



## Use of University Facilities

### Purpose

This policy provides guidelines for the use of university facilities by individuals and groups, outlines the process for reserving facilities, and establishes financial policies relating to facility usage.

### Persons Affected

Any person, including students, faculty, staff, alumni, community members, or other individuals wanting to utilize a facility owned or controlled by the university.

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## **Definitions**

**Campus:** all real property over which the university has possession and control by law.

**Outside group:** any organization or group that is not included within the term university group.

**Outside individual:** any individual that is not a student, faculty member, or employee of the university, and a student, faculty member, or employee of the university not acting within the scope of their employment.

**Registered Organization:** a registered student, faculty, or staff organization; or an officially recognized alumni association that qualifies under Rule 80103, Section 2.9 of the Regents' *Rules and Regulations* and whose fund-raising activities are dedicated to the benefit of the U. T. System or any of the institutions.

**Student:** a person who is currently enrolled for academic instruction or research at the university.  
**Sponsoring organization:** a university group that vouches for an outside group's use of a university facility.

**University agency:** an academic unit, college, or program, or a university council, committee or auxiliary enterprise.

**University group:** a registered student organization, other student group, or faculty or staff group. No group shall be considered a university group if it includes a person who is not a student, faculty member, or employee of the university unless that person is a member of the immediate family of a student, faculty member, or employee of the university or in an official capacity as a paid or volunteer coach.

**University official:** a person charged with the responsibility for supervising the use of a university facility.

## **Policy**

### **Jurisdiction and Eligibility**

Subject to constitutional and statutory restrictions on the use of State property for religious or political purposes, a Registered Organization may reserve and use buildings, grounds, and facilities owned or controlled by the U.T. System or any of the institutions in compliance with reasonable and nondiscriminatory time, place, and manner provisions of the approved regulations of the U.T. System or any of the institutions. Such regulations shall specify the procedures under which such organizations may reserve the buildings, grounds, and facilities for their use.

In compliance with reasonable and nondiscriminatory regulations of the U.T. System or any of the institutions, students, faculty, or staff or their registered or nonregistered organizations, may petition, post signs, distribute literature, set up tables and exhibits, or peacefully demonstrate on property owned or controlled by the U.T. System or any of the institutions, provided that the



posting of signs and the setting up of tables and exhibits may require prior authorization.

No person, including a student or employee of an institution, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the U.T. System or any of the institutions if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

### Joint Sponsorship

Except as permitted in Rules 80103, 80106, 80108, and 80112 of the Regents' *Rules and Regulations*, the use of property or buildings owned or controlled by the U.T. System or any of the institutions by individuals who are not students, faculty, or staff; by groups that are not registered student, faculty, or staff organizations; or by associations or corporations for programs or activities must be jointly sponsored by the institutions of the U. T. System and shall be subject to the following conditions:

- a. The program or activity must be upon the invitation of the institutions of the U. T. System. Only the Chancellor of the U. T. System or the president of an institution, or his or her delegate, can authorize joint sponsorship.
- b. For joint sponsorship to be appropriate, the implications of a program or activity must, in the determination of the Chancellor or President, directly supplement the educational purposes of the institution.
- c. Established as public institutions without regard to political affiliation or religious faith the institutions of the U. T. System cannot be a joint sponsor for political or sectarian gatherings.
- d. The institutions of the U. T. System will be responsible for all details of the program or activity, and reserves the right to approve all copy for advertising and news releases, and may require an accounting of the income and expenses directly related to the program or activity.
- e. The scheduling of property or buildings for programs or activities of any institutions of the U. T. System shall always have priority over the scheduling for programs or activities that are jointly sponsored.
- f. The fee to be paid by the invited individual, group, association, or corporation will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship. At a minimum, the fee must ensure recovery of the cost incurred by the institution.

### Special Use Facilities

Notwithstanding any other provisions of this Rule, the president of an institution or Chancellor may designate specific facilities, such as special event centers, conference centers, concert halls, theaters, or auditoria, as Special Use Facilities. Parameters for special use facilities are as follows:

- a. Designation as a Special Use Facility shall not constitute the facility as a public facility or forum that is open to use by individuals, groups, associations, or corporations on a first-come, first-served basis.
- b. Priority in the reservation and use of Special Use Facilities shall be given to programs and activities of the U. T. System or any of the institutions that are in furtherance of and related to the educational, cultural, recreational, and athletic programs of the U. T. System or any of the institutions.
- c. As a lower priority, the rules and regulations may provide for reservation and use of Special



Use Facilities by individuals, groups, associations, or corporations without the necessity of joint sponsorship by the U. T. System or any of the institutions. Subject to all constitutional and statutory provisions relating to the use of State property or funds for religious or political purposes, Special Use Facilities may be made available for religious and political conferences or conventions. Rates must be charged for the use of the Special Use Facility that, at a minimum, ensure recovery of that part of the operating cost of the facility attributable directly or indirectly to such use. Agreements for the use of Special Use Facilities shall be consistent with model contracts developed by the Office of General Counsel.

- d. The rules and regulations applicable to a Special Use Facility may provide for the rental of space for display of advertising and the display of samples of merchandise in designated areas inside the Facility that have been approved by the president of the institution or his or her delegate, or the Chancellor, and for advertising by displays on an electronic scoreboard or message center inside the Facility or on the Facility's outdoor electronic marquee or message center. Such rules and regulations may further provide for the sale of advertising space on ticket envelopes for events sponsored by the Facility and in any publication of the Facility distributed in connection with a sponsored event or announcing future sponsored events.

