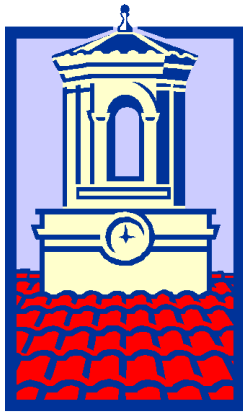


2019



TEXAS A&M
UNIVERSITY
KINGSVILLE

**Texas A&M University-Kingsville
Memorial Student Union Building**

Reservation Guidelines

TAMUK EventPlanning
Revised: January 2019

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Memorial Student Union Building
Reservation Guidelines**

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INTRODUCTION

The Memorial Student Union Building is available for the entire community to utilize, it is imperative that these guidelines are followed as they will help preserve the quality of the facility for everyone's use and enjoyment. Please take the time to read this manual and become educated regarding the policies, procedures, and guidelines that govern events in the Memorial Student Union.

MEETING/EVENT SPACE SCHEDULING PROCEDURES FOR THE MEMORIAL STUDENT UNION

The Memorial Student Union is designed to support the programs, events, meetings and conferences of the students, faculty and staff of Texas A&M University -Kingsville. Students receive priority in the reservation process because the facility is designed to support student life and is funded in part with student fees.

MEMORIAL STUDENT UNION HOURS OF OPERATION

Fall/Spring Semester -	Mon-Friday	7am – 10pm
	Saturday	9am – 10pm*
	Sunday	4pm – 10pm*
Summer I & II -	Mon-Friday	7am – 6pm
	Saturday	CLOSED*
	Sunday	CLOSED*
Spring Break/Interims -	Mon-Friday	8am – 6pm
	Saturday	CLOSED*
	Sunday	CLOSED*

The Memorial student Union is typically closed during Winter Break.

*Special operating hours may be required for conferences/special events

GENERAL RESERVATION GUIDELINES

1. All requests are received and processed by the Event Planning Office in accordance with the "Use of University Facilities" policy of Texas A&M University-Kingsville.
2. The Memorial Student Union Building staff reserves the right to deny space usage for any group/event that is programmatically or operationally impractical to accommodate or that conflicts with the University's mission, or policies.
3. The Memorial Student Union Building staff will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces 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. All space reservations will be tentatively reserved until all details of the event are submitted to the Event Planning office.
5. Space availability checks and routine event requests can be completed in person at the Event Planning Office in the Memorial Student Union Building, by email at eventplanning@tamuk.edu, by telephone at (361) 593-4173, or by logging into <http://jcal.tamuk.edu/>. A confirmation will be returned once the reservation has been confirmed. Written requests may be submitted in person, or sent through Campus Mail to the Event Planning Office, MSC 135.
6. Events classified as extraordinary events require a meeting with a member of the Event Planning staff to review planning and arrangements. Space reservations will not be confirmed until all event plans have been reviewed and all necessary arrangements have been completed.
7. The Event Planning Office should be notified of space cancellations prior to the scheduled event time. Two “no shows” (cancellation without notification) for events in rooms with standards set up configurations can result in denial of space requests and/or cancellation of space already reserved for no less than one semester.
8. Failure to cancel reservations for events involving any special set-up at least one (1) working day prior to the event date will result in a fee of no less than 25% of the estimated charges for the space(s) involved or of the established room rental rate, whichever is greater. This will be applied to all reservations, whether their event has charges or not.
9. Fees and charges are determined by the Director of the Memorial Student Union in consultation with the Assistant Vice President of Student Affairs/Dean of Students.
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 or Director's designee.
11. Sponsoring groups (or individuals) responsible for damages to the facilities/ equipment or for inadequate clean-up will receive a surcharge for repair, replacement or cleaning of up to but not limited to 25% of estimated charges.
12. Groups with an extraordinary event can reserve the same room for decorating/setup and or teardown at a 50% rate reduction for the extra day.
13. Tentative reservations must be confirmed with a 25 % deposit or released within (14) calendar days of the original request. No more than two (2) tentative dates may be scheduled for the same event.
14. Events required to pay a deposit equal to 25% of the anticipated charges (due 2 weeks after reservation inquiry.) All deposits are **Non- refundable**.

SMOKING

Texas A&M University-Kingsville maintains a smoke free environment to protect the health of students, faculty and staff.

Smoking is prohibited:

- In University buildings and University vehicles
- Within 25 feet of doorways and semi-enclosed walkways or porches.

