

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.1	University Facilities	Revised:	July 2006
Policy 9.1.3	Scheduling of Facilities	Responsibility:	Vice President for Academic Administration

SCHEDULING OF FACILITIES

Academic Facilities

Formal academic courses and programs approved by the Board of Regents for the Health Science Center have priority in scheduling of academic facilities. Release of academic facilities for scheduling of other activities will be made only after requirements for the next academic semester have been scheduled.

The following priority of use of facilities shall apply:

1. Academic activities for students of the Health Science Center will have priority over events of other classifications.
 - a. Formal school-wide academic courses
 - b. Departmental academic courses
 - c. Regularly scheduled department-level events (such as conferences, seminars, journal clubs, and teaching/learning labs)
 - d. Grand Rounds
 - e. Special tests (such as National Board Examinations). These will be given priority consideration for use of the Health Science Center Auditorium.
2. Health Science Center departments, committees, and official professional and administrative functions or programs.
3. Health Science Center activities.
4. Registered student, faculty, staff, housestaff, or alumni organizations.
5. Appropriately sponsored outside organizations.

Students, faculty, staff and departments may reserve space for categories 2 – 4 above by completing the [Room Reservation Request](#) form and emailing or faxing it to the Office of Academic Space

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Allocation, Planning and Scheduling (ASAPS). Availability and other questions can be answered at extension 7-2657.

Facility Use Fees

As a general rule, all joint sponsored events, events with large numbers of off campus invitees and/or any event where a fee of any amount is collected for any purpose will be considered an event where a fee is payable. Included are vendor tables and trade shows.

Reservation requests for events requiring a fee must be accompanied by a project ID and authorized by the budget authority for that project ID. The Office of Academic Space, Allocation, Planning and Scheduling (ASAPS) will create the appropriate documents to transfer room use fees from the sponsoring department. In addition to room use fees, vendor tables and/or trade shows shall also incur charges.

For specific information on fees and room availability please contact the Office of Academic Space Allocation, Planning and Scheduling.

General Room Use Guidelines

- Departments requesting a reservation are expected to exercise due diligence in the use of Health Science Center facilities. The payment of the cost recovery fee covers only the cost incurred for the conduct of the event for the specified time frame. These fees in no way are calculated to reimburse the University for any physical damage to facilities, equipment or furnishings that are a part of the reserved space. In the case of physical damage to any component of the reserved space, the reserving department will be billed on a time and materials basis for the repair of said damage as determined by Health Science Center's Facilities Management.
 - In spaces where the room furniture may be moved, a requesting department may modify the room configuration for a specific temporary need. However, the user must return the room to the original configuration as shown on the posted seating chart prior to the conclusion of the requestors' reservation period. The user's department will be billed for any housekeeping charges resulting from housekeeping services needed to restore the configuration. Refer to the *Handbook of Operating Procedures* (HOP), [Section 9.1.5](#), "Use of Classroom".
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- Food events can be especially corrosive to facilities and equipment. The fee schedule attached to social events of all kinds considers this fact. Should major cleaning of a space be required due to heavy spills, stains or other food damage, the requesting department will be billed on a time and materials basis for the necessary space restoration.
 - The use of confetti, glitter, icicles and other similar metallic materials is strictly prohibited due to the difficulty involved with the cleaning of these materials. Users should expect a minimum \$200 charge if they allow the use of these materials in the reserved space.
 - Tacks, nails, staples or other fasteners that may damage walls or furnishings may not be used. In addition, foam sticker tape, transparent packing tape, and double-sided tape may not be used. The use of masking tape is permissible but must be removed immediately following the event.

**Reservation
Cancellations**

To maximize availability, cancellations must be made by e-mail at least forty-eight (48) hours in advance of scheduled event start time. Failure to cancel according to this guideline will result in the billing of the original room use fee to the reserving department. The reserving department is also responsible for canceling any other University services that were requested or required.

Teaching Partners

The Health Science Center is pleased to offer our teaching hospitals use of its facilities for those events that are of an educational nature for Health Science Center students training in these facilities. Availability of teaching space may be checked by contacting the scheduling offices in the respective city. Due to the heavy demand for space in all Health Science Center facilities, all educationally related requests will be filled on a space available basis when the request is received. Curricular offerings will always receive priority scheduling consideration. All other events, still of an educational nature but not curricular, will be placed in a pending status until all required curricular offerings have been scheduled. Under no circumstance will any event of this nature be booked earlier than forty-five (45) days prior to event date and never

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before the completion of all curricular scheduling for the current or successive term.

Other events for our teaching hospitals, such as training, meetings or special events will only be considered after the respective hospital has exhausted all possible availability within their own facilities. These events should be considered exceptions rather than the rule. The forty-five (45) day and curricular scheduling guideline will also apply to these events. All other guidelines, Regents' Rules and HOP policies, including room use fees, which apply to Health Science Center departments, will also apply to these partners.

Miscellaneous

The Health Science Center hosts and/or joint sponsors a wide variety of events for on and off campus constituencies and educational partners. Many require the expert support services provided by our Health Science Center departments. Included here are contact numbers for some of the key departments that provide event support services. Sponsoring departments are responsible for payment of all fees that may be incurred when using the services of these professionals.

Facility Reservations and support services, Harlingen – extension 5-8760

Facility Reservations and support services, Laredo – extension 3-7473

Facility Reservations, San Antonio – extension 7-2655

Support Services in San Antonio:

Facility/Room set-up services (tables, chairs and furniture movement) – extension 7- 2935

University Police (parking and security) – extension 7-3703

Audio/Visual services and equipment – extension 7-2210

Video Conferencing Services – extension 7-2214

Media Relations – External Affairs – extension 7-2057

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For questions on these guidelines, or for event management assistance in Laredo or Harlingen, please contact the Director, Academic Space Allocation, Planning and Scheduling (ASAPS) at extension 7-2657.
