Operating Policy and Procedure

OP 61.39: Use of the International Cultural Center

DATE: July 23, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish a written basis for the use of the facilities, grounds, equipment, supplies, and services of the International Cultural Center (ICC) of Texas Tech University.

REVIEW: This OP will be reviewed in April of even-numbered years by the vice provost for international affairs/director of the International Cultural Center with substantive revisions presented to the senior vice provost and the provost and senior vice president.

POLICY

The policy for the use of the ICC facilities is designed to clarify facility and grounds use standards and practices to enhance the university and public educational, research, and enjoyment purposes of the facility. No personal use of facilities, equipment, or grounds is permitted including, but not limited to, such activities as family reunions, picnics, professional photo sessions, weddings, receptions, recitals, and so forth.

PROCEDURES

1. Guidelines

   a. Agreements and commitments concerning space and services at the ICC must be mediated through the administration of the ICC. The director of the ICC is the university's designated agent in determining appropriate practices regarding ICC personnel, facilities, and equipment.

   b. University, civic, support groups, and other non-profit organizations may make reservations for space and services if they qualify under university and ICC policies. These facilities, equipment, grounds, and personnel, may not be utilized for political, religious, or commercial interests. This includes, but is not limited to, such activities as political rallies or fund-raisers, religious ceremonies, and filming of commercial advertisements. The ICC may not appear to endorse any political party or cause, religious faith, or commercial product.

   c. Specific rooms and areas of the ICC are designated for special events, meetings, catered meals, lectures, symposia, etc. The ICC event coordinator will act as the point of contact for all space and services reservations for the ICC. This office will maintain a list of available designated areas, make reservations for these, keep records, and coordinate facility preparation activities. Resource encumbrance charges will be assessed to reserving groups to help defray costs for security personnel, equipment depreciation, and facility maintenance and preparation.

   d. The work coordinator for the ICC is the event coordinator. This office serves as a point of contact with university building and grounds maintenance services. This office supervises
facilities, custodial, security, exhibits, carpentry, and divisional personnel and activities. All requests for repairs, access, modification, renovations, or other facility concerns shall be directed through this office.

e. All before and after-hour activities at the ICC will require the presence of an ICC representative. If an event has been approved for the serving of alcoholic beverages, ICC security must be present.

f. Use or modification of grounds within or adjacent to the ICC facilities must be approved through the proper university departments. Requests for such usage should be forwarded through the Office of the Director of the ICC. Typically, grounds maintenance, the Department of Risk Management, and ICC administration must approve any grounds usage requests. The ICC director and the Grounds Maintenance director must approve modifications to grounds.

g. Alcoholic beverages are not permitted in ICC facilities or on the grounds without special written permission from the Office of the President or the Office of the Chancellor. Approvals must be submitted in writing to the facilities manager of the ICC prior to the beginning of the event.

h. Smoking is not permitted within the facility.

i. Modification or rearrangement of ICC facilities, equipment, or materials for special events or group activities must be approved in advance by the director of the ICC or the event coordinator. Renovations of existing facilities and/or construction of new facilities must be channeled through the appropriate university departments.

j. Groups that reserve ICC space will be responsible for the care of that space during the event and for cleanup afterwards. Damage to the facility through negligence or abuse will be assessed to the responsible group. If ICC personnel are required to do cleanup following an activity, additional charges may be assessed to the reserving group.

k. No weapons or firearms are allowed in the ICC or its grounds.

l. Open flames are prohibited in the ICC building; votives or candles enclosed in hurricane globes are permitted in the Hall of Nations only.

2. Reservation Procedure

Any organization sanctioned by the university may reserve an area of the ICC under the guidelines set forth by the Office of the Director. The ICC reserves the right to refuse rental of space to any organization or group where special circumstances have deemed it appropriate to do so by the director of the ICC.

Attachment A: Reservation Contract
Attachment B: International Cultural Center Room Reservation Form
Attachment C: Invoice example
Attachment D: Post Event Questionnaire