

Memo to: All UH-Downtown/PS Holders
From: Max Castillo, President
Subject: Use of Space and Facilities

UH-Downtown/PS 01.C.01
Issue No. 3
Effective date: 03/23/94
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1. PURPOSE

1.1 This PS explains the purpose for which all space and facilities of the University of Houston – Downtown (UHD) are to be used and describes the procedures to reserve space for use by various organizations, groups, and individuals.

1.2 This PS has been developed to ensure that all space and facilities owned and/or controlled by the campus are used only for purposes which benefit the University, its faculty, staff, and students and that use of the space and facilities serves a valid public purpose.

2. POLICY/PROCEDURES

2.1 General Policy

2.1.1 First priority for use of all space and facilities of the campus is to support the instructional program of the institution.

2.1.2 Second priority for the use of space and facilities is given to programs which are sponsored and conducted by academic and administrative departments or organizations which are affiliated with the departments.

2.1.3 Beyond these two priorities, use of campus space and facilities is permitted and encouraged for activities which are intended to serve or to benefit the University community, for activities which are sponsored by registered student organizations which are determined to serve a worthwhile public purpose.

2.1.4 Use of all space and facilities owned or controlled by the University must conform at all times to local, state, and federal laws and ordinances.

2.1.5 An individual, group, or organization not sponsored by a university department or campus organization may never use any campus space for the purpose of producing income unless the university is compensated for the use of the space. The vice president for administration must approve the rental to be charged.

2.2 Reservation Requirements/Procedures

2.2.1 Reservations are made for use of space and facilities under the control of the University.

2.2.2 Space for the instructional programs of the campus is reserved through the regular scheduling process prior to the start of each semester.

2.2.3 The President's Office schedules all use of Room N-1000; the Office of Administrative Services schedules all use of Room N-1099; and the library staff schedules all use of the Rockwell Conference Room.

2.2.4 Requests for reservation of all other space on the campus for programs or activities sponsored by academic or administrative departments or organizations which are affiliated with the departments are made through the Office of Administrative Services which grants approval for use of the space.

2.2.5 Requests for reservation of space on the campus for activities sponsored by recognized student organizations or students who are officially enrolled at the campus are made through the Office of the Dean of Student

Affairs, which coordinates a scheduled activity with the Office of Administrative Services, which grants approval.

2.2.6 Use of hallways in the third floor and the South deck are controlled and scheduled by the Office of the Dean of Student Affairs, which controls use of those areas to avoid disruption of regularly scheduled activities and operations.

2.2.7 The University of Houston - Downtown information center, the University of Houston - Downtown Office of the Director of Physical Plant, and the University of Houston - Downtown Police Department are advised of all activities scheduled in the One Main Street building.

2.2.8 The form entitled "*Request for Reservation of University of Houston - Downtown Space and/or Facilities*" (*Exhibit A*) is required of all individuals and organizations requesting use of campus space as described in sections 2.2.4, 2.2.5, and 2.2.6 above. Supplies of the form are available in the Office of Administrative Services.

2.2.9 Any unspecified conference room or other small meeting room located in an office area is scheduled by the secretary or receptionist whose department incorporates the room.

2.3 Use of the One Main Street Space and Facilities

2.3.1 Use of the space and facilities of the One Main Street building is restricted to the official campus community, including faculty, staff, and students currently enrolled at the University of Houston - Downtown.

2.3.2 An individual or group not connected with the campus may attend functions held in the One Main Street facility, but the functions must be sponsored by University departments or registered student organizations.

2.3.3 A campus department, student, faculty member, or other campus employee may not reserve space in the One Main Street building and then permit the reserved space to be used by a non-registered student group or by off-campus, non-student groups.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Administration

Review: Biennial

Reprint of original policy statement. Signed original on file in the President's Office.

UNIVERSITY OF HOUSTON – DOWNTOWN

REQUEST FOR RESERVATION OF SPACE AND/OR FACILITIES

Date request filed: _____

Time that space or facilities are required:

From (date and hour): _____

To (date and hour): _____

Organization which will be responsible for the space during time specified:

Estimated attendance for activity: _____

Type of space/facility needed _____

For what activity will the requested space be used: _____

Name and title of person making the request: _____

University of Houston – Downtown affiliation of person making request:

Signature of person making the request:

(Signature)

Request to be considered by:

Office of Enrollment Services

Office of the Dean of Student Affairs

Other _____

Request approved/denied by: _____

Copy to: *Information Center*
Director of Physical Plant
University Police Department