SCHEDULING PRIORITIES

Student Organizations - Class I

1. Requests for fall semester meetings/events are accepted beginning on April 1st or the first working day after April 1st; requests for meetings/events occurring in the spring semester are accepted beginning on November 1st or the first working day after November 1st. After these dates, routine events must be scheduled at least three (3) working days in advance; extraordinary event must be scheduled at least five (5) working days in advance.
2. Requests for non-routine, major events designed primarily for the benefit of and open to the entire University/student community will be accepted up to one year in advance.
3. Certain departmental student organizations (because of their mission and size) may request space up to one (1) year in advance for regular business meetings. These organizations include: SGA, CAB, ICA, IFC, Panhellenic, and Order of Omega.
4. Student Organizations ARE NOT CHARGED space rental fees for routine meetings or events open to the University community free of charge. Space rental fees are charged for events involving admission charges/ registration fees (with the exception of fund raisers). Additional labor fees for complex set-ups involving special staffing and operator fees for sound/lighting/ A-V equipment will be charged, for all meetings/events. A university account code or a deposit equal to 25% of the estimated charged for an event is required before a space request involving fees will be confirmed.
5. Events required to pay a deposit equal to 25% of the anticipated charges (due 2 weeks after reservation inquiry.) All deposits are **Non- refundable**.

University Departments -Class I

1. Request for fall semester routine events are accepted starting on April 15th or the first working day after April 15th; requests for routine events occurring in the spring semester accepted starting on the first working day after November 15th. After these dates, routine events must be scheduled at least three (3) working days in advance; extraordinary events require a minimum of five (5) working days.
2. Requests for the June -August summer session will be will be accepted up to one year in advance and are not held as priority times for student groups.

3. Space for institutional priority events (Orientation, Legacy Ball, Registration, Faculty/ Staff Opening Meeting, Career Fair, Etc.) will be scheduled as far in advance as dates are available.
4. University Departments ARE NOT CHARGED space rental fees for routine meetings or events open to the University community free of charge. Space rental fees are charged for events involving admission charges/ registration fees. Additional labor fees for complex set-ups involving special staffing and operator fees for sound/lighting/ A-V equipment will be charged for all meetings/events. A university account code or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.
5. Events required to pay a deposit equal to 25% of the anticipated charges (due 2 weeks after reservation inquiry.) All deposits are **Non- refundable**.

Space Use by University – Affiliated Individuals (Faculty and Staff) – Class II

1. Requests for use of facilities by individual students, faculty, or staff members for private meetings or personal events are accepted beginning on the first day of classes for events occurring in that semester. Requests for use of facilities for events occurring during the June-August summer session are accepted up to one year in advance.
2. Rooms may not be reserved for study sessions or group projects excepted during Final Examination week on a first-come, first-serve basis. Time limits will be placed on study time for meeting rooms to ensure that as many students as possible are able to take advantage of the service.
3. The use of rooms for personal events must be consistent with the mission of the institution, the institution reserves the right to refuse access to facilities for events deemed inconsistent with its mission.
4. University-affiliated individual users ARE CHARGED room rental fees and service fees for special set-ups, staffing for multimedia equipment operation, cleaning and/or after-hours access at an EMPLOYEE DISCOUNTED PRICE. Charges will be assessed regardless of attendance, location, or admission/registration requirements. Direct costs for services such as parking, food services, etc. associated with the events will be charged.
5. Events required to pay a deposit equal to 25% of the anticipated charges (due 2 weeks after reservation inquiry.) All deposits are **Non- refundable**.

Events Involving External Groups - Class III & IV

Class III – External Non-University Non Profit Organizations

Class IV – External Non-University Community Events

1. Requests for external group events whether routine or extraordinary will be accepted on a first come, first served basis beginning May 1st for events occurring in the fall semester and December 1st for events occurring in the spring semester. After these dates, routine events must be scheduled at least three (3) working days in advance; extraordinary events require at least five (5) working days.
2. Requests for either routine or extraordinary events occurring during the June -August summer sessions will be accepted anytime on a first come, first served basis.

3. The Director or Director's designee must approve requests for exceptions to scheduling priorities and other procedures for external group events.
4. External groups collaborating with a University-sponsoring organization/department will NOT BE CHARGED room rental fees for external group events designed to attract an audience of primarily TAMUK students, faculty and/or staff. Sponsors of external group's events not open to University audiences and/or requiring an admission/registration fee or donation from participants WILL BE CHARGED room rental 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. A University account code or a deposit equal to 25% of the estimated charges (due 2 weeks after event inquiry) for an event involving fees is required for a space request to be confirmed.

