**Reservation Policy – Conference Room R/PPS No. 08.01.11**

**at the Spring Lake Hall Issue No. 3**

 **Effective Date: 03/09/2021**

 **Next Review Date: 01/01/2025 (E4Y)**

**Sr. Reviewer: Executive Director, The Meadows Center for Water and the Environment**

**01. POLICY STATEMENT**

01.01 The purpose of this policy is to establish priorities, regulations, restrictions, and responsibilities for individuals and organizations to reserve space in the Spring Lake Hall (SLH) conference room.

**02. GENERAL OPERATING GUIDELINES**

02.01 Reservation Priority Levels

The Meadows Center for Water and the Environment oversees and is responsible for scheduling the conference room in SLH. The maximum capacity is 85 people. All reservation requests are to be submitted using the online [Conference Room Reservation form](http://www.meadowscenter.txstate.edu/ReserveSpecialEvents/ConferenceRoom.html). Normal reservation priorities for reserving the SLH conference room will be on a first-come, first-served basis within the following priorities:

a. Priority I – official presidential and Texas State University System Board of Regents level functions.

b. Priority II – requests from official university departments or administrators, official university clubs, and organizations, including the Alumni Association, Bobcat Athletic Foundation, etc.

c. Priority III – other groups not associated with the university.

02.02 Rental Fees

All rental fees are based upon usage during normal university operating days and hours. One half-day use (four hours or less Monday through Friday, 8:00 a.m. to noon or 1:00 p.m. to 5:00 p.m.) and full day (Monday through Friday, 8:00 a.m. to 5:00 p.m.).

a. Priority I – No charge.

b. Priority II – Reservation fees are $100 for half-day use and $200 for a full day. Billing account information will be required when submitting the [online reservation form](http://www.meadowscenter.txstate.edu/ReserveSpecialEvents/ConferenceRoom.html). Cancellations must be made at least 48 hours prior to the event and a fee of $50 will be charged for all cancellations. Cancellations made with less than 48 hours’ notice will be charged the total room fee.

c. Priority III – Reservation fees are $125 for half-day use and $250 for full day use. A $50 non-refundable deposit will be required, and the room will be held upon receipt of deposit. The deposit will be applied to the final invoice. Full payment is due two weeks prior to the event. Cancellations must be made 48 hours prior to the event, and a fee of $50 will be charged for all cancellations. Cancellations made with less than 48 hours’ notice will be charged the total room fee.

* 1. Set-up Charge
1. Priorities I and II – The reserving department must advise the SLH conference room coordinator of all needs pertaining to setup, additional furniture, A/V equipment, catering and food delivery, alcohol service, etc. The requesting department is responsible for coordinating with Materials Management and Logistics or Technology Resources for additional needs of furniture or A/V equipment and will be responsible for setup and clean up. All SLH conference room furniture must be returned to original setup.

1. Priority III – The sponsoring organization must coordinate with the SLH conference room coordinator regarding all needs pertaining to setup, additional furniture, outside A/V equipment, catering and food delivery, alcohol service, etc. The sponsoring organization will be responsible for their own setup and clean up. Additional charges will apply if additional furniture is needed. All SLH conference room furniture must be returned to original setup.

02.04 Business Hours – An additional fee of $25 per hour will be charged for all hours reserved outside of the normal 8:00 a.m. to 5:00 p.m. university operating day, Monday through Friday.

02.05 Clean Up – If the room is left in disarray or furniture is not reset to original layout, a charge of $50 will be charged to the sponsoring organization. Unless otherwise approved, the sponsoring department or organization is responsible for removing all trash from the room. A garbage disposal bin is conveniently located across the street and trash bags are provided.

02.06 The sponsoring organization will be responsible for security fees as follows:

1. Security is required for events at which alcohol is served unless the provost and vice president for Academic Affairs (VPAA), or designee, waives the requirement. The provost and VPAA, or designee, must approve serving alcohol as provided in [UPPS No. 05.03.03](https://policies.txstate.edu/university-policies/05-03-03.html), Alcoholic Beverage Policy and Procedure. All alcohol must be served by a Texas Alcoholic Beverage Agent (TABC) server at the reserving department’s or organization’s expense. [Forms](https://sa.txstate.edu/pps/upps050303AlcohBevActivity.pdf) can be picked up at the University Police Department (UPD) office on campus or submitted online. The requesting department or organization is responsible for coordinating UPD approval and returning a copy of the signed and approved [Alcohol Beverage Activity form](https://gato-docs.its.txstate.edu/jcr%3Aee9a0546-343e-4827-a2f8-48dfa2601e03/AlcoholicBeverageActivityForm-UPPS%2005.03.03) to the SLH conference room coordinator at least one week prior to the event.
2. The Meadows Center for Water and the Environment’s executive director may require that security be present during the room’s use. If security is required for an event, the sponsoring organization will be responsible for all associated expenses. The [Event Security Request form](https://www.police.txstate.edu/programs-and-services/event-security-request.html) can be picked up at the UPD office on campus or submitted online. The requesting department or organization is responsible for coordinating UPD approval and returning a copy of the signed and approved [Event Security Request form](https://www.police.txstate.edu/programs-and-services/event-security-request.html) to the SLH conference room coordinator at least one week prior to the event.

**03. MANAGEMENT PROCEDURES**

03.01 The Meadows Center for Water and the Environment staff will open and close the room prior to and after events. The room is available for use from 8:00 a.m. to 5:00 p.m., Monday through Friday on university operating days, unless otherwise approved. Usage fees are assessed based upon priority level of the sponsoring organization (see Section 02.).

03.02 Food for 20 people or more must be provided by a university-approved caterer. For a [list of approved caterers](http://www.auxiliaryservices.txstate.edu/services/dining/catererlist.html), contact [Auxiliary Services](http://www.auxiliaryservices.txstate.edu/) at 512.245.2585, and it can be found online.

03.03 The Meadows Center for Water and the Environment strongly recommends that users make an appointment with the SLH conference room coordinator to view the room prior to submitting a request for use, to ensure the room will appropriately meet the user’s needs.

03.04 Users may not decorate the room unless the Meadows Center for Water and the Environment’s executive director approves the decorations in advance. Use of adhesives on the floors and walls is strictly prohibited.

**04. REVIEWER OF THIS PPS**

**04.01 Reviewers of this PPS include the following:**

**Position Date**

**Executive Director, The Meadows January 1 E4Y**

**Center for Water and the**

**Environment**

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Research policy and procedure from the date of this document until superseded.

Executive Director, The Meadows Center for Water and the Environment; senior reviewer of this PPS

Vice President for Research and Sponsored Programs