

Department of Community Relations and Special Events



Updated January 2021

This guide has been prepared to provide individuals or groups with assistance in the use of all Texas A&M International University (TAMIU) facilities and to provide easy access of information for events and services.

Facilities at TAMIU exist for the primary purpose of education and to meet the mission of the University. Use of academic facilities is prioritized as follows: first, to University academic needs; second, to programs and activities of TAMIU groups, and finally to the community. TAMIU groups are defined as student organizations, faculty, or staff whose primary activities are based at or directly related to the University. This also includes offices and departments.

Room reservations are made on a first-come, first served basis. Confirmation of the request may depend upon the appropriateness and/or fit of the event with the larger mission of the University.

All groups using University facilities must comply with the Policies and Procedures Manual set by the Office of Community Relations and Special Events (Event Services). It is the responsibility of the Director of the Community Relations and Special Events and/or Event Services Manager to make sure these standards are adhered to:

1. Individuals or groups failing to meet the standards or comply with regulations may be denied future use of University facilities.
2. Individuals or groups causing damages to University facilities will be charged accordingly for the repair and replacement of what was affected by inappropriate behavior or misuse of facilities or equipment.

More specific information or clarification of information listed here can be obtained by calling the Office of the

Community Relations and Special Events at 956-326-INFO (4636).

Event Services Information

Whether you are coordinating a conference or arranging a one-time meeting, Event Services can help make your event a success. Please stop by and visit or contact us via phone or email.

The Office of Community Relations and Special Events (Event Services) reserves facilities on the campus of TAMIU (**Appendix D**) for registered student organizations, University departments and community members. Rooms that can be requested include both academic and non-academic space. (**Facility Fees Appendix A**)

Administration Office Hours & Building Hours

Monday - Friday, 8am - 5pm

Location & Contact Info

Student Center – Information Desk - SC 127

Telephone Number: (956) 326-INFO (4636)

Email: events@tamiu.edu

TAMIU – Community Relations and Special Events

Botello, Enrique	Director	(956) 326-2931	enrique.botello@tamiu.edu
Fernandez, Abigail	Event Services Manager	(956) 326-2932	abigail.fernandez@tamiu.edu
Valenciano, Kristina	Event Services Manager	(956) 326-2930	kristina.valenciano@tamiu.edu
Tamez, Jessica	Administrative Associate	(956) 326-4367	jessica.tamez@tamiu.edu
Fortner, Paige	Administrative Associate	(956) 326-2002	paige.fortner@tamiu.edu

Reservation Process

The primary function for the Office of Community Relations and Special Events (Event Services) is to process requests for use of event and meeting facilities. The University has a variety of spaces available to the TAMIU community and general public that range from small conference rooms, ballrooms and foyers to auditoriums, theaters and outdoor spaces. (**See Appendix D**)

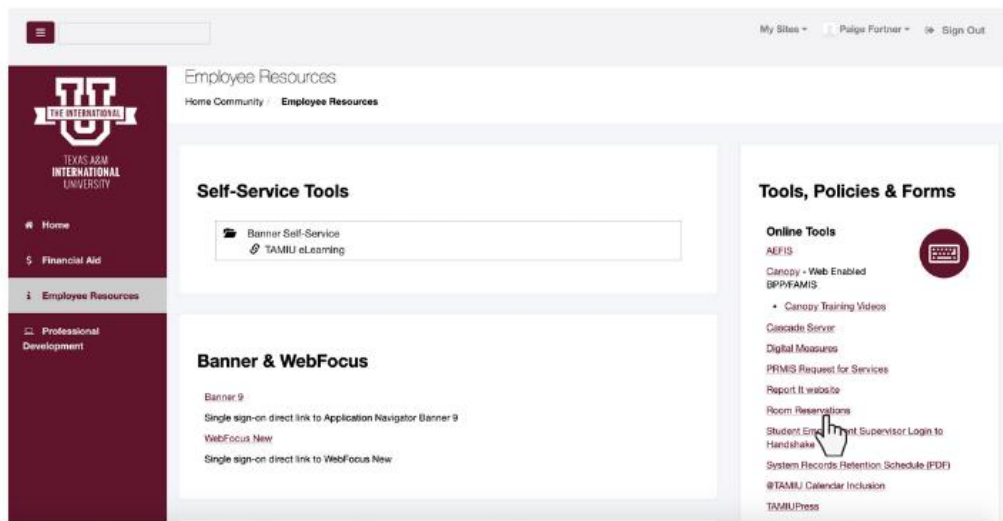
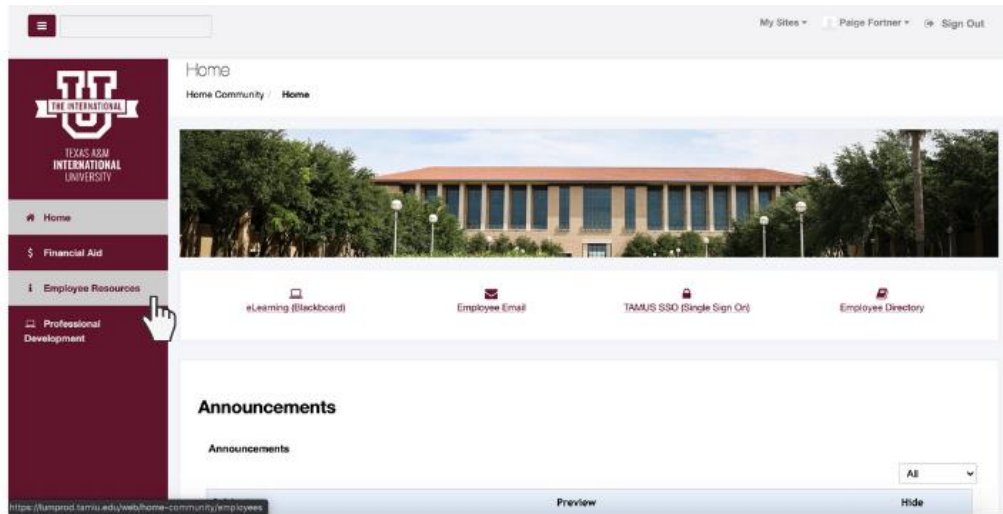
Consideration of a room request is prioritized in the following order: Academic needs, University needs, major annual events, and Non-University clients.

