

# FACILITIES POLICIES

## Building Use and Room Scheduling

The School of Theatre & Dance maintains room schedules through its [Space & Access](#) page at the [School of Theatre and Dance](#) SharePoint site, administered by the Production Manager or related personnel. Requests for meeting space, rehearsal space, etc. must be submitted in advance via the Sharepoint site.

Theatre & Dance facilities, including the Maedgen theatre, The [CH](#) Foundation The Legacy of Christine DeVitt Black Box, and the Creative Movement Studio (CMS) Black Box, are primarily used to support the academic programs of the School, and their second priority is to support the production program. Use of the facilities for programs sponsored and conducted by the university academic and administrative departments is third priority. Beyond these three priorities, the Production Manager may permit registered student organizations' use of the facilities for activities that provide a service or benefit to the entire university community. Student groups that are not officially recognized and active in the TTU system or off-campus organizations may not use the performance facilities. For more detailed information about building use policies, visit the [Space & Access](#) page on the Sharepoint site linked above.

You can view all the classes, performances, rehearsals, meetings, events, and etc. in all the spaces in the Maedgen Building, English 160 and the Creative Movement Studio **through the [Space & Access](#) page.**

The calendar can be filtered by category (e.g. meeting, class, rehearsal etc.) and by location (e.g. 240 Studio 1 Classroom, 109 Maedgen Mainstage, Student Collaboration Area, etc.) for better viewing. For detailed instructions on reserving space and for overall details about the [Space Use Policy](#), visit the [Space & Access](#) site.

**NOTE:** Some spaces listed may be limited in their usage and security access. If there are questions about a request, the admins will contact the requestor asking for clarification. The Facilities or other personnel will review requests M-F during business hours. Every attempt should be made to request reservations at least 48 hours in advance and they will be approved on a first-come, first-serve policy using the priority outlined above.

Registered theatre and dance student organizations can fund-raise (sell water at intermissions, charge admission for concerts) in our spaces provided they have completed the appropriate forms. Monies from fundraising activities must be accounted for with guidance from the faculty sponsor. Cash and checks (always made to the student org and never to an individual) should be deposited in the student organization's account, to which the faculty sponsor should have access. Monies collected from fundraising events must support the student organization's mission.

## Space Use Instructions

1. When you have reserved a space, any equipment in that room (furniture, A/V equipment, crash pads, etc...) is available unless otherwise specified by Facilities. Do not remove any piece of equipment from the space without permission.
2. Any issues with the space or the equipment should be immediately reported to Facilities. Normal wear and tear is expected, but damage caused by gross negligence or vandalism is subject to repercussions.
3. Any maintenance needs should be communicated directly to Facilities Manager, Natalie Mayo, for processing, including but not limited to:

- Plumbing issues (clogged toilet, running water, etc...)
- Electrical issues (outlet malfunctioning, bulb out, etc...)
- Safety concerns (blocked exits, smoke smell, etc...)

### **Rehearsal Spaces**

1. While they have multiple uses, rooms 157, 167, 267 are considered rehearsal spaces. Equipment within these rooms may be moved as needed but must be completely restored to neutral at the end of your reservation. If your reservation spans more than one day, you still must restore the room each day to neutral unless otherwise specified.
2. Dust mops will be provided in each rehearsal space. The manager of the reservation is responsible for ensuring the floor is swept prior to their rehearsal or class.

### **Classroom Space**

Classroom furniture should not be moved unless otherwise specified by Facilities. Some of these spaces may not be intended for multipurpose use. Rearranging the layout may damage the furniture or impact other classes and events taking place after an activity concludes. Please restore any moved seating/furniture after use. Moving or reconfiguring the teaching desk and AV equipment in academic spaces is strictly prohibited. Inventory is taken of these spaces. Requestor is liable for the cost of repair or replacement of damaged or relocated furniture or equipment.

### **Common Spaces**

Use of the building common spaces is permissible for all students, staff, faculty, and SoTD guests.

1. Individuals using the common space are responsible for keeping their space clean. Repeated failure to maintain cleanliness could result in restricted access to common areas.
2. Furniture may not be moved without permission from Facilities Management. Any damaged or missing furniture or equipment should be reported to Facilities Management.
3. Common spaces may be used as breakout areas for classes; however, no scenes that are considered violent or disturbing in nature should be performed in common spaces for everyone's safety and wellbeing. This includes fight choreography.

### **Key and After-Hours Access**

The Production or Facilities Manager is responsible for requesting key and keycard access to the building and its rooms. Unless otherwise noted, the TTU Operations Division [Lock shop](#) will issue all physical keys from the Physical Plant building. Individuals should plan on bringing their University ID and eRaider log-in information when picking up keys.

