



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 61.41: Use of University Classrooms and Facilities for Events

DATE: December 17, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures in handling matters related to scheduling academic spaces for events by academic units, registered student organizations in accordance with the *Student Handbook*, and other support programs.

REVIEW: This OP will be reviewed in June of even-numbered years by the Managing Director of Planning and Administration with substantive revisions forwarded through the Senior Vice Provost and through the Associate Vice President for Operations to the Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Schedule Priority and Ability

- a. University facilities are primarily intended to support the ongoing instructional programs of the institution. Secondary priority is given to programs sponsored and conducted by university academic and administrative departments, by organizations affiliated with such departments, or by registered student organizations. Other use of campus space and facilities may be permitted for activities intended to serve or benefit the university community.
- b. With approval from the Provost and Senior Vice President and Associate Vice President for Operations Division, space may be prescheduled and reserved before classes are scheduled (e.g., a national or regional conference that would bring significant recognition to the university might be scheduled). Once reserved (usually one to three years in advance), such space needs are incorporated into the university schedule plans. Temporary relocation of classes may be required during these activities. However, academic courses will always take precedence over events.
- c. University academic buildings or grounds may be used only by individuals connected with the university. An individual who is not a student, faculty, or staff member may attend functions held on university property, but the function must be sponsored by and affiliated with a university department or registered student organization.

2. Scheduling

- a. Registration Periods

University departments may submit event requests for consideration beginning the day of advanced registration for the applicable term(s). Student organizations may submit event

requests beginning the day following the end of final exams for the previous term. Event requests submitted before the open date indicated for each term will be declined.

b. Events in Teaching Space

- (1) The use of academic space is coordinated by Operations Division Planning and Administration. ODPA will remain a neutral party and base scheduling decisions on benefits to the majority of the student, faculty, and staff populations.
- (2) Reservations must be made through appropriate channels for the use of rooms in buildings controlled by the university. Reservation requests must be made to ODPA, except for those buildings noted in 2.c.(1) below, and are granted based on availability and the priorities of the desired space. Official confirmation from ODPA indicating a scheduled status must be received prior to announcing or holding an event in an academic space. Submitting a request does not constitute authorization. Room reservation requests are granted based on the priorities stated in section 1.a. above. Rooms requested may not be the rooms assigned for an event due to conflicts or scheduling constraints. Event times and locations are subject to change. ODPA will make every effort in such cases to locate a suitable alternative to the desired location, date, or time. For assistance in scheduling an event, see Attachment A for detailed instructions.
- (3) Event reservation requests from registered student organizations must be submitted either online through the approved university scheduling system or in person at the ODPA office. Requests cannot be accepted via phone, email, instant message, fax, or any other electronic or paper formats.
- (4) Changes to room reservations in academic space must be processed by ODPA. Event organizers, attendees, departmental staff, or other contacts may not make relocation arrangements without the consent of ODPA.
- (5) No department, student, or registered organization may reserve academic space or facilities on campus and then permit its use by a non-registered organization or off-campus group or person.
- (6) Departmental events are permitted between the hours of 6:00 a.m. and 11:00 p.m., with no day of week restrictions. Student organization events are permitted between the hours of 6:00 a.m. and 10:00 p.m., Monday–Friday.
- (7) Requests for heating or cooling outside of normal operating hours will be handled and processed in the same manner listed above, and ODPA will assist in the coordination and support of activities on TTU Campus. Cyclical or long-term requests require additional approval from the Facilities Allocation Council. The university reserves the right to charge a utilities fee to organizations outside the Texas Tech community using academic space outside normal HVAC (heating, ventilation, air conditioning) operating hours.
- (8) Departments or organizations found to be in violation of reservation policies may be denied access, asked to vacate the premises, subject to loss of future reservations, or other disciplinary action as deemed appropriate by ODPA.

