

**Memorial Student Union Building**  
**Reservation Guidelines**

Effective: January 1, 2003  
Amended: August 23, 2005

**MISSION**

The Memorial Student Union Building is designed to support the programs, events, meetings and conferences of the students, faculty and staff of Texas A&M University - Kingsville. Students receive priority in the reservation process because the facility is designed to support student life and is funded in part with student fees.

**GENERAL RESERVATION GUIDELINES**

1. All requests are received and processed by the Event Planning Office in accordance with the "Use of University Facilities" policy of Texas A&M University - Kingsville.
2. The Memorial Student Union Building staff reserves the right to deny space usage for any group/event that is programmatically or operationally impractical to accommodate or that conflicts with the University's mission, or policies.
3. The Memorial Student Union Building staff will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored when possible. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.
4. All space reservations will be tentatively confirmed until all details (room setup and A/V requirements) of the event are submitted to the Event Planning office.
5. Space availability checks and routine event requests can be completed in person at the Event Planning Office in the Memorial Student Union Building, by web at <http://osa.tamuk.edu/vems>, by telephone at (361) 593-4173 or email at [ems@tamuk.edu](mailto:ems@tamuk.edu). A confirmation email will be returned once the reservation has been confirmed. Requests for large-scale events (special set ups, food, alcohol, programs, attendance over 50, admission charge) will require a Phone call or meeting with the Event Planning Office
6. Events classified as "large-scale" may require a meeting with a member of the Memorial Student Union Building staff to review planning and arrangements. Space reservations will not be confirmed until all event plans have been reviewed and all necessary arrangements have been completed.
7. Users that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges and may have reservation privileges suspended. These determinations are made by the Associate Director or designee.
8. Sponsoring groups (or individuals) responsible for damages to the facilities or equipment or for the inadequate clean-up will receive a surcharge for repair, replacement or cleaning.
9. Groups with a Large Scale event can reserve the same room for decorating and setup at a reduced rate for the extra day. Rates are noted on the attached chart
10. Tentative reservations must be confirmed or released within thirty (30) calendar days of the original request. No more than two (2) tentative dates may be scheduled for the same event.

## CLASSIFICATIONS

### Class I – University Organization

A meeting conducted by a recognized university organization to further the purpose for which that organization exists (i.e., business meetings of registered student organizations, departmental or college meetings, administrative meetings, general University convocations, alumni meetings, assemblies of recognition, University Interscholastic League (UIL) Events and Academy High School with certain restrictions).

### Class IIA – On Campus Group (Charging)

Authorized meetings or assemblies for which admission is charged at the door, or revenue is derived by advance ticket sales, subscriptions, contributions, freewill offerings or sales.

### IIB – University affiliated individuals

Private meetings or personal events sponsored by individual students, faculty or staff members.

### Class III – Co-sponsored events involving tax-supported entities.

Conferences, seminars, or other educational assemblies sponsored by:

- a. Public schools and educational organizations
- b. State and federal agencies
- c. The City of Kingsville and its official (tax supported) agencies
- d. Meeting of a professional or semi-professional nature which have interests related to the work of the University such as education, farming, ranching, science, charity, philanthropy, government and research.

### Class IV – Non-university Sponsored events

Other conferences, seminars, social, recreational or educational assemblies involving a defined group of individuals whose membership is not primarily from the campus and which do not have an affiliation with a defined group on the campus.

## JAVELINA TRADITIONS PROGRAM

Javelina Traditions Program recognizes that some traditional events and programs should have precedence on the calendar. Javelina Traditions Program reservations are deemed to have priority status. Submission for this status shall be received no later than January 1 of the previous year. Javelina Traditions Programs shall be booked into the Memorial Student Union Building reservations calendar as soon as the University calendar has been approved and prior to advance reservations being booked.

This policy permits selection of a few programs that must happen annually in the Memorial Student Union Building at a prescribed time. The programs should remain constant from year to year, dates may change as dictated by the University calendar. Once these have been selected,

any new submissions will be submitted to the Memorial Student Union Advisory Board for review.

