

Texas State University
Library Operating Letter (OL)

OFFICIAL

Title: **The Wittliff Collections Facility Use Policies** LB/OL No. 07.06

Department of Origin: Wittliff Collections

Date of Origination: October 7, 2010

Date of Review: January 13, 2017

I. PURPOSE

- 1.01 The Wittliff Collections in the Albert B. Alkek Library are a museum, archive and library that collect, preserve and share the literature and music of the Southwest and the photography of the Southwest and Mexico. The Wittliff contains exhibition areas and other spaces that are open to the university community and the general public. As part of its mission, the Wittliff sponsors several events each semester in these spaces.
- 1.02 The Wittliff's exhibition spaces are available to the university community for events on a limited, and prioritized, basis (see Section II: Priorities). All requests are subject to approval by the Director of the Wittliff Collections (Director) and the Associate Vice President and University Librarian (AVPUL).
- 1.03 The Wittliff's exhibitions spaces are not multi-purpose classroom facilities, and are thus not appropriate for workshops, training sessions, or meetings.
- 1.04 This policy establishes guidelines for submitting requests, the responsibilities of the event Sponsor, and applicable fees. This policy does not apply to visiting classes and tour groups. [Please submit the **Wittliff Tour Request Form** to schedule a class or tour.]
- 1.05 All policies and applicable fees refer to events held Monday through Friday, lasting 4 hours (including setup and cleanup), and concluding by 10pm. Note: [Alkek Library hours of operation](#) may further restrict facility availability.

II. PRIORITIES

Priority I - Events sponsored by Texas State University President's Office.

Priority II - Events sponsored by VP of Information Technology, VP of University Advancement, or AVPUL.

Priority III - Events sponsored by the University Library and by the Wittliff's university partners, including the Creative Writing program, the Center for the Study of the Southwest, and the Center for Texas Music History.

Priority IV - Events sponsored by Texas State colleges, departments, programs or centers apart from those listed in Priority III, and whose event aligns with the Wittliff's mission to further the study of the creative culture of the Southwest.

Priority V - Events sponsored by Texas State colleges, departments, programs or centers apart from those listed in Priority III, and whose event DOES NOT align with the Wittliff's mission to further the study of the creative culture of the Southwest.

III. POLICIES AND PROCEDURES

3.01 How to Submit a Request

All requests to reserve the facility for an event must be made by submitting the online **Wittliff Facilities Use Request Form**. *Submission of this form does not guarantee approval.*

3.02 Review and Approval of Requests

Each request will be reviewed in order of receipt, on a case-by-case basis. The Director reviews all event requests. The AVPUL also reviews any requests for events to be held on weekends.

Approval considers a number of factors, including the schedule of Wittliff-sponsored events, event priority, events already scheduled, the event's impact upon Wittliff Collections exhibition spaces, and the relevance of the event's topic to the Wittliff's mission.

Given the large number of events hosted at the Wittliff Collections, requests are rarely approved for Priority V events, events lasting longer than 4 hours (including setup, cleanup and reset), or events held on weekends.

3.03 Sponsor Responsibilities

Upon approval, it is the Sponsor's responsibility to follow the policies outlined herein and to agree to all assigned fees (see Attachment I). All activities must be coordinated with the Wittliff Collections Events Assistant.

Non-adherence to these policies or any of the Sponsor responsibilities listed below may result in the cancellation of Sponsor's event and may influence the approval of future event requests. Sponsor is responsible for additional costs due to damage or loss.

Facility and Staff Fees

- Sponsor pays applicable facility use, overtime, setup and reset, event staffing, equipment rental and technology fees directly to the Wittliff Collections.
- Sponsor pays all relevant fees directly to the university department providing service (Materials Management, Parking Services, Chartwells, University Police, etc.).

Staffing

- The Wittliff Collections' Events Assistant will coordinate with Sponsor's staff but does not replace Sponsor's staff.
- Sponsor, or faculty/staff designee, must be on-site 45 minutes prior to event start time to direct and supervise hired service personnel (e.g. caterer), finalize setup and greet early guest arrivals.
- Sponsor, or faculty/staff designee, must remain on-site during and after event to supervise hired service personnel (e.g. caterer).
- After the event, Sponsor is responsible for providing staff or hiring Wittliff student staff for cleanup and room reset. Fees may apply.
- The Events Assistant is not authorized to sign any service charges or for any deliveries for the Sponsor.

Room Setup, Cleanup, and Reset

- The proposed room setup, including table decorations, must be discussed with and approved by the Events Assistant at least two weeks prior to the scheduled event.
- All deliveries and outside equipment rentals must be approved by and coordinated with the Events Assistant.
- Some setups require Materials Management's services. This must be scheduled by Sponsor and approved by Events Assistant. Fees apply.
- Candles, oil lamps, glitter, bubbles, confetti, and flammable materials are not allowed in the Wittliff Collections.
- Wittliff Collections exhibitions, including lighting, will not be altered or removed for any event; no décor is allowed on the walls or exhibition cases.
- All resetting and cleanup must be completed by 30 minutes after event ends and within the four-hour event time, or additional fees will apply.
- Standard custodial work is covered by the Facility Use fee. If extensive spills or stains occur, additional custodial fees may apply.

Audio and Video Equipment

- Use and setup of any audio or video equipment must be coordinated with the Events Assistant. Fees may apply.

- For visual presentations, use of the Wittliff's laptop is required, as is a test-run of the presentation prior to event.
- Presentation-ready media must be submitted 24 hours prior to event. Events Assistant will only provide basic support to ensure presentation functions on Wittliff laptop.
- Audio equipment is available only in the Main Gallery.
- Use of one microphone is included in the Equipment Rental Fee. Additional microphones require additional fees.
- Complex technical support and/or equipment setup may require services provided by Instructional Technologies Support or approved outside vendor. Sponsor will pay these fees directly to the service provider.
- Any recording equipment used at the Wittliff, either by the Sponsor or the media, must be approved in advance by the Events Assistant.