To ensure appropriate space utilization, Event Services reserves the right to assign and reassign facilities based on the following: group size, type of program and space availability. The University also reserves the right to determine all matters not expressly covered by the Facility Policies and Procedures Guide. Groups reserving space at the University must sign a Facility Use Agreement and obtain Proof of Insurance form prior to receiving an email confirming the reservation. Facilities are reserved in the order in which requests are received. Requests requiring the use of an academic space will be subject to change or placed on hold until after the 12th class day of the respective semester (4th class day if request is in the summer). If the requested space is not available after the 12th class day, Event Services will find a similar alternate location. Academic spaces are not available during final exam week. Non-Academic room changes can be submitted via email to events@tamiu.edu.

Event Scheduling System (Ad Astra)

Please visit the TAMIU Ad Astra site at <https://www.aaiscloud.com/TXAMIntU> to make an event reservation request. If you are first time user with this site, please call (956) 326-4367 for assistance, or to schedule a one-on-one training.

Note: If you are a TAMIU employee, you can access the system through U Connect. On the home page click Employee Resources and then Room Reservations.



Academic Classroom Scheduling

Academic courses, classroom spaces, and final exam spaces are scheduled through the Office of the University Registrar. In the event that you would like to change your assigned room, please submit a room change through the Office of the University Registrar. Room changes will not be recognized if the request is not formalized. **All classrooms are under control of the Registrar until after the 12th class day, to ensure that enrollment needs for space are met.**

Cancellation

When a scheduled meeting or event is cancelled, please contact the Event Manager in an email to events@tamiu.edu. Cancellations not received 5 business days prior to a scheduled event may be subject to a cancellation fee. Non-profit and for-profit organizations will forfeit all deposits.

If a reserved space was not used and was not cancelled in accordance with the timeline under “cancellation,” that organization and or the sponsoring department will be responsible for associated fees as stated on the most recent confirmation or contract issued to the client.

Evenings Fees

Events that begin before 8:00 a.m. and continue beyond 10:00 p.m. at the University will be subject to an overtime charge. **(See Appendix A)**

University Closures

In case the University is required to close due to adverse weather conditions or similar circumstances, the event requestor will be contacted immediately. It will be the responsibility of the event requestor to notify all participants of the cancellation. The meeting will be rescheduled at the next available time and charges will be assessed accordingly.

Building Emergency Evacuation

Building evacuation is the result of a situation when it is no longer safe to remain inside a building. The evacuation will occur when the fire alarm sounds and/or notification is made by the Building Emergency Coordinator, TAMIU Police Department, the Laredo Fire Department, and/or the Laredo Police Department. Employees, students and conference attendees shall be directed by the Building Emergency Coordinator. Elevators shall not be used to evacuate the building. The Evacu-Trac chair is available for use for individuals with mobility impairments. Once outside the building, individuals shall not return to the building until directed to do so by the TAMIU Police Department personnel. Map of evacuation approved locations **(Appendix F)** included.

Emergency Management Plan: <http://www.tamiu.edu/documents/tamiu-emp.pdf>

Dusty Alert: <https://dustyalrt.tamiu.edu/>

Advertisements

Advertisements and propaganda displayed throughout the University must be directly related to a University event, department, or student organization. All flyers must be approved through the Office of Community Relations and Special Events or Student Success for student organizations. Personal announcements such as private tutoring, items for sale, rooms for rent, and/or general advertisement are not permitted on University bulletin boards.

