

Student Training Center Facilities Use Policies and Procedures

All reservations will be reviewed prior to approval to ensure consistency with the mission and goals of both the C.T. Bauer College of Business and the University of Houston. Approved reservations do not indicate endorsement of the person or organization seeking sponsorship, their product/services, or their opinions. The Bauer College of Business logo is not permitted on any materials without University approval.

All groups using space reserved through the Bauer College of Business are expected to observe Federal, State and local laws, any applicable University of Houston policies and procedures, and the Bauer College of Business policies. It is the responsibility of the individual/organization utilizing the facilities and services to ensure that the events in their entirety are in compliance with the above laws and policies.

Definitions

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

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

Campus 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 an off-campus group and/or individual.

Off-Campus Groups—groups or individuals requesting space for a non-University meeting or event

Student Training Center—spaces associated with the Student Training Center include Rooms 328 and 300 of the Classroom and Business Building (CBB, Building 499)

Hours of Operation

Student Training Center Availability

This indicates the hours during which the Student Training Center may be utilized

Monday-Friday: 8am – 9pm

Saturday: 8am – 7pm

Sunday: Not Available

Student Training Center Business Hours

This indicates the hours during which the administrative coordinator will be available to answer inquiries about the Student Training Center

Monday – Friday 8am – 5pm

Student Training Center Fee Schedule

<u>Reservation types</u>	<u>Up to 4 Hours</u>	<u>Full Day</u>	<u>Administrative Assistance (optional)</u>
Bauer Student Organizations	\$250	\$500	NA
Student Organizations	\$500	\$1,000	NA
Campus Departments	\$500	\$1,000	NA
UH Sponsored	\$750	\$1,500	\$100
Off-Campus Groups	\$1,000	\$2,000	\$200

Facility Rental includes:

- The use of the space (UCBB 328 and 330) for the reserved time
- The use of furniture designated for the space
- The use of the computer, screens and projector in the space

Facility Rental does NOT include:

- Catering
- Linens
- Clean up
- Use of any spaces other than those defined above as Student Training Center

Administrative Assistance includes: (Optional)

- Facilitation of catering, linens and clean up services
 - Our administrative coordinator will place orders for your event, and the costs of the associated items along with an administrative fee will be added to your invoice.

Bauer Facilities Reservation and Use Policies

Please follow the below list of guidelines and responsibilities as the responsible party for your room or space reservation. Failure to follow these guidelines may result in your event being shut down 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.

A. SPACE AVAILABLE AND RESERVATIONS

- a. 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
 - i. Bauer faculty, staff, and Student Organizations
 - ii. UH faculty, staff, and student organizations
 - iii. Non-UH groups

- b. Reservations must be made using the web-based Room Reservation form; any reservations not using this method may not be honored

- c. Sponsorship – Acknowledgement of Sponsorship Obligations form should be completed for any student organizations. Sponsors are agreeing to the following:

“In the event that the sponsored organization fails to meet all the financial obligations incurred for the use of the described space, the sponsoring organization shall accept full responsibility for those financial obligations. Accordingly, I acknowledge that the sponsoring organization will be billed for any amounts due to the university and not paid by the sponsored organization. I acknowledge that this form will not serve as a reservation of the space; nor will it serve to endorse the person or organization seeking sponsorship, their product/services, or their opinions; nor will it obligate or assign liability to the unit with assigned authority over the space, the university, or the UH System in any way.”

- d. Use of any space under the jurisdiction of the Bauer College of Business is prohibited without a confirmed reservation.

- e. 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, approved by the designated Space Representative, and signed by an authorized representative of the reserving group. Reservations are not transferable.

- f. 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.

- g. Groups and/or the authorized representative/s holding functions or activities at any Bauer locations will be held responsible for their guests' compliance with the Bauer Facilities Reservation and Use Policies 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.

B. FOOD AND BEVERAGES

a. Any permits necessary to hold your event, such as food handling or fire marshal permits, must be made available to College administration should they ask

C. SET UP INFORMATION

This agreement is for space reservation only. Any additional set up/set up request needs to be completed separately

a. Additional tables and chairs may be requested by a Bauer staff member through the Bauer HelpDesk. For student organizations, this may be requested through the Leadership Initiatives team.

- i. Requests for event set up must be made 3 days in advance of the due date and time
- ii. Requests for additional tables and chairs will require a diagram indicating how the additional items should be set up

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

D. CLEAN UP INFORMATION

a. 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.

b. **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)

c. All events in the STC will require post-cleanup (vacuuming, trash removal, etc.), and you **MUST** submit a request in FAMIS with central plant operations for the service. They will receive the request and put the cleaning on a master daily schedule so that the room gets properly cleaned.

d. Meetings and events held in classroom space or conference room meeting space will automatically be cleaned by our cleaning service as part of their regular, daily routine cleaning schedule.

e. If a spill occurs during the course of your event or meeting, please call 713-743-4600 to notify the Dean's Office front desk to request that they notify our cleaning service to attend to the spill as soon as possible

By signing below, I agree to the Bauer Facilities Reservation and Use Policies.

Signature

Date

Printed Name

Title