#### Use of Facilities for Weddings

The president of an institution and the Chancellor of the U. T. System may designate one or more indoor and/or outdoor areas that may be used for weddings, subject to the following conditions:

- a. Use of such space for activities of an institution or the U. T. System shall have priority over weddings.
- b. A charge for the use of such space will be made that at least recovers the actual cost.
- c. The user shall be required to provide for adequate insurance and to execute a Facilities Use Agreement, the form and content of which has been approved by the U. T. System Administration's Office of General Counsel.

#### Financial

- a. Fees for Use
  - i. Fees for use by Registered Organizations are established at rates which will, at a minimum, ensure recovery of the operating cost of the facility that is attributable directly or indirectly to such use, including but not limited to the proposed facility and expected size of the audience, anticipated need for campus security, any necessary accommodations, and relevant history of compliance or noncompliance with university policies and procedures. Such fees may differ from the fee charged to an outside group. The current fee schedule will be available from the appropriate university official.
  - ii. Fees for use by Non-Registered Organizations are established at rates which will, at a minimum, ensure recovery of the operating cost of the facility that is attributable directly or indirectly to such use, including but not limited to the proposed facility and expected size of the audience, anticipated need for campus security, any necessary accommodations, and relevant history of compliance or noncompliance with university policies and procedures. The current fee schedule will be available from the appropriate university official. An advance deposit (specified in the fee schedule) may be required for reservations for an event conducted by an outside group.
- b. Income



- i. For Registered Organizations, excess income over expenses, including the fee for use of the facility derived from an event sponsored by a university agency/group, may be retained by the university agency/group to further its activities and programs. Excess expenses over income of an event will be absorbed by the sponsoring university agency/group.
  - ii. For Non-Registered Organizations charging those attending an event any admission or registration fee, or accepts donations from those in attendance, a complete accounting of all funds collected and of the actual cost of the event must be submitted upon request to the vice president for finance and administration within (30) days after the event. If the funds collected exceed the actual cost of the event, the user is required to remit such excess funds to Stephen F. Austin State University as an additional charge for use of the facility. The university reserves the right to audit all records pertaining to income and expenses, to prescribe methods of collection, and to participate in audits of funds at the point of receipt. Additional cost of maintenance and services, including standbys, custodial services, and utilities will be considered an expense of the event.
- c. Bond and Insurance
- i. Non-Registered Organizations using a university facility may be required to provide a contract performance bond as well as evidence of appropriate levels of liability insurance in amounts and under policies satisfactory to the vice president for finance and administration. Copies of such policies will be furnished to the vice president for finance and administration no later than thirty (30) days prior to the event and in all cases prior to announcement of the event.
- d. Payment for Damages
- i. All entities, Registered or Non-Registered, will be responsible for payment for damages to the university facility, its fixtures, and equipment, whether caused by the user or its patrons, with the exception of ordinary wear and tear.
- e. Broadcast and Recording Rights
- i. The university reserves all rights and privileges for radio and television broadcasts, whether live or transcribed for delayed transmission, and all visual or audio recordings originating from the university facility. Should the university grant to the user such privilege, the university has the right to require advance payment of any estimated related costs to the university, such as installation of equipment. Such permission must be granted in writing by the university president in advance of broadcast or recording.

### General Policies

Any proposed use of a university facility must be appropriate and suited to the size, structure, purpose and operating costs of the facility. There must be good reason to expect that a proposed event will require features unique to the facility or which are otherwise unavailable in the community. All proposed events must be conducted in accordance with applicable state and federal laws and regulations, as well as the rules, regulations and policies of the university. Users must demonstrate, to the satisfaction of the appropriate university official, that they have the staff, experience, contracting authority, financial status and other qualifications necessary for carrying out the proposed events in a satisfactory manner.

a. Review of Contracts

- i. All contracts related to the presentation of an event, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review and approval by the office of the general counsel and the appropriate vice



- president or president's cabinet member.
- b. Hazards
    - i. If the university, in its sole discretion, determines that a proposed event poses a potential hazard to public safety, the event may be canceled or denied. No user may install or operate any equipment, fixture or device, nor operate or permit to be operated any engine, motor or other machinery, or use gas, electricity or flammable substances in the facility except with prior written approval of the appropriate university official, and then under such conditions and restrictions as the university official may specify. All electrical connections must be made by university personnel under direction of the staff of the appropriate university official and all house equipment must be operated by university personnel. No equipment, device or fixture may be used which, in the opinion of the university official, endangers the structural integrity of the facility.
  - c. Conflict with university activities
    - i. An event will not be permitted for any purpose which, although in accordance with the general purposes of the university, is of such character or occurs at such circumstances that they are likely to interfere or cause major conflict with any university activity, program or event, or are inimical to the interests of the university.
  - d. Management functions
    - i. Management functions are retained by the university and may be delegated to users or others only with the written permission of the appropriate vice president or president's cabinet member. The functions include, but are not limited to, all facets of ticketing and ticket policies, including scaling, acquisition, distribution, and sale; and all matters of staffing, crowd control, technical arrangements, promotions, and advertising.
  - e. Signs and Displays
    - i. No signs, messages or other materials may be posted, displayed, distributed or announced in, on or adjacent to, the university facility by user or sponsor without prior written approval of the university official. Such materials may not be fastened to any part of the facility except in spaces provided for this purpose and may not be permitted to interfere with crowd movement and safety.
  - f. Advertising
    - i. All press releases, handbills, advertisements, television and radio announcements, social media or other media utilized to inform the public of a non-university event to be held in a university facility must be approved by University Marketing and Communications, and must carry a disclaimer, approved by the office of the general counsel, to the effect that use of Stephen F. Austin State University facilities does not imply endorsement of the event or the sponsoring organization by the university.
  - g. Amplified Sound
    - i. Amplified sound may only be used at indoor campus facilities with prior authorization of the university. Use of these devices is restricted to specific areas. Decibel limits may be imposed on the use of amplified sound at any event. Any event exceeding these sound limits will be first asked to turn the volume down; if the problem persists, the university reserves the right to immediately terminate the event.
  - h. Food, Concessions, and Catering
    - i. Use of the university facility does not carry the right for the user to control concessions. SFA's contracted food provider must be used in all university facilities and grounds. Exceptions to SFA's contracted food service supplier's First Right of Refusal to provide campus-wide catering services are as follows, it being understood that third-party