Submission Criteria:

- Sponsorship by a student organization or university department
- Annual program at a specified time of year.
- Minimum attendance of 200 people over the course of the program.
- Financial commitment must be demonstrated at time of submission.

Selection Criteria:

- Significant student involvement in planning and participation of the program
- Resources required are unique to the Memorial Student Union Building
- Program will aid in student recruitment and retention efforts.

### SCHEDULING PRIORITIES

#### Class I & II

1. Class I requests for fall meetings/events are accepted beginning on April 1st; requests for meetings/events occurring in the spring semester are accepted beginning on November 1st. After these dates, routine events must be scheduled at least two (2) working days in advance; “large-scale” events must be scheduled at least five (5) working days in advance. Class II requests will begin two weeks after Class I requests.
2. Requests for all events designed primarily for the benefit of and open to the entire University/student community will be accepted up to one year in advance.
3. Requests for large-scale functions will be accepted up to one year in advance after Javelina Traditions Programs. Space for institutional priority events (Orientation, Registration, Faculty/Staff Opening Meeting, Career Fair, Open Houses, etc) will be scheduled as far in advance as dates are available.
4. Class I groups **are not charged** space rental fees for routine meetings or events open to the University community free of charge. ***Space rental fees are charged for events involving admission charges/registration fees (Class II).*** Additional labor fees for complex setups involving special staffing and operator fees for sound/lighting/A-V equipment will be charged in addition to room rental fees for all meeting/events. A University account number or a deposit equal to 50% of the estimated charges for an event is required before a space request involving fees will be confirmed.

#### Class IIB

##### Space Use by University-affiliated Individuals (Students, Faculty and Staff)

1. Requests for use of facilities by individual students, faculty or staff members for private meetings or personal events are accepted beginning on May 1<sup>st</sup> for Fall semester events and December 1<sup>st</sup> for Spring semester events. Requests for use of facilities for large-scale events are accepted up to one year in advance after Javelina Traditions Program events.
2. The use of rooms for personal events must be consistent with the mission of the institution such as wedding receptions, anniversary celebrations, etc. The institution reserves the right to refuse access to facilities for events deemed inconsistent with its mission.

3. University-affiliated individual users **are charged** room rental fees and service fees for special setups, staffing for multimedia equipment operation, cleaning and/or after-hours access. Charges will be assessed regardless of attendance, location or admission/registration requirements. Direct costs for services such as parking, security, food services, etc. associated with the event will be charged.
4. University-affiliated users are required to pay a deposit equal to one-half (1/2) of the anticipated charges. The deposit is refundable up to thirty (30) days prior to the scheduled event in case of a cancellation.

#### Class III & IV

1. Requests for routine external events will be accepted on a first come, first served basis beginning May 15<sup>th</sup> for events occurring in the fall semester and December 15<sup>th</sup> for events occurring in the spring semester. After these dates, routine events must be scheduled at least two (2) working days in advance; extraordinary events require at least five (5) working days.
2. Requests for large-scale events are accepted up to one year in advance after Javelina Traditions Program.
3. External groups collaborating with a University-sponsoring organization/department **will not be charged** room rental fees for events designed to attract an audience of primarily TAMUK students, faculty, and/or staff.
4. External groups' events not open to University audiences and/or requiring an admission/registration fee or donation from participants **will be charged** room rental fees and service fees for special setups, staffing for multimedia equipment operation, cleaning and/or after-hours access. Charges will be assessed regardless of attendance, location or admission/registration requirements. Direct costs for services such as parking, security, food services, etc. associated with the event will be charged. A deposit equal to 50% of the estimated charges for an event is required before a space request involving fees will be confirmed. Payment in full is due on or before the scheduled event. The deposit is refundable up to sixty (60) days prior to the scheduled event in case of cancellation.

#### OVERTIME EVENTS

The Ballroom may be reserved for up to one (1) hour past the scheduled building closing time on Friday or Saturday nights. The group will be charged \$60 for the (1) hour period or any fraction thereof. These arrangements will not affect the closing time of the public or service areas of the building. Only participants in the sponsored program will be allowed to remain in the building past closing and must stay in or around the immediate area of the reserved space. Only one (1) event overtime will be accepted for any one (1) night and for no more than one (1) room. An overtime charge of \$25 per quarter hour (15 minutes) will be assessed for events running past the facility closing time without prior arrangement as part of the space reservation. Any group having two unreserved overtimes in one semester may lose space reservation privileges for the next academic semester.

