Planning a Meeting and Other Events

RSOs may use university facilities for meetings, functions, programs and other appropriate activities provided that proper reservation forms are completed through the appropriate office and that all regulations of facility use are followed. Failure to comply with facility use guidelines may restrict an organization from future use of that and other related facilities.

Scheduling University Facilities
All student organization events should be held in the University Center unless there is a valid reason for using another space. Organizations must get permission from Student Activities if they want to use a space other than the University Center.

University Center
To reserve meeting and event rooms in the University Center, call the UC Scheduling Office at 825-5281 or e-mail uc.scheduling@mail.tamucc.edu. For general UC information, call 825-5282.

1. Requests for fall semester 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; extraordinary events must be scheduled at least five (5) working days in advance.
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. Student Government Association, University Council of Student Organizations and Campus Activities Board may request space up to one (1) year in advance for regular business meetings.
4. Student Organizations 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. Additional labor fees for complex set-ups involving special staffing and operator fees for sound/lighting/A-V equipment will be charged in addition to room rental fees for all meetings/events. A University account code or a deposit equal to 25% of the estimated charges for an event is required before a space request involving fees will be confirmed.

Classrooms
Classrooms should only be used if an official meeting room in the UC cannot be scheduled. In this case, the UC Scheduling Office will facilitate the reservation of classrooms.

Fieldhouse (gym), pool, racquetball courts, playing fields, etc
To reserve these areas related to the Field house, contact Recreational Sports at 825-2455 or complete a Facility Reservation Request (available on-line at http://falcon.tamucc.edu/~recsport/facilpol.htm).

Glasscock Fitness and Wellness Center
To reserve the aerobic rooms, game room or Wellness Center, go online to http://falcon.tamucc.edu/~recsport/facilpol.htm.

CI Courtyard, Lee Plaza (fountain area), Dr. Hector P. Garcia Plaza, CA Courtyard
To reserve any of the above areas, contact UC Scheduling Office at 825-5281.
Faculty Center
To reserve the Faculty Center Conference Room, contact the College of Business at 825-2655.
To reserve the Faculty Center Atrium, contact the College of Arts and Humanities at 825-2659.

Special Set-ups
To have a special set-up or tables and chairs placed in an outside area or the Field House, contact Student Activities at least five (5) days prior to any event. Due to Physical Plant restrictions, set ups will not be provided if proper notice is not given. Set-ups for events reserved by the University Center will be arranged by the UC Scheduling Office.

If a meeting room is reserved and the meeting is canceled, please notify the appropriate office to cancel the room reservation. Failure to do so may result in the inability to reserve space in the future and a fine.

Contracting Speakers & Entertainers
If you plan to have a program with a speaker, there are several steps that should be taken to ensure a clear understanding by everyone involved.

• After the speaker has been contacted and there is an informal letter or a verbal agreement, follow up with a formal letter of agreement or contract. The letter of agreement should include the person's name, address, date, time and location of program. A description of the program should also be included in the letter (i.e., lecture, subject, demonstration or workshop subject). This makes it very clear what service is being provided. If the speaker is to be paid a fee from the organization, the amount must be stated in the letter. Make two originals of the letter and send them to the speaker. The speaker signs on the designated line, returns one copy and retains one copy (Appendix p. 69).

• When the university is paying for the speaker, the Consultant/Professional Contract must be used (Appendix p. 53). The contract must be filled out completely and signed by the student organization president, advisor, and an authorized representative from Student Activities.

• If university funds (UCSO funding) are to be used to pay the speaker/presenter, the account number must be included for the purchasing department. The contract must be approved by Student Activities before it is sent to the speaker/presenter.

• Bring the signed copies to Student Activities so that the contract can be sent to the purchasing manager. Allow two weeks for university approval and two to four weeks for the speaker/presenter to return the contract. Two signed copies are sent to the speaker/presenter. The speaker/presenter signs both copies, keeping one copy for his/her file and returns one copy.

• The purchasing department will process the check for direct payment to the speaker/presenter. The purchasing department will process the paperwork and create a check only after the contract is fulfilled. Checks may take up to 30 days to be sent.

Regulations for Guest Speakers and Entertainers
The university exists to foster ideas and their exchange. This exchange occurs inside and outside of the classroom, on-and off-campus, formally and informally. However, such exchange can only occur if order is maintained and good behavior is recognized by all. The following guidelines are designed to serve this objective:

1. Any university recognized group or non-university organization, which has properly obtained permission through Community Outreach to hold an event on campus, may invite and sponsor speakers, lecturers or entertainers.
2. Recognized student organizations must obtain the approval of their faculty/staff advisor to sponsor any speaker, lecturer or entertainer.

3. Speakers, lecturers or entertainers hosted by students who are not members of recognized student organizations must obtain the approval of the Vice President for Student Affairs or his or her designated representative.

4. The arrangements for a speaker or performance, the conduct of the speaker or performer on campus, and the good order of the activity are the responsibility of the sponsoring group or organization.

5. Speakers, lecturers or entertainers who are to be paid with university funds must enter into a contract with the university subject to requirements established by the State of Texas, Texas A&M University System and the local purchasing department.