- caterers shall not have access to supplier's food storage and preparation facilities: (a) Events at the Culinary Cafe (1401 Mound Street); (b) Lumberjack Express Food Lab; (c) Events that are \$150 or less, on a per order basis, except those events held in the Baker Pattillo Student Center Grand Ballroom, Twilight Ballroom, Regents' Suite, President's Suite, Multimedia Room, Theater, and Tiered Classroom, where appropriate catering arrangements must be made with SFA supplier.
- i. Failure to Comply with Policy
    - i. If a Registered Organization or Non-Registered Organization violates the provisions of this policy, or the laws regulating the use of state property, the appropriate university official with the approval of the appropriate vice president or president's cabinet member to whom he/she reports may suspend the use of university facilities, or certain university facilities, by the Registered Organization or Non-Registered Organization for a specified period of time not to exceed one (1) year.
    - ii. Suspension will mean that reservation requests by the user or sponsor will be denied by the university during the specified period of time. All suspension records will be maintained in the Dean of Students Office as a central location.

## **Procedures**

### **Academic Facilities for Non-Academic Activities**

- a. Academic facilities may be made available for non-academic activities upon request and approval of the dean of the college or the facility director, subject to established regulations and policies. Efforts should be made to accommodate these requests whenever possible. Extensive or repeated use of the facility may require implementation of a facility use agreement. Procedures for requiring property deposits or facility use agreements must be in writing and have the approval of the provost and general counsel. Questions relating to contractual conditions should be directed to the dean of the college or facility director, who may as necessary, consult with the general counsel. The use of all facilities is subject to permissible assignment and scheduling.

### **Homer Bryce Stadium and William R. Johnson Coliseum**

- a. Use of Homer Bryce Stadium or William R. Johnson Coliseum by persons other than the university athletic department will be arranged through the director of athletics, or their designee. Such usage will be limited to events sponsored by Registered Organizations conducting activities within their established role and scope. Some events may be sponsored by the university, such as high school and University Interscholastic League events as well as other athletic events, which are sanctioned by an official governing organization. Persons or groups wishing to use either of these facilities should contact the Associate Athletics Director for Business Affairs (in person or by phone) concerning the availability of the facility. Questions regarding the use of these facilities for camp/conference participants should be directed to the reservations office, located in the Baker Pattillo Student Center. (See SFA HOP 05-402 Camps and Conferences)
- b. Priority and Process
  - i. Intercollegiate athletic teams have first priority of access to all intercollegiate competition surfaces.
  - ii. The Associate Athletics Director for Business Affairs will complete a facility use application.



- iii. The Associate Athletics Director for Business Affairs or designee will assist university departments and student organizations with coordination of university police department and university physical plant services for upcoming events.
- iv. A contract will be completed before the date of the event.
- v. The William R. Johnson Coliseum marquee will be used to advertise only official university events and/or official corporate partners/sponsors. Requests for messages on the marquee should be made to the Associate Athletics Director for Business Development and Revenue Generation or designee.
- vi. Homer Bryce Stadium and William R. Johnson Coliseum competition surfaces (i.e. football field, track surface and basketball court) shall be permitted only through approval through the facility use process. General public use of competition surfaces is strictly prohibited.
- vii. Grandstands located in Homer Bryce Stadium and William R. Johnson Coliseum shall be opened for general public use at their own risk, between 6am-10pm. Both facilities shall be closed for general public use between 10pm-6am. Those individuals caught using the facilities during unpermitted timeframes may be subject to disciplinary action, including prosecution to the extent allowed by law.

#### Kennedy Auditorium

- a. The dean of the College of Science and Mathematics is the administrator of the facility and its operating policies. Nothing contained in this policy will be construed to prohibit or hinder the operation of Kennedy Auditorium in pursuing the university's mission. All activities associated with that mission will have priority in the use of this facility.
- b. Priority of Users  
Because Kennedy Auditorium is an academic and a special events venue, its use will be restricted according to the following prioritized categories:
  - i. Category I – Events sponsored by the College of Science and Mathematics; and other performance activities that are a necessary adjunct to academic programs in the College of Science and Mathematics.
  - ii. Category II – Events sponsored by university administration, academic units or student organizations.
  - iii. Category III – Events sponsored by non-university groups, subject to the regulations described.
- c. Reservation Procedures
  - i. Reservations for all functions in Kennedy Auditorium are made through the office of the dean of the College of Science and Mathematics. The dean may limit in advance, or reduce after receipt of reservations, the number of dates reserved by any entity, activity, or type of event. The dean may limit the duration and/or reject the date(s) of any reservation that is impractical for reasons such as safety, stage operations requirements, or excessive restriction of the auditorium's availability. All reservations require the dean's approval. The dean will act as arbitrator in circumstances where scheduling conflicts cannot be resolved. Scheduling priorities will be given in accordance with the following procedures:
    - a. Category I - Events requiring the use of the auditorium for five days or longer have priority for reserving dates until October 1 of the previous academic year. Events requiring the use of the auditorium for fewer than five days have priority for reserving dates through October 31 of the previous academic year.
    - b. Category II - Events in this category have priority for reserving dates after





November 1 and prior to January 1 of the previous academic year.