## LARGE-SCALE EVENTS IN THE MSUB

The Memorial Student Union Building is intended for use by all groups for a wide variety of activities. An event that more than fifty (50) people are expected to attend is considered to be a large-scale event. Large-scale events draw large numbers of people and can stress the facility to its maximum capacity.

The Ballrooms, Room 219 ABC, and Room 221 AB are locations designed for extraordinary events. To preserve the facilities and ensure the safety of participants, the following procedures apply to all large-scale events scheduled by the Scheduling Office:

1. No more than two extraordinary of similar nature (i.e. dances, lectures, concerts) can be scheduled in and around the MSUB on a single day.
2. Events which are likely, based on historical precedent and experience, to attract crowds near to, or in excess of, the established room/space capacities may require Police/Security officers to be hired - at the sponsor's expense - to provide security and crowd control. Such situations will typically require two officers to be paid at rates established by the Police.
3. A representative of the sponsoring group who will be taking overall responsibility for the event must meet with the Event Planning Coordinator to complete the Event Approval Process and "Large-Scale" Event Agreement. This meeting should take place at least two weeks before the event. This time limit will not apply to a grace period at the beginning of each semester to be determined by the Scheduling Coordinator.
4. The standing capacity of the Ballroom is 900 people; each section can accommodate 450. The standing capacity of Room 219 ABC is 175; Room 221 AB standing capacity is 150. For the safety of all involved, no more than these numbers will be allowed.
5. Decorations must be approved in advance as part of the Event Approval Process to ensure fire/life safety codes are adhered to and the facilities are protected. Use of open flames (candles, etc) is prohibited.
6. Failure to adhere to these policies (those of the Memorial Student Union Building, Texas A&M University - Kingsville, and all applicable state and federal laws) may subject the sponsoring organization to restriction of space usage privileges for the remainder of the academic year or until otherwise advised.
7. The ballrooms may be held for a day prior and/or day after the event. Other rooms associated with the event are only available for use the day of the event. Request for an exception may be submitted to the Event Planning Office for consideration.

## CHARGES

The Associate Director for Union Operations will determine charges and rental rates in consultation with the Student Union Advisory Board. Failure to pay in the prescribed time frame may result in the loss of MSUB reservation privileges. Charges will be made according to the following guidelines.

- Class I groups will be at no charge (Class 1 rental rate)
- Class II & IIB groups will be at Class 2 rental rate.
- Class III groups will be at Class 3 rental rate.
- Class IV groups will be at Class 4 rental rate.

## ROOM DEPOSIT

Class I reservations may require a room deposit as determined by the Associate Director of Union Operations if the event involves multiple spaces, elaborate set-ups or if the reserving group has a history of facility abuse. Class I facility users will need to provide a university account number which will be charged for any damages.

Class II, IIB, III, & IV reservations require a deposit for half of the rental rate, which must be received in advance to assure confirmation of the reservation. Deposits will be applied to any facility rental charges. Groups requesting a full catered meal must pay the full price of the room upon reservation.

## DAMAGE

It is expected that all spaces will be returned to their original condition. Individuals or groups reserving space will be charged for any damages to the MSUB and/or its equipment. The charge will be equal to the cost of repairs. Damages shall be itemized through an inspection by the MSUB staff on duty at the time of the event. Damages to facilities could result in the loss of reservation privileges.

## CANCELLATION OF ROOM RESERVATIONS

The SUB Scheduling Coordinator should be notified when a group will not be using a space that has been reserved.