c. Locations where ODPa does not schedule Events

- (1) Student Union, Law School, Student Recreation Center, West Hall, Library, Museum, National Ranching Heritage Center, International Cultural Center, United Supermarkets Arena, Doak Conference Center, Frazier Alumni Pavilion, McKenzie-Merket Alumni Center, Kent Hance Chapel, Jones AT&T Stadium, Dairy Barn, residence halls, and other auxiliary or administrative buildings.
 - (i) Please coordinate with the offices in each of the listed buildings above in order to schedule the use of space.

d. Events in Academic Buildings

All events in academic buildings must be scheduled through [Ad Astra](#). Ad Astra Schedule is Texas Tech University's online building and room scheduling system, used for both academic and event scheduling. This tool allows departments to avoid scheduling conflicts and provides a single source for campus planning (special events/emergencies) and operational support (custodial, HVAC, etc.). Departments can request an exception by emailing operations.events@ttu.edu if they have a unique circumstance where Ad Astra should not be used.

3. Expectations

- a. The use of TTU facilities must be appropriate and in keeping with the educational purposes and goals of the university. Reservation of academic space for personal use is not permitted.
- b. Participants of scheduled events are expected to maintain professional behavioral protocols. Complaints from instructors or others in the area may result in the cancellation of a reservation. Disruptive behavior may result in a group being escorted from the building.
- c. Those meeting in TTU facilities are responsible for the condition of the room during the time allotted by the event confirmation, and are responsible for returning it to its original condition of cleanliness, chair arrangement, and so forth. Excess trash and food waste should be removed from the room completely and taken to the appropriate dumpster. Any group leaving a room in poor condition may be charged with an additional fee for custodial service. Any organization that causes or permits damage to university facilities, furniture, and/or audio/visual equipment may be held financially responsible for the repair/replacement of those items, and may be subject to loss of reservation privileges.
- d. Fees may not be charged for entrance into academic space.

4. Security

- a. Requests for locking and unlocking outside doors of TTU buildings on a one-time or continuing basis will be handled and processed in the same manner listed above. ODPa will assist in the coordination and support of activities on TTU Campus. Texas Tech personnel are not authorized to vary from distributed outside door locking/unlocking schedules.

- b. Students, faculty, and staff should be able to produce a student identification card, faculty/staff identification card, or valid driver's license when one is requested by a university official for events occurring outside of traditional university operating hours.
- c. Departments are urged to avoid scheduling activities that necessitate having buildings unlocked on weekends and holidays; however, if they must occur, prior approval from ODPa is required.
- d. Keys to classroom doors are issued in accordance with [OP 61.15, Control and Issue of Keys to University Buildings](#). If a department chooses to lock schedulable space, it is the department's responsibility to communicate this to ODPa so that outside areas are aware of the policy. Any applicable building and access contacts should be provided in the process. Access arrangements should also be made for authorized events taking place in the building. ODPa can advise and assist departments with development and implementation of key check-out protocols. Classroom doors must be unlocked by academic departments during final examinations, including Saturdays.

5. Periods of No Events

- a. No extracurricular activities of any kind may be scheduled on individual study day or during the final examination period without the written permission of the Provost's Office. Exception requests, when necessary, should be submitted to ODPa in writing.
- b. No events may be scheduled during university holidays on which the campus will be closed. Such holidays are designated by TTU Human Resources.

6. Student Organizations

- a. Any registered student organization may request space for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, one-time-only lectures, seminars, workshops, study halls, and special programs or functions. Activities must be appropriate to the space and time. Application for such use must be scheduled through ODPa according to established procedures.
- b. All assignments are based on use consistent with the purposes of the university and the availability of space.
- c. Registered student organizations may request the use of academic space between the hours of 6:00 a.m. and 10:00 p.m., Monday–Friday. Activities must conclude with facilities vacated by 10:00 p.m. Academic buildings are not available for use by student groups on weekends.
- d. Some academic spaces require the organization's full-time faculty/staff advisor to be present while in use by a student organization. If the organization's advisor is required to be present, the advisor must submit written notification to ODPa of their intent to attend.
- e. The person making room reservations on behalf of a student organization is responsible for conveying the above information to the other members of their organization.

- f. An organization that does not abide by the rules governing use of academic space may be denied further access to such space.

[Attachment A: How to Request Events](#)