. Reservations are not transferable.
- 4.3 Reservation confirmations and all other appropriate forms/permits are required to be on-site throughout the event. Failure to produce appropriate forms/permits upon request may result in suspension of the event.
- 4.4 Groups and/or the authorized representative(s) holding functions or activities at the Melcher Hall, Insperity Classroom & Business Building, Cemo Hall, and other reservable locations will be held responsible for their guests' compliance with the Bauer Facilities Use Policies and Procedures as well as University of Houston policies and procedures as described in MAPP (Manual of Administration Policies and Procedures) available on the MAPP website located at [www.uh.edu/mapp](http://www.uh.edu/mapp).
- 4.5 Leaving the facility in an unclean condition or damaging facilities and/or equipment may result in additional charges to the group for cleanup and/or recovery of losses.
- 4.6 The Bauer Reservations Office reserves the right to cancel existing reservations and deny approval of future requests of groups not following the Bauer Facilities Use Policies and Procedures or other applicable University policies.

### **General Policies and Procedures**

- 5.1 Shirts and shoes are required to be worn while in all Bauer College Facilities.
- 5.2 The use of tobacco and tobacco products is prohibited on the University of Houston Campus. <http://www.uh.edu/af/universityservices/policies/mapp/07/070202.pdf>.
- 5.3 Roller skates, skateboards, bicycles, hover boards, roller blades, and scooters may not be used or stored in Melcher Hall, Insperity Classroom & Business Building, or Cemo Hall.
- 5.4 Bicycles are to be secured in designated areas only. The securing of bicycles to stairways, handrails, hallways, entrances, light poles, trees, or shrubbery is prohibited.
- 5.5 Unlicensed weapons are prohibited on the campus of the University of Houston. Please see University policy on weapons for additional information.
- 5.6 Bauer College is not responsible for any lost, stolen or damaged property belonging to users of the facilities.
- 5.7 Animals are not permitted in Melcher Hall, Insperity Classroom & Business Building, or Cemo Hall, with the exception of animals trained to assist the disabled.
- 5.8 Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed at any time.

- 5.9 All forms of gambling are prohibited by law unless specifically provided for by statute.
- 5.10 Use of any appliance with a heating source (example iron, specialized catering equipment, space heater) in meeting facilities requires advance approval from the Bauer Reservations Office and may require a permit with the UH Fire Marshal's Office. Please see the UH Fire Marshal's food policies: <http://www.uh.edu/fire/forms/temporary-food-dealers-policy.pdf>. The cooking of raw meat, poultry, or fish, or cooking with oil of any type, is not permitted in Bauer spaces.
- 5.11 Photo identification is required of all individual patrons utilizing the facilities. Everyone must be able to present identification upon request of a University of Houston staff member.
- 5.12 Furniture must not be removed from the reserved meeting rooms/spaces it is assigned unless approval has been granted in advance through the Bauer Reservations Office.
- 5.13 Property of Bauer College may not be removed from the facilities.
- 5.14 Reserved meeting rooms/spaces are not to be utilized for childcare services.
- 5.15 Excess trash that does not fit into provided trash receptacles in offices or meeting rooms should be held within these spaces near trash receptacles for pick up. Trash should not be placed or left in hallways outside of offices and meeting rooms. Please call 713-743-4948 after business hours for trash removal.

### **Food and Beverage Policies**

- 6.1 Groups have three (3) options available for food/beverages for a meeting/event scheduled in the Bauer Facilities.
- i. Groups may provide or bring their own food/beverage products.
  - ii. Groups may use UH Dining Services Catering.
  - iii. Off-Campus Catering Company - All catering from off-campus sources (caterers, restaurants, etc.) must provide a Certificate of Liability Insurance naming the University of Houston as an Additional Insured Party.
- 6.2 If alcohol is to be served during the event then groups must use UH Dining Services to provide food and alcohol. All permits must be submitted to the Bauer Reservations Office no later than 72 HOURS prior to your event and must be made available to Bauer Administration during your event should they ask. A UH Campus police officer is REQUIRED to be present for your event if alcohol will be present. Groups are responsible for requesting an officer and for all forms and permits associated. Please see <http://www.uh.edu/dos/pdf/alcohol.pdf> for alcohol permits and [http://www.uh.edu/police/Request for Police Services.pdf](http://www.uh.edu/police/Request_for_Police_Services.pdf) to request Police services.
- 6.3 Groups providing their own beverages, receiving beverage donations for an event, or contracting with an off-campus catering company for beverages as part of the food arrangements for an event must adhere to the requirements of the University of Houston Exclusive Beverage Contract with the Houston Coca-Cola Bottling Company. An approved beverage/product listing is available at [http://www.uh.edu/studentcenters/reservations/policies/coca\\_cola.pdf](http://www.uh.edu/studentcenters/reservations/policies/coca_cola.pdf).
- 6.4 Use of any appliance with a heating source (example iron, specialized catering equipment, space heater) in meeting facilities requires advance approval from the Bauer Reservations Office and may require a permit with the UH Fire Marshal's Office. Please see the UH Fire Marshal's food policies: <http://www.uh.edu/fire/forms/temporary-food-dealers-policy.pdf>. The cooking of raw meat, poultry, or fish, or cooking with oil of any type, is not permitted in Bauer spaces.

