

*The University of Texas Health Science Center at San Antonio*

*Laredo Campus Extension*

*Non-Curricular Facility Use Guidelines and Fee Schedule*

Recognizing the Health Science Center's (HSC) responsibility to preserve HSC space resources and guided by Regents' Rules of the University of Texas System as well as our own Handbook of Operating Procedures, the University of Texas Health Science Center at San Antonio adopts the following LCE facility use guidelines and fee schedules effective August 2008 and revised in March 2009.

**General**

**HOP Policy 9.1.4**

Health Science Center facilities may be used by outside organizations with the joint sponsorship of a Health Science Center department. The HSC may recommend joint sponsorship of a project or program when the below listed conditions are met:

1. the educational implications are self-evident and directly supplement the educational purposes of the institution and the academic and or administrative mission of the department recommending sponsorship; and,
2. there will be no private gain for the cooperating individuals, group, or association. The HSC sponsor when entering into a joint sponsorship of any program assumes full responsibility for all details including cost as well as approval of subject, contents, and publicity for the event. A Room Reservation Request form must be completed and sent to the Office of LCE Administrative Services.

**Regents' Rules Series 80101, Number 2, Section 2**

Authorized Users. No person, organization, group, association, or corporation may use property or buildings owned by the U.T. System or any of its institutions for any purpose other than in the course of the regular programs or activities related to the role and mission of the U.T. System and its institutions, unless authorized by the Regents' Rules and Regulations, the approved rules and regulations of the institution, and applicable federal, State, and local laws and regulations.

## Regents' Rules Series 80105, Number 2, Section 1

Joint Sponsorship Permitted. Except as permitted in Series 80103 (Solicitation) and 80106 (Special Use Facilities) of the Regents' Rules and Regulations, the use of property or buildings owned or controlled by the U.T. System or any of its 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 U.T. System or any of its institutions and shall be subject to the following conditions:

1.1 The program or activity must be upon the invitation of the U.T. System or any of its institutions. Only the Chancellor of the U.T. System or the president of an institution, or his or her delegate, can authorize joint sponsorship. Note: The president's designee for authorization of joint sponsorship at the UTHSCSA shall be the Vice President for Academic Administration.

1.2 In order for joint sponsorship to be appropriate, the educational implications of a program or activity must be self-evident, must directly supplement the educational purposes of the U.T. System or any of its institutions, and must not result in financial gain for the invited individual, group, association, or corporation.

1.5 The scheduling of property or buildings for programs or activities of the U.T. System or any of its institutions shall always have priority over the scheduling for programs or activities that are jointly sponsored.

1.6 The fee to be paid by the sponsoring department or 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 sponsorship\* or joint sponsorship. *At a minimum, the fee must ensure recovery of the cost incurred by the U.T. System or any of its institutions.* A minimum fee is established and noted with a maximum fee allowed being four (4) times the minimum.

\*Definitions: *Sponsorship* – an internal department hosting any event where attendees include individuals other than HSC students, faculty, or staff; or whenever a fee of any amount is charged for any purpose (regardless of attendees).

*Joint sponsorship* – a UTHSCSA internal department hosting and/or cooperating with an off campus group to stage an event of any kind.

## Regents' Rules, Series 80103, Number 2

Sec. 1 Prohibition of Solicitation. No solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility owned or controlled by the U.T. System or any of its institutions unless permitted by the Regents' Rules and Regulations. *Note: Fundraisers held in conjunction with outside vendors in support of HSC activities may occur but a room use fee will be applicable, e.g., book fairs, flower sales, etc*

### Sec. 2 Exceptions to Prohibition

2.4 Services. Any offering of services and related products by a third party or by U.T. System and/or one or more of its institutions on behalf of a third party ( a "Third Party Service Offering") established and maintained primarily for the convenience of students, faculty, staff, or patients.

Note: Vendor Fairs fall into this category, however, no sale of goods and/or services may occur on university property and a "per vendor and/or table fee" as established elsewhere in this document, will be imposed.

### HOP Policy 9.1.4 -- Charges

To the extent that there are charges for Health Science Center Services (e.g., printing, housekeeping, security, etc.) for the event, such charges shall be paid by the sponsoring department. It is the responsibility of the sponsoring department to determine an appropriate level of reimbursement, if any, from the outside entity cosponsoring the event and obtain such payments and deposit such payments to the accounts from which charges for the event were made.

### Scheduling of Facilities

#### HOP Policy 9.1.3

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 Boards). These will be given priority consideration for use of the HSC 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, house staff, 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 it to the Office of LCE Administrative Services (castenedal@uthscsa.edu). Availability and other room reservation questions can be answered at (956) 523-7473 (3-7473).

### **Facility Use Fees**

There are always costs related to any event regardless of the number of attendees. These include, but are not limited to, utilities, consumables, wear and tear on facility, furnishings and equipment, housekeeping, maintenance, and damage to property.