### **Procedures for Issuing a Key:**

1. The Production or Facilities Manager will complete the necessary information on the "Key Request/Key Issue" form and get the appropriate signatures.
2. The Production or Facilities Manager will send the form to the University Lock shop.
3. The Lock shop will process the key request. Allow at least 48 hours for processing.
4. Individual staff members must pick up and sign for keys at the Lock shop.
5. Each Stage manager will be issued one of two sets of keys available from the Production Manager.
6. All students, faculty, and staff issued keys will be held responsible for taking reasonable measures to ensure against theft in the areas that they have access to. Reasonable measures include, but are not

limited to, locking the door(s), admitting no unauthorized personnel in the area, and not giving out the keys to unauthorized personnel.

7. Faculty and staff members must return keys to the University Lock shop upon expiration of employment or assignment.
8. Faculty should not “loan” any keys to locked areas to students not designated as supervisors.
9. If you are given a key or card access, you must maintain security to the best of your ability. University keys are state property and are not to be defaced, marked, altered, duplicated, loaned, borrowed, reassigned, or sold.

### **Other information pertaining to Keys:**

1. Faculty and staff members are issued appropriate keys and card access necessary to their official functions. Keys should not be loaned and must be returned to the Business Office or TTU Lock Shop at time of separation from Texas Tech. New faculty and staff should receive guidance on what access they need as part of onboarding and may send requests for keys and card access through the Business Office, who may validate the request before contacting the Lock Shop in accordance with [OP 61.15](#) to process it. Once physical keys are ready, faculty and staff may need to go to the Lock Shop in the [Physical Plant Building](#) in person with valid TTU ID to pick up their keys. Design room card access is managed through the Associate Head of Design. Students requiring key or card access related to the Production program (e.g., stage managers) may contact the Production Manager.
2. Some rooms are locked to protect the equipment housed in them. Keys may be checked out from the main office during office hours.
3. Access to the Maedgen Theatre building is limited. At no time should any door in any of the School’s spaces be propped open or left unsecured. Only students in the appropriate studios shall be issued card access to the computer and design labs.
4. All equipment storage shall be locked at all times when not in use by faculty members or other authorized staff or students without prior authorization.
5. Combination to the Box Office safe is to be issued only to the Business Office and the Director of the School of Theatre & Dance.

### **Card Access**

1. Individual card access can be requested by emailing the Facilities Manager.
  - 1.1. Facilities may reach out to area heads to confirm student access requests.
2. Each semester, Area Heads will submit a list of students that need card access for coursework. The list should include the students’ name, R#, and room needed.

## **Equipment and Technology**

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### **Equipment**

1. All equipment needed from the main office must be reserved ideally a week in advance and returned promptly when the person checking it out is finished using it.
2. The use of school equipment is for the instructional and production mission of the department exclusively. Any use of school equipment for outside teaching and/or production activity must be approved by the Production Manager in consultation with the Director prior to its use. Administrative and academic departments and registered student organizations may request to borrow University Theatre properties, costumes, and lighting equipment if the loan does not interfere with the School of Theatre & Dance’s production program. Schools or organizations wishing to borrow properties,

costumes, or lighting equipment must [place a request](#) through the appropriate supervisor (e.g., the Production Manager, Costume Shop Supervisor). Not all requests will be approved.

3. Per [OP. 61.01](#), all materials created using University resources belong to the University. No university-owned equipment or properties may be used for personal purposes.
4. Equipment checked out to faculty, staff, GA/TA/GPTIs is for official use only. The safety and security of said equipment is the responsibility of the individual who checked it out. Any equipment stolen or damaged due to neglect or carelessness of the faculty, staff, GA/TA/GPTIs will be the responsibility of said party. In the event a tagged item of equipment is needed to be removed from university property to an employee's personal residence or other like property to accomplish university work on business "at home," then appropriate property custodian approval must be requested and obtained prior to removing the equipment from university premises. A copy of the request document with the property custodian approval must be filed with the Property Management department. Small, untagged items such as dictating equipment, calculators, and other like property used in "at home" university work and business are exempt from this provision. [OP. 63.08D](#)

### **Technology**

Controlled Property – The Comptroller of Public Accounts (CPA) has defined controlled property as certain property that, due to the nature of the asset, is required to be managed by the state and assigned a TTU inventory tag. Controlled property includes handguns and rifles regardless of acquisition cost and certain other property with an acquisition cost of \$500 to \$4,999.