Food and Catering

- Whether an event is professionally or self-catered, Sponsor must submit a proposed menu and arrange catering schedule with the Events Assistant no later than two weeks prior to event.
- Certain foods, food service, and food preparations are not allowed in the Wittliff Collections.
- If the event is professionally catered, Sponsor must use Chartwells or other university-approved caterer.
- If using a caterer other than Chartwells, Sponsor must submit an Off Campus Caterer Acknowledgement Form to Auxiliary Services (see UPPS No. 05.03.02). Expect a 12.75% surcharge added to the invoice for food, beverages, supplies, and services. Sponsor is responsible for paying this fee to the Caterer, who will pay Auxiliary Services.
- The Wittliff Collections **do not** provide serving ware. Sponsor (or Sponsor's caterer) must provide all serving equipment such as cups, plates, utensils, linens, and napkins.

Alcohol (see UPPS No. 05.03.03 for current & complete policy)

- Sponsor must submit the **Alcoholic Beverage Activity Form** to Events Assistant for Director's signature, and then must provide copy with all required approvals to Events Assistant prior to event. (On form, *start time* indicates when alcohol service will begin; *end time* indicates 30 minutes after alcohol service ends.)
- Sponsor must provide a TABC-licensed bartender on Auxiliary Services' current list of approved caterers.
- UPD security officers must be present as long as alcoholic beverages are being consumed. (The **Alcoholic Beverage Activity Form** notifies UPD of the event.) Fees apply.

- You cannot use state-appropriated funds for the purchase of alcoholic beverages.
- Donated alcoholic beverages cannot be sold.

Security

- Events Assistant must be notified if additional security is requested for the event.

Parking

- Sponsor must notify Parking Services of the event.
- If Parking Services determines the event will require officer assistance, such as coning spaces or staffing entrances to a lot or garage, Parking Services will charge Sponsor an overtime fee (4 hour minimum).

Promotional Materials

- All event promotional materials must be approved by Director prior to distribution.
- Except to denote location, the Wittliff Collections name and/or logo may not be used on any promotional materials without Director's consent.

Requests for Live Music

- All requests for live music must be approved by Director and AVPUL.
- If an event features live music, the Sponsor may be required to hire an audio engineer from approved outside vendor to operate the sound system.

Optional Event Services (all of the below must be pre-arranged)

- Tour of the Wittliff Collections conducted by a staff member.
- Remarks given by the Director or a Curator.
- Access to the *Lonesome Dove Collection* exhibition room.

Event Cancellation

- Sponsor is responsible for cancelling all service providers scheduled for the event.

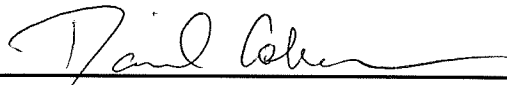
IV. REVIEW

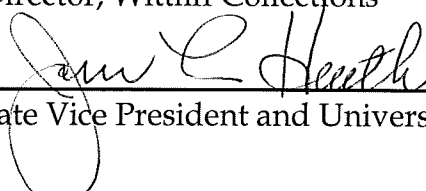
4.01 This OL will be reviewed every three years beginning in January 2017.

V. MISCELLANEOUS

5.01 Attachment I - Wittliff Fees

VI. APPROVAL

6.01  1/30/2017
Director, Wittliff Collections Date

6.02  1/31/17
Associate Vice President and University Librarian Date

Wittliff Fees

DESCRIPTION	PRIORITIES	RATE
Facility use fee	IV,V	\$195
Overtime fee	III,IV,V	\$25/hour
Setup and reset fee	IV,V	\$15/hour, per person
Event staffing fee	IV,V	\$15/hour, per person
Equipment rental fee	IV,V	Chairs, podium & 1 mic = \$70 + \$10/mic (up to 5 more mics)
Technology fee	IV,V	\$25

Other Department Fees (Billed directly to Sponsor; current rates are for reference only and are subject to change.)

DESCRIPTION	RATE
Auxiliary Services Fee (for approved off-campus caterers)	12.75% surcharge added to invoice for food, beverages, supplies, and services.
University Police Department (required for events with alcohol)	\$40/hour, per officer (4 hour minimum)
Parking Services	\$30/hour (4 hour minimum)
Materials Management	\$25/hour (Overtime is \$37.50/hour)

Facility use fee - Based on events held Monday through Friday, lasting 4 hours (including setup and cleanup), and concluding by 10pm. Covers general wear and tear and Wittliff staff required to be on-site for event.

Overtime fee - Additional charge for events that exceed 4 hours or held on weekends. (Example: A 6-hour event on M-F would be charged 2 hours Overtime fee; the same event on a weekend would be charged 6 hours Overtime fee.)

Setup and reset fee - Charged per hour per employee, as determined by the event's setup and the number of staff provided by Sponsor. If Sponsor requests changes to setup after the configuration has been approved and confirmed, an additional fee may be assessed. Materials Management will directly bill Sponsor for setups that require their services.

Event staffing fee - Charged per hour per employee for Wittliff student workers needed to assist Events Assistant during the event.

Equipment rental fee - Charged for use of chairs, basic sound system (one microphone), and podium (set-up and reset fees are separate). Up to 5 additional mics are available at \$10/mic. For events requiring more sophisticated audio equipment, Sponsor must hire a qualified audio engineer to work with the Events Assistant.

Technology fee - Charged for use of projector, laptop, DVD player, etc. Sponsor must use Wittliff laptop for visual presentations unless pre-approved by the Events Assistant.