Advertisement not related to TAMIU are not allowed for distribution among students, and cannot be placed on vehicles in the University parking lots, on campus doors, windows, walls, or bulletin boards.

Events that are being advertised must be approved and stamped by the Director of Community Relations and Special Events. The requestor is responsible for the posting of their flyers. Event Services will remove flyers the day after the event has occurred or at the end of each school semester.

Flyers can be posted only on approved bulletin boards that are located at the following buildings: Bullock Hall,

Cowart Hall, Canseco Hall, Kinesiology, Wellness, & Recreation Center, Pellegrino Hall, Student Center, and the Center for Fine and Performing Arts. Advertisements and flyers not posted in approved locations will be removed and the group/requestor will not be allowed to post for one semester.

Certificate of Insurance

All Non-University organizations renting meeting space must carry a minimum of \$1,000,000 General Liability coverage and name Texas A&M International University as an additional insured. Proof of insurance must be given to the Event Manager two weeks prior to the scheduled event.

Camps and Program with Minors

For more information contact Office of Continuing Education via email at ce@tamiu.edu – 24.01.06.L1.01 Camp and Program’s for Minors (CPM)
<https://www.tamiu.edu/ce/programs-for-minors-manual-2019.pdf>

Equipment & Room Setup Requests

All requests such as equipment, audio/visual, custodial, physical plant, and TAMIU PD must be made through Event Services at the time of the reservation. Any changes to the existing set-up must be communicated to Event Services Manager **no later than one week prior to the day of the event**. Final arrangements must be confirmed with the Event Services Manager (2) two business days prior to the event or it may be subject to cancellation. Meeting room floor plans are available upon request from the Event Services Manager. **Equipment fees (Appendix B)**.

Catering

Aramark has the exclusive right to cater all events at the University. Events requiring catering must contact Aramark Food Services for fees and a menu selection.

**A meeting space must be reserved prior to catering requests. **

<https://tamiu.catertrax.com/shopportal.asp?pageref=SendMessage&intOrderID=&intCustomerID=>

Rodriguez, Carlos	Director of Food Service	(956) 326-2091	rodriguez-carlos3@aramark.com
Garcia, Cassandra	Catering Coordinator	(956) 326-3051	catering@tamiu.edu

Alcohol

Alcohol service for all events must be provided by Aramark Food Services and University Police Officers are required. TAMIU PD will assess the amount of officers needed for your event. If there are less than 20 attendees, TAMIU PD reserves the right to determine if an officer is needed. Events with students or student organizations are not allowed to have alcohol.

Smoking

Smoking is only permitted in Smoking Pavilions only. **(See Appendix D)**

Parking

Parking is free throughout the University with the exception of designated permit locations, handicap locations, fire lanes and/or if spots are otherwise listed as a reserved parking spot.

Photocopies and/or Faxing

The Office of Community Relations and Special Events does not provide photocopying to event participants nor conference coordinators. Events requiring printing of materials may contact the Copy Center which provides an array of fee services such as photocopying, color printing, and faxing.

Location: Killam Library-Lower Level 006A -- Office Hours: Monday-Friday 8AM-5PM - - Phone: (956) 326-2138. This office is closed on weekends.

Political Campaigning

Political campaign posters of students or non-students may not be posted on campus. With the approval from the Director of Food Service, student candidates are permitted to place campaign literature on tables in the food court area. Literature must **not** include fund or membership solicitation. Posters or flyers announcing political events for student organizations, registered on campus, may be posted in the Student Center. Only the name of the candidate, the date, time, place and sponsoring organization may be on posters or flyers announcing a political event. According to TAMIU's Political Campaign Events and Partisan Political Activities (07.03.01.L1), "The use of any brands, insignia, logos, marks, or symbols associated with TAMIU is prohibited in any partisan political activity, including campaigns by political candidates unless sponsored by a recognized organization as noted below. This prohibition does not apply to incidental inclusion of University brands or marks commonly displayed in/on the campus' buildings or furnishings" (2021).

Distributing campaign literature or cards is prohibited on campus. In addition, "Organizations of faculty, staff, or students that have been recognized and approved by TAMIU may sponsor partisan political activities or events in TAMIU facilities, in accordance with all applicable TAMIU guidelines, handbooks, and rules. In sponsoring a partisan political activity on campus, the recognized TAMIU organization(s) is responsible for communicating and collaborating with appropriate TAMIU officials about the event and cannot delegate any responsibility for the event to a non-recognized organization(s), unless mutually agreed upon by the Associate VP for Student Success, VP for Student Success, VP for Institutional Advancement, President, and the sponsoring recognized TAMIU organization" (2021).