OVERTIME EVENTS

The Ballroom may be reserved for up to four (4) hours past the scheduled building closing time on Friday or Saturday nights. The group will be charged \$100 for each (1) hour period or any fraction thereof. These arrangements will not affect the closing time of the public or service areas of the building. Only participants in the sponsored program will be allowed to remain in the building past closing and must stay in or around the immediate area of the reserved space. An overtime charge of \$35 per quarter hour (15 minutes) will be assessed for events running past the facility closing time without prior arrangement as part of the space reservation. Any group having two unreserved overtimes in one semester may lose space reservation privileges for the next academic semester.

EXTRAORDINARY EVENTS

1. The Memorial Student Union Building is intended for use by all campus groups for a wide variety of activities. An event that 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 ensure the safety of participants, the following procedures apply to all extraordinary events scheduled by the Event Planning Office:
 - a.) No more than two extraordinary events of similar nature (i.e. dances, lectures, concerts) can be scheduled in and around the Union on a single day.
 - b.) Events which are likely, based on historical precedent and experience, to attract crowds near or in excess of, the established room/space capacities may require Police/Security officers to be hired-at the sponsor's expense-to provide security and crowd control. The number of officers and charges will be determined by the University Police Department.
 - c.) A representative of the sponsoring group who will be taking overall responsibility 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.
 - d.) 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. Items MAY NOT be taped

or adhered to walls, windows or other building surfaces. Use of open flames (candles, etc.) is prohibited no matter the classification of event. Should an organization fail to follow the prescribed policy, they will be issued a written warning and will pay for all associated damages and/or clean up. The organization will be placed on a six-month probationary period. Should an organization again violate this policy within those six months, they will again pay for all associated damages/clean up and they will lose reservation privileges for six months. Glitter of any kinds is strictly prohibited in the MSUB.

- e.) Failure to adhere to these polices (those of the Memorial Student Union, Texas A&M University-Kingsville, and all applicable state and federal laws) may subject the sponsoring organization to restriction of space usage privileges for the remainder of the academic year or until otherwise advised.

AUDIO-VISUAL/MEDIA EQUIPMENT

1. Events requiring the use of audio-visual/media equipment should make the request for such equipment as far in advance of their scheduled event as possible. At minimum, request should be made at least five (5) business days in advance. Requests will be honored so long as the equipment is available.
2. Events requesting the use of equipment may do so only for use within the Memorial Student Union. Additionally, sponsoring organizations are responsible for properly handling the equipment. Failure of equipment or damage to equipment from neglect or improper handling will result in the sponsoring 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. See the appendix for a schedule of charges.

EXCEPTIONS

Exceptions to these procedures should be directed to the Director of the Memorial Student Union. The Memorial Student Union will review requests for exceptions as part of the regular staff meeting agenda. Requests for exceptions to fees & charges and/or scheduling priorities will be referred to the Assistant Vice President of Student Affairs/Dean of Students or designee and may require Senior Vice President of Student Affairs, Enrollment Management and University Administration and/or President's Cabinet approval.

INFORMATION TABLES, SALES TABLES

Information tables and tables for in-person solicitation on the Texas A&M University-Kingsville campus are only allowed in and around the Union; all information and solicitation activities must be scheduled through the Event Planning Office (3) days in advance. Each reserved location will be provided with (1) six-foot table (testing) and two chairs.

INFORMATION TABLES

1. Distribution of literature, petition drives, surveys and similar activities in and around the Memorial Student Union may be conducted only from a reserved information table location.
2. Registered student organizations and University departments may reserve information tables without charge. Table space may be reserved for two (2) five consecutive day periods per semester but not back to back periods or one (1) day per week for an entire semester from anyone sponsor will not be accepted.
3. Failure to cancel an information table twice in a semester, prior to the reservation date, will cause the sponsoring organization or department to lose information/sales table reservation privileges for the remainder of the semester.
4. By reserving an information table, you agree to follow all staff member instructions. You also agree not to block any fire exits or throughways.

SALES TABLES

1. Student organizations or University department sponsoring sales tables not involving a non-university affiliated vendor -such as ticket sales, raffles, organization t-shirts, and etc. ARE NOT required to pay a rental fee and/or commission for sales table space.
2. Vendors will be charged a rental fee of \$30.00 per day for each sales table space involving the promotion of a commercial product/service or fund-raising.
3. Sponsoring organizations or departments will be permitted two sales period per semester. A sales period is defined as up to five consecutive days of sales, although a sponsor may choose to sell for fewer days.
4. Failure to cancel a sales table reservation prior to the date will result in a charge of \$25.00 to the sponsoring organization, department, or vendor.
5. Any business licenses required by the State of Texas, Kleberg County, and/or the City of Kingsville must be obtained and copies of those licenses provided to the Event Planning Office before a request for sales will be confirmed.

