

- SUBJECT:** COHS Operating Policy for Events
- DATE:** July 2018
- PURPOSE:** The purpose of this Operating Policy/Procedure is to set forth College of Human Sciences' policies and procedures for Events. Related OPs: [61.41](#), [61.02](#)
- REVIEW:** This policy will be reviewed when changes are made to policies and procedures.

## POLICY

The coordinator and assistant coordinator for College Events are available to provide guidance, support, and contact names necessary to planning and executing of events in the College of Human Sciences. This may include room reservations, parking reservations, setup, and oversight of events if requested.

## PROCEDURE

### 1. COHS Calendar

The College of Human Sciences will maintain a master calendar of events occurring in or related to the College. To request an event be added to the COHS calendar, complete the [Event Submission Form](#) and return to the [college coordinator](#). You will receive an approval or request for additional information the following business day.

The types of events that will be displayed on COHS calendar:

- Student Events
- Student Organization Meetings
- Department Guest Speakers
- Department Events
- Committee Meetings
- Department/College Sponsored Conferences

Events that will **not** be displayed on COHS calendar:

- Non-TTU sponsored events being held off campus
- Internal faculty/staff meetings

### 2. COHS Dean Participation or Attendance at my Event

If person in charge of the event would like the Dean to attend or participate in the event, complete the [Speaking Engagement/Event Participation Request and Information Form](#). The event will be accepted based on the Dean's availability. If there is not a reply to the submission and a response within 48 hours, contact the Dean's Office. Requests for the Dean's participation or attendance should be submitted **at least** two (2) weeks prior to the event. In the event the Dean is not available, another executive team member may be asked to attend on the Dean's behalf.

### 3. Table Sponsorships/Advertisements

The Dean's Office has a limited budget for event table sponsorships, program advertisements, etc. While every request will be considered, departments, centers, and institutes may plan for one sponsorship/advertisement per fiscal year (not to exceed \$500 each). If the cost is more than \$500, the department may be asked to provide the balance.

Contact the Director to the Dean/External Relations for approval.

### 4. Receptions and Alumni/Recruiting Events

The Dean's Office will co-sponsor one event per fiscal year for each department, such as, a Texas Tech reception at a professional conference or alumni and prospective student reception.

- Department should notify the Director to the Dean/External Relations as soon as the event is considered for scheduling purposes
- Cost split 50/50 between department and dean's office
- Department must designate a member of the faculty or staff to work with a Dean's Office representative to plan the event

### 5. Reservation Requirements

Reservations must be made for the use of certain space and facilities under the control of the university and the College of Human Sciences. This requirement applies to all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks). Requests for reservations will be granted according to priorities of the designated area.

#### *Reserving and Scheduling Rooms in the College*

The College of Human Sciences schedules and maintains four (4) rooms/areas in the college: Conference Room 102, El Centro, the Canyon Room, and the Cottage. These rooms may be reserved for certain events, while adhering to reservation priorities. These reservation priorities are as follows: university events, college events, registered student organizations, and university guests. When reserving these spaces, you must provide a contact name, contact phone number, the name of your event, date of the event, and start and end time. All of these rooms **must** be scheduled through the Rooms Coordinator in the Dean's Office. See below for room specific guidelines.

- Conference Room 102  
HS102 is a conference and meeting room. This room is available for meetings and events concerning the College in general and for certain special events and guests. Departmental Conference rooms are available for general use by faculty and departments and should be used for doctoral defenses, staff and faculty meetings, and other departmental and program activities.

Food is allowable in the 102 conference room; the reserving group is responsible for clean-up.

The following activities are appropriate events that may be scheduled in HS102.

- Any meeting initiated by the Dean or Associate Dean
- Meetings involving potential new faculty hires
- Meetings initiated by the Development Office

- Donor Visits
- Accreditation site visits
- El Centro  
El Centro is a large student study area located right outside of the Dean's Office. It may not be scheduled during class hours.
- Canyon Room  
The Canyon Room is the space located right outside of HS169. Please note, while the Canyon Room and HS169 are frequently used together, the reservations for the spaces are made separately. The Canyon Room is also a student study area but is available during regular school hours.

#### El Centro & Canyon Room Scheduling Policy

- Organization must provide contact information, including student name and contact information, and faculty advisor contact name
- Alcoholic beverages are not allowed
- Furniture will not be moved with prior consent for the Dean's Office. If granted, then all furniture will be returned to its original place
- White folding tables may be used upon request from the COHS organization. If they are used, they must be folded back up and returned to their place
- All trash must be picked up and disposed of in trash receptacles
- If kitchen is used, that organization is responsible for cleaning it
- Rooms can be scheduled to outside organizations however, they must utilize existing furniture. Outside organizations are not permitted to use extra tables/chairs belonging to COHS.
- **Whether for an inside or outside organization, El Centro is unavailable during regular school hours when classes are in session.**
- During the Friday and Saturday of Graduation weekend, no outside reservations will be allowed
- None of these rooms or TTU facilities may be used for personal events
- The Cottage  
The Human Sciences Cottage is a building designed to be an important resource for the College of Human Sciences, the University, and the Lubbock community. The upper floor is offices, but the purpose of the first floor is to expand and enhance outreach and engagement activities. It is important that the rooms be available for appropriate activities involving outreach and engagement, and they should not be booked for activities outside this purpose. Departments have other meeting space available for activities not concerned with outreach and therefore this space should be used appropriately.