- c. Categories III and IV - Events in these categories may reserve available dates after May 1 of the previous academic year.
- d. General Operating Regulations
  - i. No signs, messages or other materials may be posted, displayed, distributed or announced in, on, or adjacent to Kennedy Auditorium by the user or sponsor without prior written approval by the dean of the College of Science and Mathematics. Such materials may not be fastened to any part of the facility except in spaces provided for that purpose and may not be permitted to interfere with crowd movement and safety.
  - ii. All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non-university event to be held in Kennedy Auditorium must be approved by University Marketing Communications and must carry a disclaimer, approved by the university general counsel, stating that the use of Kennedy Auditorium does not imply endorsement of the event by the sponsoring organization or the university.
  - iii. Safety regulations, as determined by the Kennedy Auditorium facilities director and the university safety officer, will govern all areas of Kennedy Auditorium.
  - iv. A walk-through of the auditorium with the facilities director must take place prior to and at the conclusion of the event. The sponsor of the organization must be present for the walk- through.
  - v. The user organization is responsible for the conduct of its representatives, members and guests of the event while in Kennedy Auditorium. Organizations with a history of conduct violations during previous use of Kennedy Auditorium may be denied subsequent use.
  - vi. In accordance with SFA HOP 05-517 Smoking, Vaping and Use of Tobacco Products, Kennedy Auditorium is a non-smoking facility. Smoking, vaping and using tobacco products is prohibited.
  - vii. The user must specify hours of occupancy and may not have any activities in the facility other than at those times. The Kennedy staff will be in attendance and will be paid by the users during all specified hours, according to a schedule of fees kept in the dean's office.
  - viii. All university equipment will be operated by trained personnel employed by the university and/or approved by the Kennedy Auditorium facilities manager.
  - ix. Kennedy Auditorium will not provide any multimedia equipment.
  - x. Users may employ their own crews for tasks better understood by their personnel (music stand and chair setup, prop arrangements, etc.). These arrangements must be approved in advance by the dean of the College of Science and Mathematics and Kennedy facilities manager. Such arrangements do not, however, release the users from the basic personnel charges as stipulated by the schedule of fees.
  - xi. Services provided by the Kennedy staff outside scheduled occupancy will be paid by the users.
  - xii. The user must obtain approval from the Kennedy Auditorium facilities manager before placing any equipment on the stage. All decorations will be installed without defacing the building and will be subject to the supervision and approval of the Kennedy Auditorium facilities manager.



- xiii. The user organization will not allow beverages, food, gum or refreshments of any kind to be sold, brought into, or served in Kennedy Auditorium. No refreshments will be taken onto the stage, into the backstage areas, or into the auditorium at any time. Exceptions must be approved by the Kennedy Auditorium facilities manager. Stage work will be done at the users' expense under the supervision of the Kennedy facilities manager. Approval must be secured for organizations to employ their own personnel.
- xiv. User organizations will leave the stage and stage areas, including dressing rooms and access areas, clean and clear after the final performance. Any exception must be approved by the Kennedy facilities manager. If the stage is not cleared within the designated period, the Kennedy staff will employ a crew for which the users will pay. Users will be released from further clean-up responsibility only after inspection by the Kennedy facilities manager.
- xv. Additional charges will apply for custodial services required outside regularly scheduled housekeeping hours.
- xvi. All users and sponsors will be responsible for payment for damages to the facility, its fixtures and equipment, whether caused by the user, sponsor or its patrons.
- xvii. A cancellation notice of at least 48 hours is required. Failure to do so may result in denial of any future use of the facility.
- xviii. The university will not be responsible for items left in the auditorium.

#### Norton HPE Complex

The Lucille Norton HPE Complex is a shared use facility on campus between the Kinesiology and Health Science Department, the Athletic Department, and the Campus Recreation Department. The following guidelines have been created in an effort to maximize the use of available spaces while supporting a collaborative relationship between all users of the facility.

- a. Facility Usage
  - i. A valid SFA ID card is required to use the facility during recreational programming. There is no charge for SFA students, faculty, or staff to use the facility. The complex is not available for use by anyone other than current SFA students, faculty, staff, and members of the Employee Wellness program unless through a contracted rental of the facility. Non-Registered Organizations may rent the facility in accordance with this policy.
- b. Priority of Use/Scheduling
  - i. Spaces have been designated for priority usage according to Appendix B. Any entity wishing to use these spaces must request them from the designated group who is responsible for the scheduling of the facility during these times. The designated group below is responsible for supervision of the space during these times, for leaving the space clean and usable for the next group and for locking the facility at the end of their use (when appropriate).

#### Baker Pattillo Student Center

The purpose of the student center is to provide a place that brings together students, faculty, staff, alumni and guests, providing space to build community, support programs, provide services and maintain facilities that promote student success. Specific rules governing the use of the facilities are maintained in the student center administrative offices and may be reviewed upon request.