1. All SOTD Controlled Property will be catalogued and maintained by Facilities Management.
2. Procurement of new technologies will go through the SOTD front office. Once the items has been purchased, the University will assign a Property Inventory tag for the item. Facilities Management will maintain a record of the device, and assist in troubleshooting if needed.
3. Facilities Management will act as a liaison between faculty/staff and University IT when needed.
4. All classroom A/V equipment will be maintained by Facilities Management. Any issues with classroom technology should be reported to Facilities Management directly.

### **Software Maintenance**

1. New software proposals are lifted from faculty through the areas.
2. From there an info packet/proposal gets sent on to me and Mary. The packet includes:
  - a. What does the software do
  - b. What class/area/shop is it for
  - c. How much does it cost
  - d. How frequently is it charged
  - e. Where will it be installed
  - f. How many licenses does it cover
  - g. Any special permissions required? ( network based like Dante that will require IT's help)
3. Once the cost is approved by Mary, I can communicate with IT about any special needs
4. From there I will use a facilities email address (new) to procure the license. That way in the future, folks don't have to scramble to get a personal email address removed, it can roll over with this email forever.
5. From there I will either do the install on the machines, or I will forward license information to the requesting parties for them to install.
6. Upkeep of course specific software will be maintained by area heads.

## **Use of the University Vehicle and Parking**

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### **SoTD Vehicle Use**

Authorized drivers may borrow the shop truck for University related needs when available. To become an authorized driver, reach out to Facilities Management for proper paperwork. Please allow up to 2 weeks for administrative processing.

1. The shop truck is used on a first come, first serve basis.
2. Truck keys may be acquired from the Technical Director or Production Manager.
3. Once your trip is complete, you must complete the Vehicle Use Report.
4. Any damage or issue must be reported immediately to Facilities Management. [TTU OP 80.08](#)
  - o All drivers are required to operate under the [TTU OP Operator Conduct](#).

### **Parking**

All parking rules and regulations are set and enforced by TTU Transportation and Parking Services. Always follow signs and applicable traffic laws.

1. Employees should refer to their parking permit for designated parking areas.
2. Parking on the Texas Tech campus splits into three different times: daytime (weekdays from 7:30 a.m. to 5:30 p.m.), evening (weekdays from 5:30 to 8 p.m.), and late nights and weekends (weekdays from 8 p.m. to 7:30 a.m. and all hours on weekends).
3. Parking is available outside of the Maedgen Theatre and Library, as well as the Creative Movement Studio. Some spots are marked as reserved on weekdays from 7:30a-5:30p, and then Park-and-Pay from 5:30p-8p. Other spots are Park-and-Pay from 7:30a-8p. Almost all parking is free after 8p.
4. Weekdays from 8 p.m. to 7:30 a.m. and on weekends, all parking is free with a few exceptions:
  - o ADA spaces still require a placard or plate
  - o Avoid 24-hour spaces, such as residence hall lots and service vehicle spaces, which are marked with signs at the entrance to lots.
5. Special Event parking is reserved for audience members during performances.
6. Parking in the loading bay is prohibited unless otherwise specified by Facilities Management.

## **Emergency Procedures**

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All faculty and staff members, and Stage Managers will make themselves familiar with all emergency procedures and the operating of emergency equipment located in the University Theatre. The Safety Officer for the School will make all faculty and staff familiar with the TTU Emergency Action Plan for the Maedgen Theatre and The CMS at the first Faculty/Staff Meeting of each school year. A presentation will be shown highlighting safety procedures in the event of an emergency.

All Stage managers will be required to go through Emergency Action Plan Training prior to the start of rehearsals for their respective shows. All Stage Managers will post a copy of all emergency procedures in their prompt book. (See the School's Emergency Action Plan.)

### **WEATHER**

- Severe weather watches and warnings will be issued by the National Weather Service.
- TTU Tornado Sirens will be sounded during a Tornado Warning.
- Warnings will also be delivered on enabled mobile devices from the National Weather Service and TechAlert!.

- Seek shelter in the Emergency Sheltering Area. Close all doors behind you. Stay away from doors, windows, and outside walls. Follow your EAC's or BEM's instructions. Wait for the "All Clear".

### **FIRE**

- If you see smoke or fire, pull fire alarm and dial 9-1-1.
- When horns and strobes are sounded, all occupants must evacuate, **EACH AND EVERY TIME**.
- Leave Building using exits or stairs. **DO NOT USE THE ELEVATORS**.
- Evacuate to the West lot area and report to your BEM or EAC.
- Use fire extinguisher if you can do so safely and are familiar with operation.
- Assist others. Those that cannot use the stairs will wait in Fire Protected Stairways. Then notify your EAC or BEM and First Responders to your location.