6. The university cannot be held responsible for accidents and/or injuries incurred through activities on- or off-campus sponsored by recognized student organizations.

7. The sponsoring group or non-university organization will be financially responsible for any and all damages caused by acts of misconduct or impropriety on the part of the speaker/performer or those acting in concert with him or her. The organization inviting a speaker/performer to the campus shall hold the university harmless from any or all damages caused by such conduct.

8. The university reserves the right to cancel any event it deems likely to cause an interruption in the university’s orderly activities.

9. The President or his duly authorized representative may order an event to be terminated on grounds that it constitutes a disruptive activity (as defined by the Texas Education Code Section 37.123). Any member of the faculty or staff or any student who resists such an order shall be subject to disciplinary action. Non-university organizations that resist such an order will be denied access to university facilities.

10. No individual, group, or other organization may use the institution name without the express authorization of the institution other than to identify the institutional affiliation. Institutional approval or disapproval of any guest speaker, lecturer, entertainer or special event may not be stated or implied by any individual, group or organization.

11. State law regarding candidates for public office and campaigning on public property and all other applicable statues must be observed.

12. A&M-CC cannot appear to support, endorse, promote or recommend any individual person, legislation, amendments or propositions. The University must remain neutral.

13. University funding (including UCSO and Rec. Sports funds) cannot be used to purchase promotional items such as banners, flyers, buttons, etc for politically related functions. Organizations will not be reimbursed from UCSO/Rec. Sports funds for these items. If you are in doubt about what your organization can and can’t use UCSO/Rec. Sports money for in regards to campaign related activities, please contact Student Activities at 825-2707.

14. Organizations can host a political candidate or current office holder on campus. However, permission must first be given by the President's Office and Community Outreach Office. The Public Affairs Office must be notified once permission is granted. This is so the
appropriate offices can answer questions regarding the event and will be aware of what is going on around campus.

15. If an organization wishes to host a candidate or current office holder at an off campus location, the organization must clearly state on all advertisements and at the event that the University is not sponsoring/endorsing/promoting the person and that the views of the person are his/her own and do not necessarily represent the views of the A&M System or Texas A&M-CC.

16. All postings (flyers, banners, etc) advertising such events must be approved through Student Activities and follow University guidelines regarding bulletin board policies. The name of the sponsoring organization must be clearly visible. No official university logos, symbols or insignia may be used on these postings. This includes the "big wave" (colorful one that looks like a tidal wave) and the "small wave" (3 blue wave lines).

17. Political campaign materials promoting a particular candidate, amendment, proposition, etc may not be placed on University grounds. This includes car windshields, utility poles, bulletin boards, stake signs, etc.

18. These rules do not apply if an individual student is helping a campaign on his/her personal time and is not announcing him/herself as a representative of the University and as long as the student will not bring any materials or speakers to campus.

19. For information on additional issues related to the scheduling of events and the use of university facilities, please refer to University Rule 33.04.99.C1, Use of University Facilities.

**Food Service Guidelines**

By contract, ARAMARK has exclusive rights to provide food services to the A&M-Corpus Christi campus. ARAMARK is responsible for compliance with all health regulations, licensing, taxes and workers compensation insurance required by law for all campus food service organizations.

For events hosted on campus, ARAMARK will provide all food service support. The following are exceptions to the guidelines:

1. Recognized student organizations and university departments providing refreshments served by and for exclusive use of the organizations’ members may be purchased from a food service vendor other than ARAMARK. The items to be served are limited to light refreshments such as coffee, tea, punch, sodas, cookies, doughnuts, crackers, chips, etc.

2. All organizations and departments are expected to leave the event meeting space in the same condition as it was prior to the event.

3. Recognized student organizations that have donated or cooked food and wish to use it for events must have prior written approval from the Assistant Vice President for University Services at least six days prior to the event.

4. The Director of University Services must approve special cases at least six days prior to the event. Approval will be based on the inability of ARAMARK to provide the requested services for an event.
Student organizations are permitted to have social functions where alcohol is served. However, because of the university's interest in the intellectual, physical and psychological well-being of the campus community, it is important that the university take steps to curtail the abusive or illegal use of alcoholic beverages. The following sections provide more detail regarding events where alcohol is served.

**Legal Liability**
Student organizations are liable for the actions of their guests before, during and after the event. Liability may be to the university, city, county, state or federal government. It is expected that all laws governing the consumption and sale of alcohol be strictly followed. This includes university risk management guidelines, city, county, state and federal laws/regulations.