Finally, "Applicable charges for event venue costs (including but not limited to security, technology, and venue rental) will be incurred and are the responsibility of the sponsoring recognized TAMIU organization. Facility and service rental funds may be used by TAMIU to cover incidental and actual expenses for venue services. However, University funds may not be expended as stipulated in Section 1.2 of this Rule. Organizations should also refer to Section 1.6 of this Rule" (2021). **Note:** Please visit the link below to review TAMIU's full Political Campaign Policy.

REFERENCES

Political Campaign Events on Property Under Control of The Texas A&M University System. 2021, January 19. Texas A&M University System 07.03.01 retrieved from <https://www.tamtu.edu/compliance/documents/Rules%20and%20SAPs/07.03.01.1politicalcampaigneventsandpartisanpoliticalactivitiesontamtufacilities.pdf>

Wireless Internet Services

If you are a guest visiting our campus, guest WIFI access can be provided depending on the purpose of your visit:

If you are hosting an event on our campus, please speak to your event manager to make sure the University has the WIFI access you will need during your event.

If you are visiting for the day, you will need a simple guest access, normally provided by Office of Information and Technology (OIT) located at Killam Library (administration side) room 259.

Departments requesting computer labs for guests and secure WIFI access must complete a Guest's Access Form (**Appendix E**) listing all users that wish to utilize the wireless internet services. The access form must be completed or requested one week before the event and must have a sponsor from the Special Events Department.

University Police

Events likely to attract large crowds, near to or in excess of the established room or space capacities, may require TAMIU University Police Officers to be hired at the organization's expense to facilitate and to ensure safety of all persons in attendance of an event.

During an event, TAMIU Police has the right to determine how many officers will be needed. The following type of events will require a University Police Officer to be present:

- Events that have an expected attendance of 150 or more.
- Events that have an expected attendance of 20 or more and are serving alcohol.
- Events that charge an admittance fee, or involve cash sales.
- Events that are held at the Helen Richter Watson Gallery.

Outdoor Venues

The University offers outside venues for general purpose use: concerts, walk-a-thons, and information tables, etc. Any public performance such as a movie presentation must comply with the Federal Copyright Act to showcase a movie. Outside venues with music or any amplified sound requires special permission to be placed in designated locations on campus. A rain location will be considered, if a designated meeting space is available.

All outside events must conclude by 10:00 p.m. unless special arrangements have been made through the Event Services Manager. Events that go past this allotted time will be subject to an overcharge per hour. All aspects of the event such as electricity needs, sound needs, pre-access time, actual event time, tent, safety and security, and audio visual needs must be discussed at the time of scheduling the event. Events scheduled during class hours must not be disruptive to adjacent buildings that are conducting academic classes. If the event is disruptive to classes, the event will be stopped immediately for failure to comply with policy requirements.

Planetarium

For information on fees and show times, please contact the University Planetarium at:

email: planetarium@tamiu.edu or go online at web site: <https://www.tamiu.edu/planetarium/showschedule.shtml>

- Email requests for school appointments to the Planetarium are not accepted
- All reservation appointments must be done by telephone at (956) 326-2463.
- Reservations for events and parties, must contact the Event Manager at (956) 326-2930

Copyright

Motion pictures and other audiovisual works that are available for rental or purchase are intended for personal, private use only. If you wish to show the work in any other place, you must have a separate license that specifically authorizes the public performance of that work.

These rules are detailed in the federal Copyright Act, as amended, Title 17 of the United States Code.

- According to The Copyright Act, only the copyright owner holds the exclusive right, among others, “to perform the copyrighted work publicly.” (Section 106)
- The rental or purchase of a motion picture or other audiovisual work does not bear the right to perform the copyrighted work publicly. (Section 202)
- Films may be shown without a separate license in the home to “a normal circle of family and its social acquaintances” (Section 101) because such showings are not considered “public.”
- Films may be shown without a license to non-profit educational institutions for “face-to-face teaching activities” because the law provides a limited exception for such showings. (Section 110(1))
- All other public performances of motion pictures and other audiovisual works are illegal unless they have been authorized by license. Even “performances in ‘semipublic’ places such as clubs, lodges, factories, summer camps and schools are ‘public performances’ subject to copyright control.” (Senate Report No. 94473, page 60; House Report No. 94-1476, page 64)
- Both for-profit organizations and non-profit institutions must secure a license to show films, regardless of whether an admission fee is charged. (Senate Report No. 94-473, page 59; House Report No.94-1476, page 62)

Non-compliance with the Copyright Act is considered infringement and carries steep and significant penalties for both the exhibitor and anyone that contributes to the infringing conduct. Unlicensed public performances are federal crimes and can be subject to a \$150,000 penalty per exhibition and other penalties. (Sections 502-506)

Source: <http://www.mplc.org/copyright>

The University use the following services to purchase a movie license: Swank Motion Pictures and/or Criterion Pictures. The licensing agreement must be paid in full by client and Event Services a provided copy of the agreement.