1. The Scheduling Office should be notified of space cancellations five (5) working days prior to the scheduled event time. A "no show" (cancellation without notification) for events in rooms with standard setup configurations can result in denial of space requests and/or cancellation of space already reserved for no less than one semester. Failure to cancel reservations for events involving any special setup at one (1) working day prior to the event date will result in a fee of not less than 25% of the estimated charges for the space(s) involved or of the established room rental rate, which ever is greater. ***Class I groups will be charged a \$10 processing fee for each late cancellation of a reservation. Failure to pay this late charge will result in revocation of reservation privileges for a semester. Any group that makes a reservation in the SUB and fails to honor the scheduled start time will be considered a "no show", resulting in \$10 fee.***
2. If an organization that has lost reservation privileges has a special program with a signed confirmation, which is offered to the entire campus that special program will be allowed to continue prior to the imposed sanctions. The notification will be directed to the organization's contact, who will be responsible for contacting the Scheduling Coordinator within four (4) working days of receipt.
3. Cancellation of reservations by Class II groups must be made at least thirty (30) calendar days in advance of the reservation. Failure to cancel within 30 days will result in a room reservation charge at the full day rate for each day's reservation not cancelled. If reservation is not made within 30 days, the client will have 48 hours after the reservation is made to cancel or charges will be incurred for the reservation.
4. Cancellation of reservation by all other classes must be made at least sixty (60) calendar days in advance of the reservation. Failure to cancel within 60 days will result in a room

reservation charge at the full day rate for each day's reservation not cancelled. If reservation is not made within 60 days, the client will have 48 hours after the reservation is made to cancel or charges will be incurred for the reservation.

### LOSS OF PRIVILEGES

Violation of policies and procedures may result in the loss of the privilege to use the facility and/or referral through the university judicial system. Any MSUB staff member may request that a group not be allowed to use space in the MSUB, if violations have occurred. The staff member will put their request in writing to the Associate Director for Union Operations outlining the violation(s). The Associate Director will review the request, asking the group to respond to the charges, and will make a determination based on the information presented. The group will be notified in writing of the decision and will be given the terms of the sanction. The group may appeal the decision to the Memorial Student Union Advisory Board which will be the final authority in the matter.

### AUDIO/VISUAL POLICIES

The MSUB recognizes that a program can be significantly enhanced by professional audio-visual support. Therefore, the goal of the MSUB is to provide high quality audio-visual equipment and trained technicians to groups utilizing the MSUB. No outside audio-visual equipment may be allowed in the MSUB without permission from the Associate Director for Union Operations.

#### General Guidelines

1. The MSUB audio-visual equipment may not be moved or operated except by our under the direction of a MSUB technician or staff member. Violation of this rule may result in the revoking of reservation privileges and may also result in charges in accordance with any damage caused.
2. Reservation of any equipment is done through the Event Planning Coordinator. Priority in room reservations will be given to groups that need equipment housed in a particular facility. Reservations must be made or confirmed with the Event Planning office by 4:00 p.m. at least two (2) working days prior to the event. When equipment conflicts arise, they will be resolved by the Associate Director for Union Operations.
3. Fees for use of equipment will be based on an hourly basis for manning of equipment.
  - a. Class I groups – Hourly charge
  - b. Class II & IIB groups – Hourly charge
  - c. Class III groups – Hourly Charge
  - d. Class IV groups – Hourly Charge.
  - e. Every effort will be made to honor a last-minute request for A/V equipment, however, a late-fee will be assessed for all classes.
4. Audio-Visual equipment may not be used outside the MSUB unless prior approval is obtained from the Associate Director for Union Operations. For Class I & IIA groups, Class II rates will apply.

### TIPS ON A/V EQUIPMENT

1. Groups are charged hourly beginning at the scheduled start of the event. Whether the equipment is actually used does not matter. Please be sure you need the equipment before ordering it to avoid unwanted charges.
2. The technician is there to help, but may not be able to accommodate last minute requests. There are many events, which happen at the same time in the MSUB which use A/V equipment. The MSUB has a limited amount of equipment so plan ahead and let us know your needs so we can accommodate you.

### EQUIPMENT (FURNITURE) POLICIES

The MSUB in conjunction with the Physical Plant provides limited rental of furniture for events. Rental rates are attached and will be invoiced through the Memorial Student Union Building. Expenses for Physical Plant services are included in the price of the equipment rental.