The following activities are appropriate events that may be scheduled in the Cottage:

- Meetings that involve significant engagement with the Lubbock community and COHS. Participants may include advisory boards, company recruiters, community groups meeting with faculty, etc.
- Any meeting initiated by the Dean or Associate Deans
- Meetings initiated by the Development Office

- Meetings requested by the Provost, President, or Chancellor

#### Large Cottage Conference Room and Kitchen Scheduling Policies

- Alcohol is not permitted.
- Food is permitted, but the group using the facility is required to provide plates, utensils, etc. Ice and liquid items should be disposed of properly. Unused or leftover food items must be removed from the Cottage.
- Furniture may be moved but must be replaced
- All trash must be picked up, thrown out or placed in a proper trash receptacle. A dumpster is located nearby in R29 parking lot near the Human Resources building.
- Please replace trash bags with new ones. Trash bags can be found in the kitchen cabinet below the microwave.
- Do not block doorways/exits with unused tables or chairs as this creates a fire hazard.
- Please ensure all counters and table in the kitchen are wiped down and cleaned.
- Tables and chairs in the kitchen may be moved but must be replaced to their original position.

**Should an organization not adhere to the above stated rules, future reservations may not be allowed for El Centro, the Canyon Room, HS102 and/or The Cottage and Cottage Kitchen.**

#### *Reserving and Scheduling Space maintained by the University*

- University Academic Buildings  
Requests to use university academic buildings, to include academic classrooms, must be made through [Academic Support and Facilities Resources \(ASFR\)](#) [See OP 61.41](#) for more information. This includes room 169, which is frequently used in conjunction with the Canyon Room.
- University Grounds  
Requests to use university grounds (any university property outside of the buildings) should be submitted using the [Grounds Use/Solicitation Request form](#). Requests for grounds use will be reviewed by the Outdoor Events Coordinating Committee that will research requests, determine if the use of facilities is in accordance with university policy, and coordinate campus resources required for the requested activity. A request for outdoor use **must be approved prior** to the event. See [OP 61.02 Section 3](#) for more information.
- Off Campus Catering for Events  
If a special event is taking place and food will be provided by an entity other than the university, Environmental Health and Safety (EHS) must be contacted to apply for a [temporary food permit](#); scroll down the page and the food permit link is on the left side.

If a group is preparing food outside on campus, a request for grounds use should be submitted, followed by the temporary food permit request.

Contact Environmental Health and Safety at (806) 742-3876 with any questions. See [OP 61.02 Section 3](#) for more information.

## 6. Guest and Visitor Parking for Events On Campus

When planning an event on campus that will require parking for two (2) or more, Submit a request to TTU Parking Services using the online [Event Request Form](#). That office will place the event information on the calendar, set up parking for guests before the event, and help them find their way around campus once they arrive. The Event Request Form will ask for event information and contact information for the event. Whether the event coordinator chooses to pay for event parking or guests will pay for their own parking, the event planner must submit and complete the Event Request Form, to include a FOP. Submit the Event Request Form at least two (2) weeks prior to the event.

- Guest Parking for Events on Campus

There are several options for guest parking.

- Paid Parking for Event

The event planner can choose to pay for guest parking. Submit the Event Request Form with a FOP. After the event concludes, TTU Parking Services will charge that FOP.

- Park and Pay

Some visitor parking on campus is controlled by park and pay machines.

The charge for these spaces is \$1.20/hour or \$7.20/day. The machines accept bills, coins and credit cards (MasterCard, Visa, Discover, and American Express). If guests will be paying for their own parking using the Park and Pay machines, please note this in the event description box on the Event Request Form.

- Honors Graduation Ceremony Guest Parking

The College of Human Sciences hosts Honors Ceremonies prior to the university graduation ceremonies. The Coordinator for College Events will submit an Event Request Form for these events. **This is a Pay to Park event.** Once the parking details have been confirmed by TTU Parking Services, the Coordinator will email the details to Student Services, COHS Advising Office, Departmental Business Managers, and any other offices that should be notified. When COHS guests arrive they will be directed to a particular lot, by the parking attendant, where a Pay to Park machine is accessible.

- Visitor Parking on Campus

The University often has visitors on campus for many reasons. If a visitor needs to park on campus, they must have a visitor permit. These permits can be obtained at any of the six (6) entry stations on campus. Visitors will need to pay to park on campus, unless prior arrangements have been made with TTU Parking Services or the COHS Dean's Office. See **Park and Pay** under "Guest Parking for Events" above for payment options.

- TTU Parking Services

If a visitor's host would like to pay for a visitor to park on campus, please contact TTU Parking Services at least one (1) week prior to your visitor's date on campus

- COHS Dean's Office

The COHS Dean's Office maintains a visitor space that may be reserved at no charge to the visitor or the department/program/center. Please contact the Dean's Office to check availability and to schedule the visitor's parking day(s) and time(s). **This must be scheduled with the Dean's Office or you risk the visitor's vehicle being towed!**

For more information or questions please contact the Event and Guest Relations Division by [email](#) or by phone at 742-PARK or visit their [website](#).

## **DOCUMENTS INCLUDED**

[OP 61.41 Use of University Classrooms and Academic Facilities](#)

[COHS Website](#)

[Event Submission form](#)

[College Coordinator](#)

[Dean Participation form](#)

[Academic Support and Facilities Resources](#)

[Grounds Use/Solicitation Request form](#)

[OP 61.02 Use of University Grounds, Facilities, and Amplification Equipment](#)

[Temporary Food Permit](#)

[Event Request form](#)

[Events and Guest Relations email](#)

[Events and Guest Relations website](#)