

## **The Wittliff Collections Facility Use Policy**

### 1. PURPOSE

- 1.01. The Wittliff Collections comprise 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 and hosts public and private events 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 (Director).
- 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 our [REQUEST A TOUR](#) form to schedule a class or tour.]
- 1.05. Wittliff Business Hours: M-F, 8:30am-4pm.
- 1.06. All events are subject to fees, see Section 4 for fee schedule.

### 2. PRIORITIES

**Priority I** - Events sponsored by either the Texas State University President's Office or Texas State University Provost.

**Priority II** - Events sponsored by VP of University Advancement.

**Priority III** - Events sponsored 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.

### 3. POLICIES AND PROCEDURES

#### 3.01. How to Submit a Request

3.01.a. All requests to reserve the facility for an event must be made by submitting the online [Wittliff Facilities Use Request Form](#). **Note: Submission of this form does not guarantee approval.**

#### 3.02. Review and Approval of Requests

3.02.a. Each request will be reviewed in order of receipt, on a case-by-case basis. Director reviews all event requests.

3.02.b. Approval considers several factors, including the schedule of Wittliff-sponsored events, event priority, other events already scheduled, the event's impact upon The Wittliff's exhibition spaces, and the relevance of the event's topic to The Wittliff's mission.

3.02.c. Given the large number of events hosted at The Wittliff, 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

3.03.a. It is Sponsor's responsibility to follow the policies outlined herein and to agree to all assigned fees (see Section 4). Sponsor must provide Cost Center & Fund information for these fees on the Request Form, and Sponsor will be charged these fees upon completion of the event.

3.03.b. All activities must be coordinated with The Wittliff Collections' Events Coordinator (Event Coordinator). Non-adherence to these policies or any of 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.

#### 3.03.c. Facility and Staff Fees

3.03.c.1. Sponsor pays applicable facility use and overtime fees directly to The Wittliff Collections.

3.03.c.2. Sponsor pays all relevant fees directly to the university department providing service (Materials Management, Parking Services, Chartwells, University Police, etc.)

#### 3.03.d. Staffing

3.03.d.1. Events Coordinator will coordinate with Sponsor's staff, but does not replace Sponsor's staff.

- 3.03.d.2. 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.
- 3.03.d.3. Sponsor, or faculty/ staff designee, must remain on-site during and after event to supervise hired service personnel (e.g. caterer).
- 3.03.d.4. After the event, Sponsor is responsible for providing staff for cleanup.
- 3.03.d.5. Events Coordinator is not authorized to sign any service charges or for any deliveries for Sponsor.

3.03.e. Room Setup, Cleanup, and Reset

- 3.03.e.1. The proposed room setup, including table decorations, must be discussed with, and approved by, Events Coordinator.
- 3.03.e.2. All deliveries and outside equipment rentals must be approved by and coordinated with Events Coordinator.
- 3.03.e.3. Candles, oil lamps, glitter, bubbles, confetti, and flammable materials are not allowed in The Wittliff.
- 3.03.e.4. Wittliff exhibitions, including lighting, will not be altered or removed for any event; no decor is allowed on the walls or exhibition cases.
- 3.03.e.5. All cleanup must be completed by 30 minutes after event ends and within the four-hour event time, or additional fees will apply.
- 3.03.e.6. Standard custodial work is covered by the Facility Use fee. If extensive spills or stains occur, additional custodial fees may apply.

3.03.f. Audio and Video Equipment

- 3.03.f.1. Use and setup of any audio or video equipment must be coordinated with Events Coordinator.
- 3.03.f.2. For visual presentations, please supply your own laptop with an HDMI output. It is recommended that a test-run of the presentation be conducted prior to the event.
- 3.03.f.3. Any recording equipment used at The Wittliff, either by Sponsor or the media, must be approved in advance by Events Coordinator.

3.03.g. Food and Catering

- 3.03.g.1. Sponsor must submit a proposed menu and arrange catering schedule with Events Coordinator no later than two weeks prior to event.
- 3.03.g.2. If the event is professionally catered, Sponsor must use Chartwells or another university-approved caterer.

- 3.03.g.3. The Wittliff does not provide serving ware. Sponsor (or Sponsor's caterer) must provide all serving equipment such as cups, plates, utensils, linens, and napkins.
- 3.03.h. Alcohol (see UPPS No. 05.03.03 for current & complete policy)
  - 3.03.h.1. Sponsor must submit the [Alcoholic Beverage Activity Form](#) to Events Coordinator for Director's signature, and then must provide copy with all required approvals to Events Coordinator prior to event. (On form, *start time* indicates when alcohol service will begin; *end time* indicates 30 minutes after alcohol service ends.)
  - 3.03.h.2. Sponsor must provide a TABC-licensed bartender on Auxiliary Services' current list of approved caterers.
  - 3.03.h.3. UPD security officers must be present if alcoholic beverages are being consumed. (The Alcoholic Beverage Activity Form notifies UPD of the event.)
- 3.03.i. Security
  - 3.03.i.1. Events Coordinator must be notified if additional security is requested for the event.
- 3.03.j. Parking
  - 3.03.j.1. Sponsor must notify Parking Services of the event and is responsible for instructing guests where to park.
- 3.03.k. Promotional Materials
  - 3.03.k.1. All event promotional materials must be approved by Director prior to distribution.
  - 3.03.k.2. Except to denote location, The Wittliff Collections name and/or logo may not be used on any promotional materials without Director's consent.
- 3.03.l. Requests for Live Music
  - 3.03.l.1. All requests for live music must be approved by Director.
- 3.03.m. Event Cancellation
  - 3.03.m.1. Sponsor is responsible for cancelling all service providers scheduled for the event.

4. FEE SCHEDULE

DESCRIPTION	PRIORITIES	RATE
Facility Use Fee	IV, V	\$350
Overtime Fees	III, IV, V	\$100/hour

4.01. **Facility Use Fee:** Based on events held Monday through Friday, lasting up to 4 hours (including setup and cleanup), and concluding by 4pm. Covers general wear and tear, technology, and Wittliff staff required to be on-site for event.

4.02. **Overtime Fees** – There are two types of overtime fees: A) A charge for each hour that an event exceeds 4 hours, but occurs during Wittliff Business Hours (M-F, 8:30am-4pm); B) A charge per hour when any part of event occurs outside of Wittliff Business Hours. In these cases, charges will be levied for the full duration of the event.

**Examples of overtime fees:** A 6-hour event occurring fully within Wittliff Business Hours would be charged 2 hours Overtime Fee; the same event occurring 2pm-8pm on a weekday (or on a weekend) would be charged 6 hours Overtime Fee.

5. REVIEW

5.01. This policy will be reviewed every two years beginning in January 2025.