- a. General Operations



- i. Because the student center is intended as a non-academic space, no classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the student center, except under extenuating circumstances.
  - ii. For any events presented in the student center, it is the responsibility of the sponsoring agency to ensure that the programs, related activities and printed material are accessible to persons with disabilities. The university does not accept responsibility for ensuring that the programs or activities of the group comply with the provisions of the Americans with Disabilities Act. Questions regarding accessibility of facilities for a specific program being held in the student center should be directed to the reservations office.
  - iii. Animals or pets of any kind, excluding service animals, shall not be permitted in the building at any time.
  - iv. Individuals or groups reserving space in the student center shall be responsible for the behavior of their members and guests and also shall be responsible for any damage caused by their guest or members.
  - v. Failure to comply with the operations policy, procedures or with requests of the persons enforcing this policy may result in suspension of privileges to use the student center and/or lead to action under the Code of Student Conduct and Academic Integrity.
  - vi. Disorderly conduct and disturbing the peace shall not be permitted in the student center and may lead to disciplinary action.
- b. Reservations
- i. Reservations in the student center are made through the reservations office.
  - ii. The scheduling of activities, facilities or equipment for recognized university clubs and organizations must be made by a group officer or the sponsor of the organization.
  - iii. Failure to use or release a student center facility 48 hours prior to the event may result in the group paying the regular room rates.
  - iv. Groups scheduling activities with an expected attendance of 300 or more are required to confirm the presence of a university police officer at the event. This confirmation must occur no later than 14 days prior to the event. Activities with an expected attendance of 500 or more are required to have an Event Action Plan on file with the University Police Department.
  - v. Commercial enterprises are normally not permitted to reserve or use space in the student center for purposes of promotion or selling. The director of the student center may approve a commercial enterprise entering into an agreement with the student center for solicitation within the center, provided the activity has cultural or educational value.
  - vi. Off campus groups or individuals may be required to make a prepayment of three-fourths of the expected total bill two weeks before the event.
  - vii. Groups and individuals with outstanding bills or debts owed to the student center may have their reservation privileges in the student center suspended.
  - viii. Only food and beverages prepared by the university's contracted food service provider will be served in the Grand Ballroom, Twilight Ballroom, Regent's Suite, President's Suite, First- Ladies Room, Multimedia Room, Tiered Classroom, and the Theater in the student center. A catering guide with menus and student center charges is available in the reservations office and on the catering website. Outside food and beverages up to \$150, on a per order basis, are permitted in small meeting rooms, individual offices and office suites.



- ix. The furnishing or sale of alcoholic beverages in the student center is restricted solely to the university's contracted food service provider and upon proper university authorization. No individuals, groups, or associations other than the university's contracted food service provider may furnish or sell alcoholic beverages on the premises of the student center for consumption by any person.
- x. Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.
- xi. Events that will continue after 10 p.m. must be scheduled at least two (2) weeks prior to the event.
- xii. Use of university facilities or services is subject to be changed or canceled based upon priority needs of the university, as determined by the director of the student center.
- c. Facility Usage by Registered Organizations
  - i. Registered Student Organizations will be permitted to use student center facilities for non-catered events at no cost for room rental. Additional costs for technology, lighting, or furnishings may be applied based on event and group needs.
  - ii. Registered Student Organizations will be allowed to reserve up to two (2) hours per week for recurring meetings. No recurring meetings may be scheduled during university holiday periods unless approved by the director of the Baker Pattillo student center. Series meetings may be scheduled, but in order to make space available to as many groups as possible, series reservations will be canceled if two weekly series meetings are missed.
  - iii. An activity scheduled to continue past midnight must be supervised by an university police officer(s). A fee will be assessed for any university police department service in addition to a student center late charge.
- d. Facility Usage by Non-Registered Organizations
  - i. Outside groups without a university department sponsor shall be permitted to use the facilities of the student center subject to availability, guidelines, and charges.
- e. Solicitation
  - i. Selling, canvassing, petitioning, fund raising, surveying and membership drives by approved student organizations will be permitted in the student center after registration with the director of the Baker Pattillo student center. University departments, faculty and staff organizations, the alumni association, and other organizations and entities officially associated with the university must seek approval from the director of the Baker Pattillo student center. Reservations for tables and space in the student center must then be made with the reservations office.
  - ii. No group, except for university departments and the alumni association with approval, shall act as an agent for a commercial company.
  - iii. Fund raising or charitable solicitation and the sale of products or services by community organizations or businesses are prohibited in the student center. This regulation shall not apply to university functions as defined in the university solicitation policy.