### **Event Set-Up Procedures**

This agreement is for space reservation only. Any additional set up must be completed separately.

- 7.1 Bauer staff member can request additional tables and chairs for their events through the Bauer HelpDesk. A Metroclean Set-Up Fee may apply.



- a) Students and Non-Bauer Groups/Individuals must contact the Bauer Reservations Office at [roomreservations@bauer.uh.edu](mailto:roomreservations@bauer.uh.edu) to have their set-up requests submitted.
- b) Requests for event set up must be made three (3) business days prior to the event.**
- c) Weekend Events set-up must be submitted by Wednesday.**

7.2 HelpDesk Event Set-Up Procedures for Bauer staff:

- a) Bauer Faculty and Staff must log in to HelpDesk using their Bauer Username and Password. <https://helpdesk.bauer.uh.edu/helpdesk/WebObjects/Helpdesk.woa>
- b) Select “Events Setup” for the Request Type
- c) In the Subject line you must enter “Event Set-Up for event on [event date] in [event location]
- d) In the Request Detail you **must** include:
  - Event Name, Date, and Times
  - How many tables and chairs are needed
  - Location where tables and chairs must be set-up
  - Diagram of what set-up should look like
- e) Bauer Faculty and Staff must provide a cost center for their request

7.3 If Bauer Facilities is unable to accommodate the number of tables and chairs needed for your request, additional equipment can be rented from UH FIX-IT using a cost center. UH and Bauer reserving parties are responsible for submitting their own FIX-IT requests.

- a) Requests can be made at: <https://womgmt.uh.edu:8893/famisprd/SelfService.NewLogin>
- b) Students and Non-UH Groups/Individuals must contact the Bauer Reservations Office at [roomreservations@bauer.uh.edu](mailto:roomreservations@bauer.uh.edu) and additional fees will apply.

7.4 IT support may be requested by a Bauer staff member through the Bauer HelpDesk.

### **Clean-Up Procedures**

8.1 Leaving the facility in an unclean condition or damaging facilities and/or equipment may result in additional charges to the group for cleanup and/or recovery of losses.

8.2 NO ITEMS ARE PERMITTED TO BE TAPED TO THE WALLS. Any damages sustained from such violations will be subject to additional charges. (Items may be taped to the whiteboards or windows, but the tape must be completely removed after the event)

#### **Saturday Event Clean-Up**

8.3 If your event will require special cleanup outside of normal business hours (vacuuming, trash removal, etc.) you **MUST** submit a request to FIX-IT with central plant operations for the service using a cost-center. Special fees will apply. For external customers, please contact the Bauer Reservations Office at [roomreservations@bauer.uh.edu](mailto:roomreservations@bauer.uh.edu) for assistance with set-up and clean-up requests.

### **Payment Policies and Procedures**

9.1 All groups must submit payment within five (5) business days prior to their event. If payment is not received within the five (5) business day period, the reservation may be cancelled.

9.2 RSOs and departments with on-campus accounts are able to pay room rental charges and service fees via Service Center Vouchers (SC). An authorized SC Voucher must be received within five

(5) business days prior to the day of the event by a student organization or campus department. Accepted forms of payment include money orders, cashier's checks, and organizational/business checks. Checks must be made payable to "University of Houston". The University reserves the right to refuse personal checks.

9.3 All applicable refunds will be initiated within ten (10) business days of receiving all necessary documentation. All necessary documentation must be provided within thirty (30) days of the Bauer Reservations Office request for documentation or the refund will be forfeited.

9.4 Groups with outstanding debts to the University of Houston may be refused future reservations and all current reservations may be suspended pending full payment or until proof of payment is submitted to the Bauer Reservations Office. Bad debts processing fees will be charged to the reserving group.

### **Reservation Cancellations**

10.1 Cancellations must be received in writing at least 24 HOURS in advance of the event or the reserving party will be responsible for paying the set-up fee and other applicable service charges.