The goal of the room use fees listed here is to fairly recover the costs inherent to the conduct of events sponsored or joint sponsored by our internal departments, schools and administrators as required by Series 80105, Number 2, Section1, 1.6 of Regents' Rules.

As a general rule,

- all joint sponsored events,
- events with off campus attendees
- and/or any event where a fee of any amount is collected for any purpose will be considered an event where a fee is applicable. *These guidelines contain no provision for waiver of fees since costs are inevitable and will occur regardless of the nature of the event.* Internal events such as classes, departmental meetings, grand rounds etc., are supported with university funds.

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 LCE Administrative Services will create the appropriate documents to transfer room use fees from the sponsoring department. Note: Official events joint sponsored by the Office of Governmental Relations in cooperation with any legislative body will not incur fees, as mandated by Senate Bill 301.028, Cooperation of Other Agencies.

**UTHSCSA Facility Use Fee Schedule**  
 (Rates may change without notice)

*All rates listed are per hour with a two (2) hour minimum*

*plus any additional set-up and break-down.*

Space Category	Capacity *	Average Size	Number of Spaces available in category	Minimum Hourly Fee for Joint Sponsored Events w/external entities	Room Maintenance Fee for events sponsored by UTHSCSA internal departments w/outside attendees
General Classrooms	22 – 36 persons	389 – 983 sq ft.	8	\$12.50	<=1/2Day -\$20.00 Full Day -\$45.00
Conference Rooms	8 – 12 persons	351 - 437	2	\$10.00	<=1/2Day -\$20.00 Full Day -\$40.00
Library Computer Room 1.101.08	16 persons	680 sq ft	1	\$17.50	<=1/2Day -\$25.00 Full Day -\$50.00
LCE Auditorium (Up to 50 people)	144 persons (w/tables) 150 persons (chairs only)	3,008 square feet	1	\$25/hr	<=1/2Day -\$50.00 Full Day -\$100.00
LCE Auditorium (51-150 people)	144 persons (w/tables) 150 persons (chairs only)	3,008 square feet	1	\$150/half-day \$300/full day	\$75/ half-day \$150/full day

\*To minimize cost, departments should always match anticipated attendance with room capacity.

The following spaces are assigned as General Classroom:

DD Hachar: RM 2.200 and RM 2.700  
Academic Building: RM 1.102.00, RM 1.105.00, RM 1.106.00, RM 2.101, RM 2.102

The following spaces are assigned as Conference rooms:

DD Hachar RM 1.100.06  
Academic Building RM 1.101.07

### Vendor Representatives, Vendor Tables and Trade Shows \*\*\*

In addition to room use fees, Vendor Representatives (Reps) **Vendor Tables and/or Trade Shows** shall compensate the university and the sponsoring department for the privilege of having access to a viable market of potential prospects for their product or service. The following fees apply to visits by vendor reps and/or the setup of a vendor table; a vendor table is described as one (1) eight (8) foot table.

- Minimum Vendor Rep and Vendor table fee - \$100.00 per vendor and/or vendor table per day.
- No sales of any kind may occur on university property; vendor tables are allowed strictly for the dissemination of information.

The fees collected from vendor and trade show activity shall be split 50% to the university and 50% to the sponsoring department for furtherance of the sponsoring departments programs and initiatives and for maintenance of program space by the university.

Individual departments are responsible for arranging and paying for special setup needs (including vendor tables) with housekeeping in advance of their scheduled event. A Facilities Management work order may be required.

Individual departments are also responsible for arranging and paying for other required or requested university services, such as, audio/visual, video conferencing, security, and parking.

Non-profit organizations, when properly joint sponsored, may not incur a vendor fee; however, room use fees may be applicable. These events will be evaluated on a case-by-case basis.

**\*\*\*Departments sponsoring or joint sponsoring events involving for-profit entities are responsible for ensuring compliance with HOP 7.7.3, "guidelines for Interactions Between Clinicians and Industry".**

### HOP Policy 9.1.4

To the extent that there are charges for Health Science Center Services (e.g. printing, housekeeping, parking, security, etc.) for the event, such charges shall be paid

by the sponsoring department. It is the responsibility of the sponsoring department to determine an appropriate level of reimbursement, if any, from the outside entity cosponsoring the event and obtain such payments and deposit such payments to the accounts from which charges for the event were made. Regents Rules and Regulations apply.

### **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 fees listed in the preceding table 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 HSC 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. (HOP Policy 9.1.5).
- 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 \$200.00 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 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.