#### The Ed and Gwen Cole Art Center and the Jill Adams Gallery

The Ed and Gwen Cole Art Center and the Jill Adams Gallery are exhibition spaces for artistic programs of the School of Art in the College of Fine Arts. These facilities are a major "window" through which the public creates its perceptions of Stephen F. Austin State University. As such, the facilities should in all ways project a high stature, professional and welcoming image and offer artistic experiences for students, faculty, and the public. The dean of the College of Fine Arts is



the administrator of these facilities and operating policies.

a. Governance

- i. The director of the School of Art is responsible for scheduling all events and activities for the Ed and Gwen Cole Art Center and the Jill Adams Gallery, subject to final approval by the dean of the College of Fine Arts. External organizations may offer input but have no authority for scheduling these facilities.

b. Priority of Use

The Ed and Gwen Cole Art Center and the Jill Adams Gallery are academic and art exhibition facilities and the priority of use is as follows:

- i. Category I – Events of, or sponsored by, the Schools of Art, Music, or Theatre, and other performance and exhibition activities that are a necessary adjunct to academic programs in the College of Fine Arts;
- ii. Category II – Events for organizations, such as the Friends of the Visual Arts, that are sponsored by the School of Art;
- iii. Category III - Events co-sponsored by the College of Fine Arts such as university departments or registered student, faculty, or staff organizations of both an academic and non-academic nature; and
- iv. Category IV - Events co-sponsored between university departments and non-university groups.

c. Scheduling Requests

Reservation requests will be evaluated on a case-by-case basis according to scheduling availability, the expected number of attendees, and relationship to the institutional mission and purpose of the facilities. The facilities will not be used for:

- i. annual events in Category III or Category IV that are scheduled on an ongoing basis;
- ii. receptions, including wedding or retirement receptions outside the College of Fine Arts;
- iii. events at which alcohol will be sold, including ticketed events or events with admission charges (e.g., wine tasting);
- iv. private party events in which alcohol would be served, unless sponsored or co-sponsored in Categories I, II, III, or IV;
- v. non-College of Fine Arts fundraising activities;
- vi. events that promote an agenda other than that which would contribute to the facilities' purpose, e.g., political campaigning; or
- vii. dances or other social events.

d. Reservation Procedures

- i. Reservations for all events in the Ed and Gwen Cole Art Center or Jill Adams Gallery will be made through the director of the School of Art. Reservations will be limited by the exhibition schedule, and the nature of the event. Functions that may interfere with the conservation and preservation of art on exhibit will not be considered. Some exhibitions prohibit use of food and drink in the gallery by contractual stipulations.
- ii. A Facility Use Agreement form will be completed by School of Art personnel and must be signed by person or persons who are legally and financially responsible for the event. Fees will be discussed during the initial meeting with School of Art personnel. Four weeks prior to an event, a meeting will be scheduled to formalize set-up procedures, equipment, and personnel needs. Works of art and/or exhibitions will not be rearranged to accommodate receptions or events.

e. Food and Beverages

- i. Food and beverages may be served in Jill Adams Gallery and the Ed and Gwen





Cole Art Center, subject to approval and in accordance with the university catering contract. The serving and consumption of beer and wine in the Ed and Gwen Cole Art Center is permitted under the following conditions:

- a. The event must be approved at least six weeks in advance by the dean of the College of Fine Arts;
- b. The event must be an authorized, university-sponsored or co-sponsored event.
- c. The party is required to acquire insurance coverage to use the facility. The university must be named as an additional insured in the amounts and on the conditions required by the office of environmental health, safety and risk management.
- d. Food and non-alcoholic beverages must be served; and
- e. Any event must comply with local and state laws at all times, including the Texas Alcoholic Beverage Code (TABC). Serving of any alcoholic beverages must be done by TABC licensed bartenders.

At the end of each fiscal year, the dean of the College of Fine Arts will provide the number of alcohol-related events sponsored or co-sponsored at these facilities to the provost and vice president for academic affairs and vice president and general counsel.

### Turner Auditorium

The dean of the College of Fine Arts is the administrator of the facility and its operating policies. Nothing contained in this policy will be construed to prohibit or hinder the operation of Turner Auditorium in pursuing the university's mission. All activities associated with that mission will have priority in the use of this facility.

#### A. Priority of Users

Because Turner Auditorium is an academic and a performing arts facility, its use shall be restricted according to the following prioritized categories:

- i. Category I - Events sponsored by the Schools of Art, Music, or Theatre; and other performance activities that are a necessary adjunct to academic programs in the College of Fine Arts.
- ii. Category II - Events that are a part of the University Series or the Children's Performing Arts Series (CPAS).
- iii. Category III - Events sponsored by university academic units or organizations.
- iv. Category IV - Events sponsored by non-university groups subject to the regulations described herein.

#### B. Reservations Procedures

Reservations for all functions in Turner Auditorium are made through the office of the dean of the College of Fine Arts. The dean may limit in advance, or reduce after receipt of reservations, the number of dates reserved by any entity, activity, or type of event. The dean may limit the duration and/or reject the date(s) of any reservation that is impractical for reasons such as safety, stage operations requirements, or excessive restriction of the auditorium's availability. All reservations require the dean's approval. The dean will act as arbitrator in circumstances where scheduling conflicts cannot be resolved. Scheduling priorities will be given in accordance with the following procedures:

- i. Category I - Events requiring the use of the auditorium for five days or longer have priority for reserving dates until October 1 of the previous academic year. Events requiring the use of the auditorium for fewer than five days have priority for reserving dates through October 31 of the previous academic year.