Cleaning/Damage Fees

Extra labor fees will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. A damage fee will be assessed for damages resulting from misuse of any furnishings or equipment requiring repairs or replacement. **Clients will be notified in writing of all damages and charges.** Assessed labor and damage fees must be paid in full prior to regaining access to University facilities for future events.

Audio Visual & Other Equipment Fees

All rooms on campus have audio visual equipment designated for educational purposes and the student use. Any outside entity wishing to use our A/V equipment can do so at a cost. All event A/V requests must be submitted through the Event Services office. These fees include: full day base, half workday and overtime charges for equipment and other audio visual equipment. For a full listing of fees, refer to **(Appendix B)**. Please note that A/V and other equipment for outside events such as walk-a-thons that require items such as tables, chairs, bleachers, tents, staging and audio visual equipment, must be rented through a vendor of their choosing.

Personnel Fees

Personnel fees are based per hour. These fees include personnel such as: Event Services employees, OIT technicians, physical plant personnel, custodial, recreational sports staff, ushers, and police officers. Events that

extend over normal operating hours will be charged additional personnel as well as equipment fees. For events with University Police Officers, there must be a minimum of 2 hours of service. For a full listing of fees, refer to **(Appendix C)**.

Proper Care & Use of Facilities

It is expected that proper care will be taken of the University facilities. The following policies and procedures apply to all individuals and group sponsored events held in the facility:

- Smoking is prohibited inside the facility and only allowable in designated smoking pavilions around campus.
- Candles or open flames are not permitted.
- Thumb tacks, tape, fun tack or staples are not allowed on the walls or windows.
- No sitting on tables or counters.
- The use of chalk on sidewalks is not permitted.
- It is the responsibility of the group using space inside the facility to place all trash in the conveniently located receptacles and leave the room in good condition.
- Any individual causing damage to the facility shall be held financially responsible for the extent of the damage. In group sponsored events, the sponsoring organization will be held accountable for damages.
- Barbeque pits are allowed in designated areas except when a fire ban is issued by the City of Laredo and/or County of Webb. Barbeque pits are allowed under the condition that the coals and fire bricks are properly disposed of in the designated disposal area indicated by the University's Risk Manager.
- Meeting rooms must remain in the condition they are received. It is best practice that the room furnishings from desks, tables, chairs, etc. remain intact and are not removed or displaced.
- Academic courses are scheduled through the Office of the University Registrar. In the event that you would like to change your assigned room, please submit a room change through the Office of the University Registrar. Room changes will not be recognized if the request is not formalized. Non-Academic room changes can be submitted via email to events@tamiu.edu.

Storage Facilities

We cannot provide storage room(s) prior to the event. The University is not held responsible for lost, damaged and/or stolen items left behind from an event.

Children

Children must not be left unattended on campus at any time. Any damages caused by unattended children will be charged to the parent or guardian. If children have been confirmed as being lost, the University Police will be contacted to assist with this matter.

Pets & Animals

Pets or animals are not allowed in campus buildings at any time. The only exceptions are service animals assisting the blind, deaf or mobility impaired.

Decorations

- Decorations, displays or exhibits that require flame or water cannot be used on campus.

- Open flames are prohibited through the University facilities including open flame candles.
- No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as “floor tape.”
- Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings.
- No decorations may be glued to any surface. No pins or tape may be used to affix posters, paper, etc., to the walls, tables, doors etc. No decorations may be hung from ceiling tiles or ceiling grids.
- No glitter, confetti, sequins, or sand-filled items may be used.

Decorating plans not addressed within this policy should be reviewed by the Event Manager prior to the event. If needed, building staff will assist with alternative ways to hang materials that will not damage walls or finishes. These alternate arrangements must be resolved at least two days prior to the event.

Violation of any of these policies may result in suspension of facility reservation privileges for the semester. Additionally, any damages done will be repaired, and the sponsor will be billed for all costs incurred on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the event sponsor.

Events that have or require excessive amounts of decorating will be required to takedown the items immediately after the event has ended as the rooms are scheduled for events that occur on a daily basis. Failure to do so will prevent further bookings with or in our meeting facilities and may lead to an added fee for failure to comply with this policy.