### **MEDICAL**

- Dial 9-1-1 for any medical emergency. Provide Building Name, Address, Room Number and Call Back number. Follow Dispatchers Instructions.
- If someone suddenly falls to the ground, is unresponsive, and not breathing, perform Hands-Only-CPR. Instruct someone to dial 9-1-1 and to grab the nearest AED.
- Continue CPR and/or AED until paramedics arrive.

### **POWER**

- A power outage may occur due to mechanical malfunction or severe weather.
- Emergency lighting may be available.
- Utilize flashlights and follow instructions.
- There may be a need to evacuate and close the building. Temporary relocation may apply, follow supervisor instruction.

### **VIOLENCE**

- When a violent event occurs, but is not directed at you, do not interfere and immediately dial 9-1-1.
- If directed at you, move away from the threat if possible. Defend yourself by any means possible. **AVOID-DENY-DEFEND**. When safe, dial 9-1-1. Follow instructions from first responders.

### **SHOOTER**

- If you suspect an active shooter, immediately dial 9-1-1.
- If under attack, follow Active Shooter Protocol **AVOID-DENY-DEFEND**.  
[https://www.depts.ttu.edu/tttd/active\\_shooter.php](https://www.depts.ttu.edu/tttd/active_shooter.php)
- Follow police orders & TechAlerts!

### **SUSPICIOUS MAIL**

- If you see or receive a suspicious package, leave it where found and dial 9-1-1. Do not disturb or try to conduct any clean up. Keep the immediate area clear of others.
- Instruct people who have touched the package to wash hands with soap and water.
- Follow first responder's instructions.



## HAZARDOUS MATERIALS

- When a hazardous materials spill occurs or is suspected, avoid any contact with the substance and avoid breathing in vapors.
- Dial 9-1-1. Alert people in the area to evacuate to a safe area.
- Turn off ignition sources if you can safely do so.
- Follow directions from first responders and alerts from TechAlert!

## BOMB THREAT

- If you receive a bomb threat, immediately have someone dial 9-1-1 and notify your supervisor. Keep the caller on the line as long as possible. **DO NOT HANG UP.**
- Write down or record as much information as possible.
- Follow police directions and notifications issued by TechAlert!
- View the **Bomb Threat Checklist** at: <https://www.cisa.gov/sites/default/files/publications/dhs-bomb-threat-checklist-2014-508.pdf>

## Information for Alternately-Abled Persons or Those With Disabilities

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1. If you cannot evacuate the building, go to the nearest Fire Rated Stairwell (see maps). Emergency responders will evacuate you from these areas (see maps).
2. Make sure you know where the building's Fire Rated Stairwells are located and how to get to them. Make sure you tell first responders or your EAC what stairwell you are in.
3. Ask others to help you evacuate if needed.
4. Connect with your EAC and make sure they are aware of your evacuation needs.

## ADA Accommodations

Texas Tech University requires that activities hosted on-campus are in full compliance with the Americans with Disabilities Act as amended in 2008. All activities must be made accessible to all participants. Schools, departments, registered student organizations, and external organizations may be required to provide accommodations for activities they are planning/hosting on university property. Accommodations may include, but are not limited to: Interpreters, dietary requests or handouts/materials in an alternate format (large print, Braille, audio).

## Elevators

All elevators on campus are under service contract to an elevator maintenance company for maintenance and repair. If there is an issue with any elevator or lift, call Facilities Management immediately.

1. The weight limits of each elevator/lift are listed inside the elevator. These numbers are not to be exceeded.
2. Chair lifts are ONLY authorized for use for persons with disabilities, not used for freight or for any reason other than the manufacturer's intended purpose.
  - [TTU OP 61.08](#)
3. For access to the chair lift, reach out to Facilities Management.

## **Building Maintenance and Repairs**

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### **Roof Access**

Roof access is not allowed under any circumstance except with authorized maintenance personnel. [TTU OP 61.37](#)

### **Maintenance**

Any maintenance requests must be submitted Facilities Management. Communicate any concerns regarding broken, malfunctioning, unclean, or unsafe building conditions to Facilities Management. Per TTU Operating Policies: Any projects, including any small modification to any facility, must be approved.