- ii. Category II - Events in this category have priority for reserving dates after November 1 and prior to January 1 of the previous academic year.
  - iii. Categories III and IV - Events in these categories may reserve available dates after May 1 of the previous academic year.
- C. Events with Admission Charges
- i. Categories I and II - If an event has an admission charge, the Fine Arts Box Office must deposit all proceeds into a university account according to business office procedures.
  - ii. Categories III and IV - Admission pricing and procedures may be established by individual users for their events. Services of the Fine Arts Box Office are not available; nevertheless, university academic units must conform to university business practices and policies.
- D. General Operating Regulations
- i. No signs, messages or other materials may be posted, displayed, distributed, or announced in, on, or adjacent to Turner Auditorium without prior written approval by the dean of the College of Fine Arts. Such materials may not be fastened to any part of the facility except in spaces provided for that purpose and may not be permitted to interfere with crowd movement and safety.
  - ii. All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non-university event to be held in Turner Auditorium must be approved by University Marketing Communications and must carry a disclaimer, approved by the university general counsel, stating that the use of Turner Auditorium does not imply endorsement of the event by the sponsoring organization or the university.
  - iii. Safety regulations, as determined by the Turner staff and the university safety officer, will govern all areas of Turner Auditorium and the Griffith Fine Arts Building.
  - iv. User organizations are responsible for the conduct of their representatives, members, and guests of the event while in the Griffith Fine Arts Building. Organizations with a history of conduct violations during previous use of Turner Auditorium may be denied subsequent use.
  - v. In accordance with SFA HOP 05-517 Smoking, Vaping and Use of Tobacco Products, the university is a tobacco and vape free campus.
  - vi. Users are advised to make their policies regarding the taking of photographs and/or recordings clear to the audience.
  - vii. Users must have prior written permission from the Turner staff to make any broadcasts, telecasts, master recordings, films, or transcripts of performances. If consent is given, the user organization will furnish and install all necessary equipment other than that provided by the Turner staff.
  - viii. Users must specify hours of occupancy and may not have activities in the facility other than at those times. The Turner staff will be in attendance and will be paid by the users during all specified hours, according to a schedule of fees kept in the dean's office.
  - ix. Turner staffing levels will be determined by the dean of the College of Fine Arts and the Turner facilities manager. A Turner technical crew and house management are required for all events when an audience is present. Any additional required personnel (ticket sellers/takers, ushers, etc.) will be provided by the users, at the users' expense.
  - x. Users may employ their own crews for tasks better understood by their personnel (music stand and chair setup, prop arrangements, etc.). These arrangements must be



- approved in advance by the dean of the College of Fine Arts and Turner facilities manager. Such arrangements do not, however, release the users from the basic personnel charges identified in this policy.
- xi. Services provided by the Turner staff outside scheduled occupancy will be paid by the users. All university equipment will be operated by trained personnel employed by the university and/or approved by the Turner facilities manager.
  - xii. All users and sponsors will pay for damages to the facility, its fixtures and equipment, whether caused by the users, sponsors, or patrons, with the exception of ordinary wear and tear.
  - xiii. Pianos owned by the university may be provided, according to the schedule of fees.
  - xiv. Stage work will be done at the users' expense under the supervision of the Turner facilities manager. Approval must be secured for organizations to employ their own personnel.
  - xv. Users must request equipment that may be deemed non-standard by the Turner facilities manager prior to signing the contract.
  - xvi. Users must obtain approval from the Turner facilities manager before placing any equipment on the stage. All decorations will be installed without defacing the building and will be subject to the supervision and approval of the Turner facilities manager.
  - xvii. User organizations will leave the stage and stage areas, including dressing rooms and access areas, clean and clear after the final performance. Any exception must be approved by the Turner facilities manager. If the stage is not cleared within the designated period, the Turner staff will employ a crew for which the users will pay. Users will be released from further clean-up responsibility only after inspection by the Turner facilities manager.
  - xviii. Additional charges will apply for custodial services required outside regularly scheduled housekeeping hours.
  - xix. User organizations will not allow beverages, food, gum, or refreshments to be sold, brought into, or served in the Griffith Fine Arts Building. No refreshments will be taken onto the stage, into the backstage areas, or into the auditorium. Exceptions must be approved by the Turner facilities manager.
  - xx. Should an event be canceled within three weeks before the scheduled performance, a cancellation fee will be charged to the users according to the schedule of fees.
  - xxi. House doors open thirty (30) minutes before curtain time. The house manager starts the performance.
  - xxii. Users whose technical or house crew fails to operate and maintain the facility according to the stated operating regulations will be required to employ Turner staff for future events, or may forfeit future use.

### Campus Facilities for Political Purposes

As a state-supported institution of higher education, Stephen F. Austin State University is required to remain neutral in partisan political activities. Individual faculty, staff and students enjoy all constitutional rights and privileges regarding freedom of speech and participation in political events subject to reasonable restrictions regarding time, place and manner. Non-institutionally affiliated entities, including individual political candidates and their election organizations, are not permitted to reserve a university facility for campaign activities. However, if a candidate is invited by a university group, then he/she may appear in the facility, provided that the group extending the invitation is responsible for reserving the facility and meeting the costs related to the event. A



university officer or employee may not use his/her official authority or influence to coerce the political action of a person or body.

### **Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Educ. Code § 51.202

Regents' *Rules and Regulations*, Rule 80104, Use of Facilities

Regents' *Rules and Regulations*, Rule 80105, Joint Sponsorship of the Use of Property or Buildings

Regents' *Rules and Regulations*, Rule 80106, Special Use Facilities

Regents' *Rules and Regulations*, Rule 80108, Use of Facilities for Weddings

Regents' *Rules and Regulations*, Rule 80702, Indirect Cost Recoveries

SFA HOP 05-403 Expressive Activities

SFA HOP 05-517 Smoking, Vaping and Use of Tobacco Products

### **Responsible Executive**

Provost and Executive Vice President for Academic Affairs, Vice President for Student Affairs,  
Director of Athletics

### **Forms**

None

### **Revision History**

September 1, 2023 (original)