## **Room Use Guidelines for Rooms Not Centrally Scheduled**

This document covers all HSC spaces that are scheduled by LCE Administrative Services. Not included in this document are spaces loaned by the HSC to individual departments. Departments are required to follow the same Board of Regents rules and regulations in regards to usage of departmental rooms and labs and applicable usage fees. To assist departments with their compliance responsibilities, the HSC is providing the following guidelines and fee schedules for the proper reservation, sponsorship, joint sponsorship, utilization and pricing for these departmental spaces. Included is procedural handling of paperwork related to these “sponsored” or “joint sponsored” reservations. In all instances, any event meeting here or not, should be communicated to LCE Administrative Services for inclusion in university reports and calendars. To accomplish this communication, all sponsored or joint sponsored events or other events that require a “cost recovery” fee, will require submission of the standard “Room Reservation Request” form found on the Master List of Forms, to LCE Administrative Services using established room reservation procedures for centrally scheduled space. This will enable LCE Administrative Services to track both the usage and the required IDT. These guidelines also apply to HSC campuses in Laredo, Harlingen, Edinburg, and San Antonio and all sponsored or joint sponsored events in those markets should be communicated to scheduling personnel in those markets using the appropriate “Room Reservation Request” for the respective city.

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 amount charged by the individual department for providing use of the space is subject to negotiation with the individual groups and the HSC will only IDT the individual department the following cost recovery fees.

### **UTHSCSA Fee Schedule for Non-Centrally Scheduled Spaces**

All Individual School or Departmental Conference Rooms - These spaces are typically used for individual school or departmental meetings and conferences. Occasionally, however, these spaces have in the past been “loaned” to outside individuals and/or organizations for a variety of purposes. That use is encouraged with the payment, by either the group or department, of the following nominal “cost recovery” fees.

All HSC Conference Rooms: \$10.00 per hour with a two hour minimum (Plus \$100 per vendor in attendance providing training and/or product demonstrations.)

All Labs and/or Class Labs – These spaces are typically used for specialized instruction and include Gross Anatomy Labs, MD Labs, Dental Labs, etc. These labs have been loaned to outside organizations for training and/or meetings. Occasionally, these labs have also been “loaned” to vendors for specialized training on specific pieces of equipment available from that vendor and sold to HSC researchers and other scientists in the city.

All HSC Labs (including Gross Anatomy Labs)

\$20.00 per hour with a two hour minimum

(Plus \$100 per vendor in attendance providing training and/or product demonstrations.)

Vendor Fees The fees collected from vendor activity shall be split 50% to central administration and 50% to the sponsoring department for furtherance of the sponsoring departments programs and initiatives and for maintenance of program space by the university.

Individual departments are responsible for arranging and paying for special set-up needs (including vendor tables) with housekeeping in advance of their scheduled event. A Facilities Management work order may be required.

Individual departments are also responsible for arranging and paying for other required or requested university services, such as audio/visual, video conferencing, security, and parking.

**Teaching Partners**

The HSC is pleased to offer its teaching hospitals use of its facilities for those events that are of an educational nature for HSC 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 HSC facilities, all educationally related requests will be filled on a space available basis when the request is received. Curricular offerings, per the HOP, 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 before the completion of all curricular scheduling for the current or successive term.

Other events for HSC 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 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 HSC departments, will also apply to these partners.

## **Miscellaneous**

The HSC 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 HSC 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 for

Laredo – (956) 52307473 (3-7473) or e-mail [castanedal@uthscsa.edu](mailto:castanedal@uthscsa.edu)

San Antonio – X 7-2655 Facility Reservations and support services,

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

Edinburg – X 3-6401

Support Services in San Antonio:

- Facility/Room setup services (tables, chairs and furniture movement) (210) 567-2935 (7- 2935)
- University Police (parking and security) – (210) 567-3703 (7-3703)
- Audio/ Visual services and equipment – (210) 567-2210 (7-2210)
- Video Conferencing Services – (210) 567-2214 (7-2214)
- Media Relations – External Affairs – (210) 567-2057 (7-2057)

For questions on these guidelines, or for event management assistance, please contact the Administrator, LCE Administrative Services, at (956) 523-7473

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*LCE Non-Curricular Facility Use Guidelines and Fee Schedules*  
Additional Guidelines -- Addendum

**Standard Set-Up**

1. Events utilizing the auditorium standard set-up, which is defined as classroom style for 50 (50 chairs at 25 tables all facing the front with no more than 50 participants) will not incur a set-up/take-down fee as long as no changes are made (see #2 below).
2. Changes made after Facilities Management has set-up a room for an event, including last-minute requests for additional chairs, tables, etc., will result in additional Facilities Management charges to the department or outside group. A minimum of 2 hours labor will be charged.
3. Contact the LCE Event Facilitator at 956-523-7473 or castanedal@uthscsa.edu for clarification of the auditorium standard set-up.

**Miscellaneous - Joint Sponsored Events**

1. Audio-visual and special set-up needs should be communicated to the Event Facilitator as soon as needs are determined, but not less than 24 hours before event.
2. Catering services are not provided by the facility.
3. The LCE has a limited inventory of chairs and tables. If additional furnishings will be rented, information concerning the rental company and delivery/set-up and/or pick-up arrangements should be provided to the Event Facilitator as soon as possible.