6. No product or service may be sold which duplicated or is similar to those sold by the University Bookstore, Dining Services or institutional business partners. First-time vendors may be required to show samples of the product(s) to be sold to the Director of the Memorial Student Union Building and/or Event Planning Coordinator before a request for sales will be confirmed. Solicitation for mass marketing products and services readily available to the University community such as credit cards, long-distance calling cards, and etc. will not be permitted to ensure that sales space is available for more unique and less readily accessible products and services.
7. Texas A&M University-Kingsville 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-Kingsville does not constitute an endorsement of the vendor or its products by the University.
8. Recognized student organizations may use Information Tables in a fundraising capacity. However, the organizations must submit a philanthropy form and receive permission from the Office of Student Activities.

RESERVATION CHARGES

The Director of the Memorial Student Union will determine charges and rental rates in consultation with the Assistant Vice President of Student Affairs/Dean of Students. Failure to pay in the prescribed time frame may result in the loss of MSUB reservation privileges. Charges will be made according to the following guidelines.

- Class I groups will be at no charge (Class 1 rental rate)
- Class II groups will be at Class 2 rental rate.
- Class III groups will be at Class 3 rental rate.
- Class IV groups will be at Class 4 rental rate.

FOOD SERVICE

By contract, Aramark has exclusive rights to provide Texas A&M University-Kingsville food services in the Memorial Student Union Building including cash operations, debit function through bonus/flex cash and catering services. Aramark is responsible for compliance with all health regulations, licensing, taxes, and workers compensation insurance required by law for all campus food service operations.

Aramark will provide food service support for all events hosted in the Memorial Student Union. A single event food waiver may be requested by registered student organizations whose members are providing limited refreshments as listed below in lieu of Aramark Catering. If a food waiver is approved, the sponsoring group is responsible for complete clean up and for any damages or stains that result. The MSUB or Aramark will not provide kitchen facilities, or other food serving related items such as, but not limited to, utensils, plates, cups, napkins, or ice for organizations providing their own snacks. A food waiver must be submitted and approved to bring food into the building.

Approved Food Items	Not Approved Food Items
Chips	Home Cooked Dishes
Cookies	Pizza from outside The SUB
Nuts	Lunch meat
Candy	Mayonnaise
Popcorn	Dips
Cake	Cream Cheese
Crackers	Cheese
Soft Drinks	Vegetable Trays
Bottled Water	Anything that must be heated
Baked Goods	Anything that must be refrigerated
Donuts	Any Delivery Items
Bagels	Milk
Personal Brown Bag Lunch	

Any organization violating this policy will be charged a \$50.00 processing fee. Repeated violations could result in withdrawal of reservation privileges of the organization.

Events at which alcohol will be served must conform to university regulations, and alcohol service must be provided by Aramark Food Service. Events with alcohol present requires the presence of University Police Department personnel to monitor the alcohol distribution and consumption in order to adhere to applicable laws. Please see below for additional information.

ALCOHOL

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.
2. Student organizations hosting events where alcohol is served must follow the “Guidelines for Events with Alcohol” as delineated in the Student Organization Handbook.
3. Alcohol service for all events must be provided by Aramark Dining Services.
4. The department or student organization must complete an alcohol form and be approved before alcohol may be served.
5. The University Police Department will need to be in attendance. The University Department will assess the number officers required and fees associated.

APPENDIX

Facility Rental Rates				
FACILITY / SERVICE	Class I TAMUK Student Organizations and Departments	Class II Faculty/Staff Personal	Class III Non-profit organizations	Class IV Non-university community events
203 (Mesquite)	N/C	\$30	\$40	\$60
218 (Alumni)	N/C	\$30	\$40	\$60
219 A	N/C	\$30	\$40	\$60
219 B	N/C	\$30	\$40	\$60
219 C	N/C	\$50	\$70	\$100
219 AB	N/C	\$50	\$70	\$100
219 ABC	N/C	\$100	\$150	\$200
221 AB	N/C	\$100	\$150	\$200
Ballroom A	N/C	\$125	\$200	\$250
Ballroom B	N/C	\$125	\$200	\$250
Ballroom AB	N/C	\$250	\$400	\$500
Lobby Table	N/C	\$30	\$30	\$30
Courtyard	N/C	\$25	\$30	\$50
Mesquite Grove	\$50	\$50	\$50	\$50
Pavilion	N/C	\$25	\$30	\$50
SPEC	N/C	\$750	\$750	\$750
Jones Auditorium	N/C	\$750	\$750	\$750
Little Theatre	N/C	\$300	\$300	\$300
Javelina Dining Hall (200)	N/C	\$50	\$75	\$100
Javelina Dining Hall (201)	N/C	\$30	\$45	\$60
TECH SERVICES	\$8/HOUR	\$9/HOUR	\$10/HOUR	\$15/HOUR