FACILITIES FEES

TAMIU ROOM RENTAL CHARGES NON-UNIVERSITY RATE		
Center for Fine and Performing Arts	Type (capacity)	Room Fee
FPA Recital Hall	Auditorium (800)	\$1,210.00
FPA Black Box Theatre (108)	Open Space	\$550.00
FPA Band Hall (134)	Open Space	\$330.00
FPA Theatre	Auditorium (400)	\$1,760.00
FPA Dressings Rooms	Dressing Room	\$275.00
FPA Dance Studios	Dance Studio (30)	\$330.00
FPA Art Gallery	Art Gallery	\$440.00
Student Center	Type (capacity)	Fee/4hr.
SC 203 Ballroom- Sections A/B/C	Ballroom (450)	\$1,500.00
Sections A/B	Ballroom (200)	\$1,100.00
Sections B/C	Ballroom (200)	\$1,100.00
Section A	Ballroom (150)	\$600.00
Section B	Ballroom (150)	\$600.00
Section C	Ballroom (150)	\$600.00
SC Downstairs Rotunda	Open Space (75)	\$110.00
SC Upstairs Rotunda	Open Space	\$110.00
SC 236	Theater (186)	\$440.00
SC 120, SC, 225, SC 230, SC 231	Classroom (40)	\$110.00
SC 233	Conf. Room (8)	\$66.00
Academic Innovation Center	Type (capacity)	Fee/4hr.
AIC Lobby	Open Space	\$220.00
AIC Flat Classrooms	Classrooms (60-96)	\$330.00
AIC Auditoriums	Auditoriums (77-250)	\$440.00
Western Trade Center	Type (capacity)	Fee/4hr.
WHTC 111	Classroom (174)	\$440.00
WHTC Foyer	Open Space	\$110.00
WHTC 116	Auditorium (115)	\$330.00
WHTC 103/104	Auditorium (45)	\$110.00
WHTC 125 and WHTC 126	Conf. Room (25)	\$110.00
Other TAMIU Facilities	Type (capacity)	Fee/4hr.
Auditoriums	(50-170)	\$220.00
Classrooms	(20-49)	\$110.00
Conference Rooms	(8-19)	\$66.00
Computer Labs	(24-51)	\$110.00

KL Colonnade	(75)	\$220.00
Outdoor Areas	Type (capacity)	Room Fee
Killam Library Front Lawn	Open Space	\$550.00
LBV Memorial Garden	Open Space	\$330.00
LBVSC Planetarium Courtyard	Open Space	\$330.00
Quad Area Green	Open Space	\$330.00
SC East Patio	Open Space	\$550.00
WHTC Patio	Open Space	\$330.00
TAMIU LOOP*	Open Space	\$440.00
KL Dome Matio	Open Space	\$330.00
Athletic Complex	Type (capacity)	Room Fee
KCB Gymnasium	Bleacher Seating (2,000)	\$825.00
Practice Fields	Open Space	\$825.00
Zaffirini Success Center	Type (capacity)	Fee/4hr.
ZSC 101 A&B	Classroom (140)	\$440.00
ZSC 101 Individual Pieces	Classroom (70)	\$220.00

AUDIO VISUAL EQUIPMENT & OTHER EQUIPMENT FEES

Equipment Fees		
Equipment Fees: Physical Plant		
Stage	Staging	\$550.00
Equipment Fees: FPA		
Wireless Lapel Full	Lapel Microphone Full	\$60.00
Wireless Lapel Half	Wireless Lapel Half	\$30.00
Computer Lectern	Computer Lectern	\$100.00
Projector Full	Projector Full Day	\$100.00
Projector Half	Projector Half Day	\$50.00
Wireless Microphone Full	Wireless Microphone Full Day	\$60.00
Wireless Microphone Half	Wireless Microphone 1/5 day.	\$30.00
Steinway D	Rental of Steinway D with Bench	\$100.00
Steinway B	Rental of Steinway B with Bench	\$100.00
Equipment Fees: OIT Audio Equipment		
Computer Lectern	Computer Lectern	\$100.00
Large Computer Lectern	Classroom Lectern	\$260.00
Elmo Full Day Rate	Projector	\$100.00
Elmo 1/2 Day Rate	Projector	\$50.00
Audio Booth Recording Raw	Audio Booth Recording	\$10.00
Audio Editing	Audio Editing	\$50.00
Gig Rig (Large Events)	Gig Rig	\$100.00
PA System (Anchor)	PA System	\$60.00
Wired Microphone	Wired Microphone	\$30.00
Wireless Microphone 1/2 Day	Wireless Microphone	\$30.00
Wireless Microphone Full Day	Wireless Microphone	\$60.00
Equipment Fees: OIT Video Production		
Fiel Pro. Single Cam	Field Production Single Camera	\$75.00
Lecture Capture	Lecture Capture (Non Echo 360)	\$50.00
Post Production (Editing)	Post Production	\$50.00
Prep Pro Meeting	Pre-production Meeting	\$25.00
Projection Display	Projection Display	\$50.00
Studio Pro Multi Camera	Studio Production Multi Camera	\$200.00
Tele Prompter + Op.	Tele Prompter Plus Operator	\$50.00
Video Projects/Promos/PSA's	Video Projects/Promos/PSA's	\$125.00
Webcast	Webcast (Streaming Live)	\$25.00

NOTE: Any events scheduled in any room with a computer lectern will be assessed a basis fee of \$100.00 in addition to the room rate.