#### General Guidelines

1. The MSUB equipment may not be moved without authorization from the Event Planning Office. Violation of this rule may result in the revoking of reservation privileges and may also result in charges in accordance with any damage caused.
2. Reservation of any equipment is done through the Event Planning Coordinator. Priority in reservations will be given on an availability basis in regards to events scheduled in the Memorial Student Union. Reservations must be made or confirmed with the Event Planning office by 4:00 p.m. at least two (2) working days prior to the event. When equipment conflicts arise, they will be resolved by the Event Planning Coordinator.
3. Fees for use of equipment will be based on a daily basis for use of equipment.

### FOOD & BEVERAGES

1. All events involving food and beverages in the Memorial Student Union Building must be catered through Sodexo Dining Services.
2. A one time Food Waiver may be requested by Registered Student Organizations whose members are providing limited refreshments as listed below in lieu of Sodexo Catering. The sponsoring group is responsible for complete clean up and for any damages or stains that result. The MSUB WILL NOT provide utensils, plates, cups, napkins, and ice for organizations providing their own snacks. A Food Waiver must be submitted and approved to bring food into the building. Any organization violating this policy will be charged a \$50.00 processing fee. Repeated violations could result in withdrawal of reservation privileges of the organization.

Approved Food Items	Not Approved Food Items
Chips	Home Cooked Dishes
Cookies	Pizza from outside The SUB
Nuts	Lunch meat
Candy	Mayonnaise

Popcorn	Dips
Cake	Cream Cheese
Crackers	Cheese
Soft Drinks	Vegetable Trays
Bottled Water	Anything that must be heated
Baked Goods	Anything that must be refrigerated
Donuts	Any Delivery Items
Bagels	Milk
Personal Brown Bag Lunch	

3. The use of cooking equipment is prohibited.
4. Events at which alcohol will be served must conform to university regulations, and alcohol service must be provided by Sodexho Food Service.
5. Student organizations hosting events where alcohol is served must follow the Guidelines for Events with Alcohol as delineated in the Student Organization Handbook.

#### ROOM RENTAL DISCOUNTS OR WAIVERS

1. Class II & IIB, III, and IV groups utilizing meeting rooms other than ballrooms having a full meal catered via Sodexho Food Service will be charged a minimal setup (Catered Meal Rate) fee. Payment in full is due upon reservation. Groups using Ballrooms will receive a 25% discount on room charges for catering in excess of \$2,000.
2. If a university department chooses to co-sponsor an event (Class IIB, III, & IV) and would like for the rental fees to be reduced, the process is as follows.
  - a. The department is required to complete a Request for Facilities Fee Waiver. This form can be obtained in the Event Planning Coordinator's Office (SUB 216 or online at <http://osa.tamuk.edu/vems>).
  - b. The department must obtain approval from the appropriate department head.
  - c. The department, by requesting a fee waiver, must commit both labor for set-up of the event and supervision.
  - d. If the department requires the Memorial Student Union Building staff to support the co-sponsored event, then the department will be billed an hourly charge of \$10.00 per hour/per person for support to defer the cost of student labor.
  - e. In cases not clearly defined above, the charge for services billed to the department will be established by the Associate Director for Union Operations.
  - f. Technical and other fees will not be waived.
3. The Dean of Students can grant a one time waiver per group of room rental fees.

#### OTHER POLICIES & PROCEDURES

1. Smoking is prohibited in all areas of the Memorial Student Union Building, but is permitted in the MSUB mall area or alcoves.
2. Events where alcohol is served will be required to contract University Police Officers at their expense. 200 attendees or less requires 2 officers; greater than 200 attendees

requires 3 police officers. The scheduling office can contact the TAMUK Police Department for a five (5) dollar fee. Officers must be present for the duration of the event. Non TAMUK Police officers are not permitted.