**Guidelines for service of alcohol**
1. The possession, sale, use or consumption of alcoholic beverages, while on organizational premises or during an organizational event, in any situation sponsored or endorsed by the organization, or in any event an observer would associate with the organization, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education and must comply with the third party vendor guidelines. (See Event with Alcohol).
2. A **third party vendor must be used** at all functions where alcohol is available. Common sources of alcohol and BYOB events are not permitted. This includes allowing members to bring their own alcohol to the event and kegs. Only a licensed bartender who is not a member of the sponsoring organization(s) will be allowed to serve alcohol.
3. No alcoholic beverages may be purchased through organizational or university funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of a bulk quantity of common sources of alcoholic beverage such as kegs or cases is strictly prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (those under 21).
5. The possession, sale or use of any illegal drugs or controlled substances while on organizational premises or during an organizational event or at any event that an observer would associate with the organization is strictly prohibited.
6. No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No organization may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
8. Alcohol may not be given away as a prize.
9. No member or guest shall permit, tolerate, encourage or participate in drinking games.
10. No alcohol shall be present at any new member/associate/novice program, activity or ritual of the organization.
11. Non-alcoholic beverages and adequate food will be available at the same place as where the alcoholic beverages. Food and non-alcoholic beverages will be featured as prominently as the alcoholic beverages.
12. It is highly recommended that the organization provide each person at the party a plastic wristband to wear to indicate whether or not they are of legal drinking age.

13. One designated driver per 50 attendees (members + guests) must be present at the front entrance to provide safe transportation home as needed. Under no circumstances will the drivers consume alcohol during the party.

14. One security guard per 100 attendees must be present during the duration of the event. The security guard is responsible for verifying attendee’s age, looking for intoxicated individuals as attendees come to the event and during the event and maintaining general order.

15. All recruitment activities associated with all organizations will be dry.

Advertising Guidelines for Events with Alcohol
Since organizations must submit a guest list and open parties are prohibited, events with alcohol may not be advertised to the public. Organizations may send invitations to their members or guests. The invitations should not:
1. Encourage the misuse/abuse of alcohol.
2. Promote drinking as the purpose of the event.
3. Must not refer to the amount of alcohol that will be available (i.e.: 5 keg party)
4. Must not portray drinking as solutions to problems.

Planning the event
1. All sponsoring organizations must complete the Social Event with Alcohol form (with other necessary documentation) and submit it to Student Activities at least 21 days prior to the event. Each organization’s president and advisor must sign the form.

2. The officers of all involved organization must take and pass the Risk Management Test before the event occurs. The test is available in Student Activities.

3. Organizations cannot have more than three times the organization size of people at the event. Example: organization has 30 members, each member can invite 2 people for a total of 90 guests (30 members plus 60 guests).

4. If two organizations co-sponsor an event, each member in each group can only invite two other people to be put on the guest list.

5. A guest list with first and last names (not nicknames) must be turned in to Student Activities no later than two business days before the event. The list must have the member’s name and their guest’s names (example: member John Smith – guests are Jane Doe and Joe Smith).

6. Only invited guests may attend. Events may not be open to the public. Organizations must provide a guest list of all people attending the event.

7. All members and guests must be checked in to the event. It is important to keep an accurate record of who actually attended the event. These records should be kept for three years.

8. Plan how to mark minors or those of legal drinking age. The use of wristbands is strongly suggested. Markers are easy to wash off.

9. Members of the sponsoring organization cannot serve alcohol at the event, even if they are licensed bartenders.

10. All organizations must comply with all participating organization’s rules and regulations, which means complying with the stricter rules and regulations of all the organizations sponsoring the event.

11. All organizations must abide by the university’s Risk Management Guidelines.
During the event
1. Check all members and guests in at the front door/entrance. Do not allow anyone into the event who is not on the list.
2. Security guard will mark minors and those of legal drinking age.
3. If a member or guest appears intoxicated, do not allow him/her into the event.
4. Once someone leaves the event location, that person is not allowed back.
5. Any alcohol that remains at the conclusion of the event may not be sold or given to any attendee or the organization.
6. Post-parties are not permitted. A post-party is defined as an event that is publicized to the attendees as something to do after the “official event” is over. Publicized refers to any technique used to communicate information to others, including but not limited to flyers, email and word of mouth.

Penalties for Non-Compliance
1. An individual found responsible of non-compliance with these guidelines or local, state, or federal laws has committed a violation of university regulations and is subject to sanctions commensurate with the offense and any aggravating and mitigating circumstances.
2. Actions of all recognized student organizations are subject to review by the Vice President of Student Affairs or his/her designate. Failure to comply with these guidelines and university regulations may lead to the revocation of recognition privileges or any other sanction.

What is an organization event?
In order to assist you in understanding what could be considered an organization event by a court of law or the university, consider the following questions:
1. Would an outsider (non-member) perceive the event as being sponsored by the organization?
2. Was it pre-planned or pre-meditated? Were flyers or handouts distributed?
3. Was it discussed during the meeting?
4. Did the majority of the organization know about the event?
5. Were a significant number of members present at the event? (Probably greater than 50% of the organization.)
6. Were organization funds used in any way? (i.e. entertainment, transportation, food, beverages, decorations, etc.)
7. Did the organization officers help plan the event?
8. Were a significant portion of those who attended the event invited by members?

Guidelines for Events Not Involving Alcoholic Beverages
Events that are social in nature and involve people other than organization members must be approved by Student Activities at least seven days prior to the event (see Event without Alcohol). Organizations cannot have more than three times the organization size of people at the event, and one security guard must be present for every 100 people attending. If less than 100 attendees, one security guard must be hired. Security guards are not required if the event is held in the University Center, Center for the Arts or the Harte Performing Arts Center.