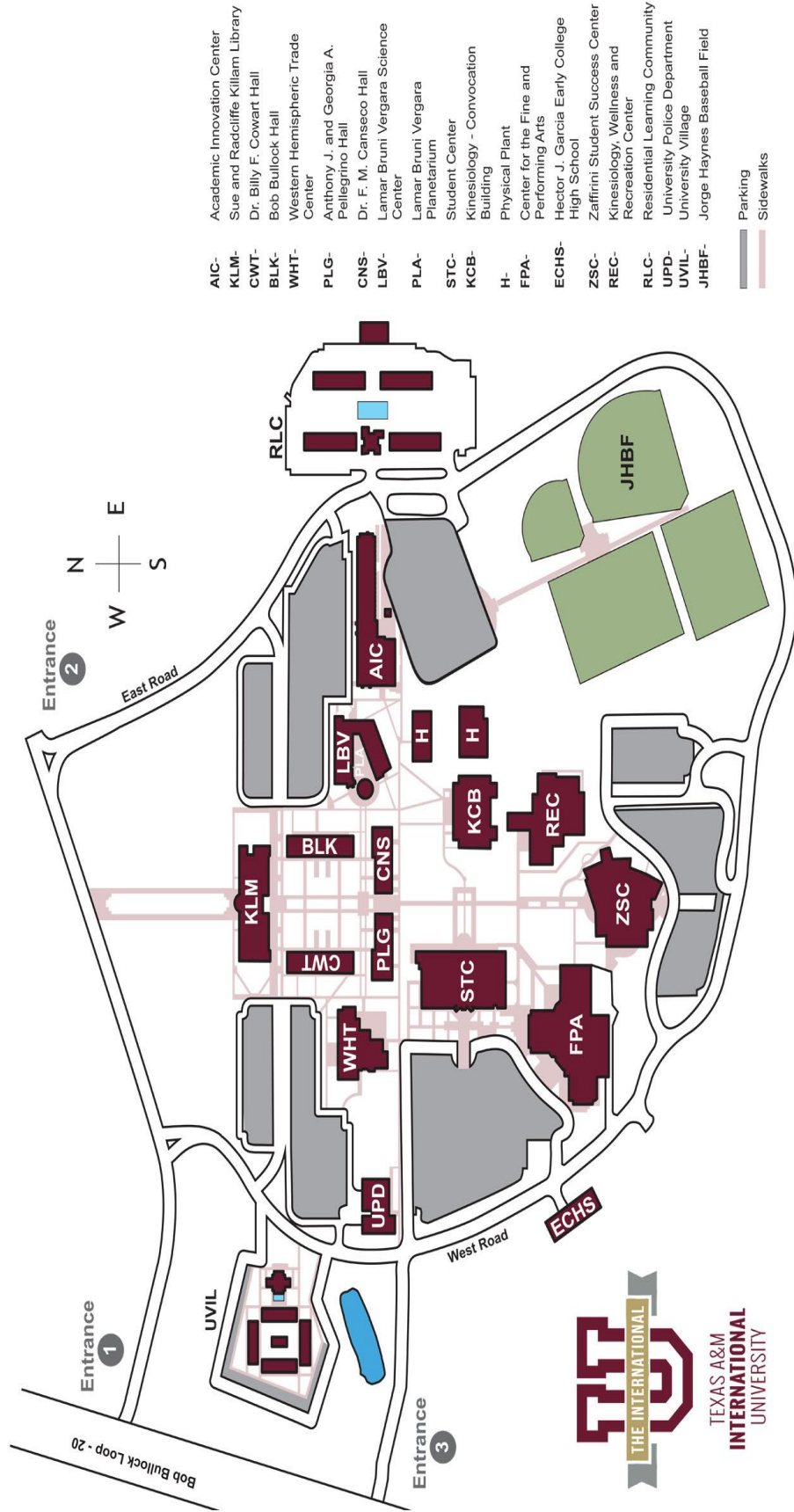
PERSONNEL FEES

Personnel Fees	Rate of Pay
Lab Technician	\$13.20 per hour
Service Specialist	\$24.20 per hour
Network Specialist	\$24.20 per hour
Instructional Technology Coordinator	\$24.20 per hour
Site Coordinator	\$22.00 per hour
Stage Technician	\$17.60 per hour
Fly Technician	\$27.50 per hour
Sound Technician	\$27.50 per hour
Light Technician	\$27.50 per hour
Stage Manager	\$22.00 per hour
Set Carpenter	\$22.00 per hour
Riggers	\$33.00 per hour
University Police Officer	\$43.89 per hour
Recreational Sports Staff	\$16.50 per hour
Ushers	\$11.00 per hour
Student Manager	\$15.00 per hour
Event Coordinator	\$24.20 per hour
Custodial	
Event Rate:	\$275

All personnel fees have a two hour minimum.

UNIVERSITY MAP

WELCOME TO TAMU!





Office Use Only

Received:

Guest's Access Form

Network security affects everyone at the University and is a great concern to all of us. However, if any person, department, or company possesses equipment that will be or is already connected to the TAMIU network, that person, department, or company will be held solely responsible for securing, maintaining, installing and troubleshooting the equipment. The same applies for any personal device(s) connected to the TAMIU network. The person, department, or company will also be held responsible for the physical and network security of the equipment.