3. Large scale events may require a fee for expanded electrical service (i.e., bands, DJs, etc.)
4. Any changes to a reservation made within 24 hours of the event will be assessed a \$25 late set-up fee.
5. Groups requiring Food Services or Catering will be billed for such services separately.
6. Customers cannot tape, nail or tack anything to any surface of the Student Union Building unless prior permission is granted by the Scheduling Office. Decorations and signs can be attached to surfaces using a special putty or painter's tape. These items are available for use through the Event Planning Scheduling Office. Any violation of this policy will result in a \$10 fine per occurrence.
7. All event related materials are to be removed by the end of the reservation period. Liability for damages or conditions requiring additional cleaning of the reserved space will be charged to a credit card provided by the individual or group responsible for the event. The Memorial Student Union will not be responsible for materials left in the room.

## Normal Building Hours

	Open	Close
Monday - Friday	7:00 a.m.	10:00 p.m.
Saturday	9:00 a.m.	11:00 p.m.
Sunday	10:00 a.m.	10:00 p.m.

## Facility Rental Rates

Room Type	Class I TAMUK Sponsored Event	Class II OnCampus Groups charging	Class III Co-sponsored w/ tax supported entity	Class IV non university sponsored event
203 (Mesquite)	N/C	\$30	\$40	\$60
207 (Lantana)	N/C	\$30	\$40	\$60
218	N/C	\$30	\$40	\$60
219 A	N/C	\$30	\$40	\$60
219 B	N/C	\$30	\$40	\$60
219 C	N/C	\$50	\$70	\$100
219 AB	N/C	\$50	\$70	\$100
219 ABC	N/C	\$100	\$135	\$200
220 A	N/C	\$10	\$15	\$25
221 A	N/C	\$30	\$45	\$60
221 B	N/C	\$50	\$70	\$100
221 AB	N/C	\$75	\$100	\$150
Ballroom A	N/C	\$100	\$150	\$200
Ballroom B	N/C	\$100	\$150	\$200
Ballroom AB	N/C	\$200	\$300	\$400
Lobby Table	N/C	\$15	\$20	\$30
Courtyard	N/C	\$25	\$30	\$50
Mesquite Grove	N/C	\$25	\$30	\$50
Conference Services	\$100	\$100	\$150	\$200

## Catered Meal Rental Rates

Room	Minimum Setup Time	Rate	Rental Rate
203	1	\$10	\$10
207	1	\$10	\$10
218	1	\$10	\$10
219A	1.5	\$10	\$15
219B	1.5	\$10	\$15
219C	2	\$10	\$20
219AB	2	\$10	\$20
219ABC	3	\$10	\$30
221A	1	\$10	\$10
221B	2	\$10	\$20
221AB	2.5	\$10	\$25

Technical & Other Fees				
	Class I	Class II	Class III	Class IV
TV/VCR	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
Piano	N/C	\$10	\$15	\$20
Small Sound System	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
Large Sound System	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
LCD Projector	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
Cordless Mic	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
Extra Mics. (per)	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
Laptop Computer	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
CD Player	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
Tape	\$5 Hourly	\$8 Hourly	\$9 Hourly	\$10 Hourly
Late Hours	\$60	\$60	\$60	\$60
Waiver Setup	N/C	\$10 Hourly	\$10 Hourly	\$10 Hourly
Late Hours (w/o notice)/Late request	\$25	\$25	\$25	\$25
Additional Setup Hours	\$25	\$25	\$25	\$25
Damage Fine (Tape)	\$10	\$10	\$10	\$10
Podium	N/C	\$5	\$5	\$5
Table Podium	N/C	\$5	\$5	\$5
Internet Connection	N/C	N/C	N/C	N/C
Dry Erase Board	N/C	\$5	\$5	\$5
Extension Cord	N/C	\$2	\$2	\$2
Blackboard	N/C	\$2	\$2	\$2
Easel	N/C	\$1	\$1	\$1
Staging (per piece)	N/C	\$5	\$5	\$5

Equipment Fees		
	Class 1	Class 4
Chairs	.50	.90
6 ft. Tables (each)	\$2	\$5
60" Rounds	\$5	\$6

Amended: 8/23/05

Acknowledgments:

Southern Methodist University, Hughes Trigg Student Center  
 Texas A&M University-Corpus Christi, University Center  
 Angelo State University, Houston Harte University Center  
 University of Texas at Austin, Texas Union