*Self-help projects are generally discouraged; however, occasions arise when they may be necessary. Projects categorized as "self-help" involve individuals within a department or functioning unit executing any building or system modification to include construction, painting, cable installation, etc.*

*The university's intent is to maintain the highest standards possible for health and safety, building appearance, and quality of structural materials and finishes used in campus buildings. These standards are applicable to all auxiliary and E&G facilities. To ensure compliance with standards, self-help work that includes facility modification or construction will not be pursued in buildings unless approved by the Managing Director of Building Maintenance & Construction (BMC). If a department completes an unauthorized self-help project and additional university expense is incurred due to violations of any codes set forth in Section 08.06, Regents' Rules, the department will be responsible for any related expenses toward meeting code requirements. Additionally, the department will be responsible for cleanup during and immediately after a self-help construction process. [TTU OP 61.35](#)*

## **Additional Policies and Procedures**

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### **Use of Candles, Open Flame and Sterno Fuel**

Candles, torches, pyrotechnics or open flame, haze, fog or other particulate generating devices of any kind are not permitted. These items are a severe fire and safety hazard and may activate building smoke/fire detection devices, triggering alarms and emergency response teams. Sterno fuel is permitted, however sterno devices may only be used by and must attended at all times by a member of the food service staff, contractor or vendor who has been trained in sterno use and fire safety. Sterno may only be used on regular cloth table covers. Combustible materials (ex. Paper plates, napkins) shall be separated by a minimum of (3'0") three feet from each sterno.

### **Tobacco-Free Campus**

Texas Tech University is a tobacco-free campus. Tobacco or the use of tobacco is not permitted on university property. The policy is intended to eliminate exposure to secondhand smoke, provide an environment supportive of tobacco free lifestyles, mitigate the risk of accidental fire, eliminate the health risks associated with expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter. This policy also includes vaping and non-smoking tobacco.

No smoking or vaping products will be allowed within twenty (20) feet of any building entrance or exit outside Maedgen Theatre facilities and on Maedgen Theatre grounds, unless it is a designated smoking area. The same policy is in effect for the CMS.



### **Food, Drink, and Misc.**

In the Maedgen Theatre, food and drinks other than bottled water are allowed only in the Greenroom, lobby, and faculty offices. Please consult a faculty or staff member for special permission. In the CMS, food is allowed in the lobby area, the lounge, and the classroom. Bottled water is allowed throughout the building and in the dance studio but is prohibited in the scene studio and both light/sound booths. Students are not to put their feet on the back of any auditorium chair in the Maedgen and Black Box Theatres, or the CMS.

### **Policy on Weapon use in Classroom and Related Spaces**

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The Texas Tech University's Code of Student Conduct forbids the:

- Use or possession of weapons, including fireworks, explosives, noxious materials, incendiary devices, or other dangerous substances on University premises;
- Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent or as a result of reckless behavior which results in damage on University premises.

The possession of all unlicensed handguns, explosive devices, and restricted knives and their use for any classroom or lab activity supported by the department or held in department facilities, or in any way associated with the School of Theatre and Dance is forbidden. Any prop weapon used in any classroom or lab activity supported by the school or held in school facilities, or in any way associated with the School of Theatre and Dance, must be in accordance with the following procedures:

1. No unlicensed weapon will be allowed in class or lab activity supported by the school or in school facilities, or in any way associated with the School of Theatre and Dance that can be used to fire a projectile. This includes prop guns that are designed to fire blanks. Exceptions to this include water guns, guns that fire soft foam projectiles, and rubber guns. In productions, blank firing prop guns must be used in accordance with the School of Theatre and Dance's policy on the use of stage weapons.
2. No knife made of any material other than plastic or rubber will be used as part of any class or lab activity supported by the department or held in department facilities, or in any way associated with the School of Theatre and Dance.
3. No explosives of any type are allowed in any class or lab activity supported by the school or held in school facilities, or in any way associated with the School of Theatre and Dance.
4. The use of all non-restricted weapons must be cleared by the instructor, lab supervisor, or project supervisor twenty-four hours before the use of the allowed prop weapon. All students in said class or lab will be given warning before the use of the approved weapon.
5. The use of swords, rapiers, quarterstaves, daggers, foils, broadswords, and all other non-firearms used in hand-to-hand stage combat are allowed only under the supervision of a trained faculty or staff member.
6. Any and all exceptions to the above must be approved by the Production Coordinator and Director of the School, in writing at least seven days in advance. Any Teaching Assistant or Graduate Part Time Teaching Instructor requesting exception to the above policy must route such requests through their faculty supervisor or area head. Any other persons seeking such exceptions must route their requests through their appropriate faculty supervisor.

Possible outcomes for students who violate these policies are addressed under the [OP 76.10 Violence and Workplace threats](#). For information on the University's policies concerning Campus Carry, review the [Campus Carry Overview](#) or consult [OP 10.22](#).