**Appendix A – Master Building List**

<b>Building Name</b>	<b>Owner</b>
Agriculture Mechanics	College of Forestry and Agriculture
Agriculture Building	College of Forestry and Agriculture
Agriculture Greenhouse	College of Forestry and Agriculture
Art Studio Annex	College of Fine Arts
Art Building	College of Fine Arts
Art Studio	College of Fine Arts
Austin Building	Finance and Administration
Baker Pattillo Student Center*	Student Center
Biology Greenhouse	College of Science and Mathematics
Boynton Building	College of Liberal and Applied Arts
Brundrett Conservation Education Building	College of Forestry and Agriculture
Bush Mathematical Sciences Building	College of Science and Mathematics
Cole STEM building	College of Science and Mathematics
Culinary Cafe	College of Education
Dugas Liberal Arts North	College of Liberal and Applied Arts
Education Annex	College of Education
Eatery on East	Dinning Services
Ferguson Building	College of Liberal and Applied Arts
Field House*	Athletics
Forestry Building	College of Forestry and Agriculture
Forestry Greenhouse	College of Forestry and Agriculture
Forestry Laboratories	College of Forestry and Agriculture
Griffith Fine Arts Building	College of Fine Arts
Griffith Hall	Residence Life
Grounds and Transportation	Finance and Administration
Hall 10	Residence Life
Hall 14	Residence Life
Hall 20	Residence Life
Homer Bryce Stadium*	Athletics
Human Sciences Building North	College of Education
Human Sciences Building South	College of Education
Human Services Building	College of Education
Janice A. Pattillo Early Childhood Research Center	College of Education
Johnson Coliseum*	Athletics
Juanita Curry Boynton House	Finance and Administration
Kennedy Auditorium*	College of Science & Mathematics



Kerr Hall	Residence Life
Kingham Children's Garden	College of Forestry and Agriculture
Lehmann Chemistry Building	College of Science and Mathematics
Lumberjack Landing	Residence Life
Lumberjack Lodge	Residence Life
Lumberjack Village Community Building	Residence Life
Lumberjack Village (Building 1,2 and 3)	Residence Life
Mays Hall	Residence Life
McGee Business Building	College of Business
McKibben Education Building	College of Education
McKinney Fine Arts Annex	College of Fine Arts
Military Science Building	College of Liberal and Applied Arts
Murphy Wellness Center	Athletics
Naymola Basketball Performance Center*	Athletics
North Hall	Residence Life
Norton HPE Complex	College of Education/Campus Recreation
Pearman Alumni Center	Alumni Association
Parking Services	Finance and Administration
Physical Plant	Finance and Administration
Press Box	Athletics
Purchasing and Central Stores	Finance and Administration
Rusk Building	Finance and Administration
Schlieff Tennis Complex	Athletics
School of Art Film House	College of Fine Arts
SFA Theatre Scene Shop	College of Fine Arts
Shelton Gym	Athletics/ Campus Rec/Kinesiology
Social Work Building	College of Liberal and Applied Arts
South Hall	Residence Life
Steen Hall	Residence Life
Steen Library	Library
Stone Fort Museum	Finance and Administration
Student Recreation Center	Campus Recreation
Health and Wellness Hub	Health Services
University Police Department	Finance and Administration
Wildlife Habitat and Silviculture Laboratory	USFS Property
Wisely Hall	Residence Life
Wright Music Building	College of Fine Arts
Intramural Fields	Campus Recreation



Recreational trails	Campus Recreation
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\*indicates special use facility





**Appendix B – Norton and HPE Complex**

HPE Weight Room	12 am – 6 am	Campus Recreation
	6 am - Noon	Kinesiology & Health Science
	Noon – 1 pm	Campus Recreation
	1 pm – 4 pm	Kinesiology & Health Science
	4 pm – 12 am	Campus Recreation
	Weekends	Campus Recreation
HPE Racquetball	12 am – 8 am	Campus Recreation
	8 am – Noon	Kinesiology & Health Science
	Noon – 1 pm	Campus Recreation
	1 pm – 4pm	Kinesiology & Health Science
	4 pm – 12 am	Campus Recreation
	Weekends	Campus Recreation
HPE Indoor Pool	12 am – 8 am	Campus Recreation
	8 am – Noon	Kinesiology & Health Science
	Noon – 1 pm	Campus Recreation
	1 pm – 4 pm	Kinesiology & Health Science
	4 pm – 12 am	Campus Recreation
	Weekends	Campus Recreation
HPE Big Gym	12 am – 6 am	Campus Recreation
	6 am – Noon	Kinesiology & Health Science
	Noon – 1 pm	Campus Recreation
	1 pm – 4 pm	Kinesiology & Health Science
	4 pm – 12 am	Campus Recreation



	Weekends	Campus Recreation
HPE Gymnastics Room	12 am – 6 am	Campus Recreation
	6 am – 4 pm	Kinesiology & Health Science
	4 pm – 12 am	Campus Recreation
	Weekends	Campus Recreation
HPE/Shelton Classrooms and Labs	12 am – 12 am	Kinesiology & Health Science
	Weekends	Kinesiology & Health Science
Shelton Gym	12 am – 6 am	Campus Recreation
	6 am – 2:30 pm	Kinesiology & Health Science
	2:30 pm – 10 pm	Athletic Department (In-season volleyball priority)/Campus Recreation
	10 pm – 12 am	Campus Recreation
	Weekends	Campus Recreation
	Saturdays-10am-4pm	Athletics (In-season volleyball priority)/Campus Recreation