I understand that it's a violation of TAMU's regulations and state and federal laws if I gain or help others gain unauthorized access to the Texas A&M International University Network subject to University disciplinary action and criminal prosecution to the full extent of the law, (Chapter 33, Section 1, Title 7 of the Texas Penal Code). Usage is subject to monitoring and security testing. The user should have no expectation of privacy except as otherwise provided by applicable privacy laws (TAC §202.76).

Requestor's/Sponsor's Information *Only full-time TAMIU employees may sponsor a guest.

Requestor's/Sponsor's Name: <input type="text"/>	Position/Title: <input type="text"/>
Department: <input type="text"/>	Office Location: <input type="text"/>
Phone No: <input type="text"/>	E-mail: <input type="text"/>
Start Date: <input type="text"/>	End Date: <input type="text"/>

****Note: Maximum end date is 6 months.****

Guest's Information

Name: <input type="text"/>	Office Location: <input type="text"/>
Phone No: <input type="text"/>	E-mail: <input type="text"/>

Foreign National If yes, please obtain signature from Export Control Officer prior to submitting to OIT.

Exports Control Officer Signature: Date:

**A Foreign National is an individual who is not a United States citizen, a permanent resident alien of the United States, a lawfully-admitted temporary resident alien or refugee, or other protected individual as defined by § U.S.C. 1324b(a)(3). For purposes of Export Controls, individuals on a student visa or H1 visa (including foreign visiting faculty) are considered foreign nationals. A "deemed export" might take place verbally, in writing or by allowing a foreign national access to physical items, such as equipment or devices, or computer software from which the person can obtain the controlled information by inspection or use.*

Access Type

Wired Wireless VPN* *Requires VPN Access Form.

File Sharing (Network drives) Network Printing Library Community Card #:

If other, please specify:

Name	Personal e-mail	User Account *For OIT use only.
------	-----------------	---------------------------------

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Monday	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
<input type="checkbox"/> Tuesday	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
<input type="checkbox"/> Wednesday	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
<input type="checkbox"/> Thursday	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
<input type="checkbox"/> Friday	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
<input type="checkbox"/> Saturday	Start Time:	<input type="text"/>	End Time:	<input type="text"/>
<input type="checkbox"/> Sunday	Start Time:	<input type="text"/>	End Time:	<input type="text"/>

TAMU Network Access Rules

Privacy

Texas A&M International University respects the privacy of the users of this wireless connection and personal electronic communication, however, due to network maintenance, performance monitoring and to ensure compliance with applicable laws and policies, all user activity may be subject to logging and review.

Security and Network Use

Users are forbidden from using techniques designed to cause damage to, deny access by legitimate users of computers or network components connected to the Internet or result in the loss of the recipient's work.

Security programs or utilities that reveal or exploit weaknesses in the security of a system or that reveal data by circumventing established authorization procedures and systems should not be downloaded and/or used, except as authorized by OIT.

For example, password cracking programs, packet sniffers, or port scanners on TAMIU network information resources shall not be used. If for any reason, a device causes any disruption to the TAMIU network, the device will be disconnected from the network permanently or until the problem is resolved.

Where technically feasible, all PC's, laptops, personal digital appliance (PDA) devices and workstations should be secured with a password-protected screensaver with the automatic activation feature set at maximum of 15 minutes to prevent unauthorized access to the device.

Users must report any weaknesses in TAMIU computer security, any incidents of possible misuse or violation of this agreement to the proper authorities by contacting the immediate supervisor, department head, or the OIT Information Security Officer at itsecurity@tamiu.edu.

If it is determined that required security related software is not installed on a remote computer or that a remote computer has a virus, is party to a cyber attack or in some way endangers the security of TAMIU, the account and/or network connection will be disabled. Access will be re-established once the computer is determined to be safe by OIT.

Currently, TAMIU's wireless connection uses only Username and Password as identification, and no personal profile information will be needed.

Users can NOT use an account belonging to someone else. Users shall not make copies of system configuration files for their own, unauthorized personal use or to provide to other people/users for unauthorized uses.

We reserve the right to randomly inspect the device, its status, and remove it for any reason.

Portable and Remote Computing

Unattended portable computing devices must be physically secure.

Special care should be taken to protect information stored on laptops and PDA devices, and in protecting such devices from theft. For VPN access, a "VPN Security Access" form must also be submitted and approved.

All computers connecting to the TAMIU network, must run current and authorized virus prevention software and be updated with the latest software security patches.

Internet Use

Due to network maintenance, performance monitoring and to ensure compliance with applicable laws and policies, all user activity may be subject to logging and review.

All authorized users of state networks or systems must use the Internet facilities in ways that do not disable, impair, or overload performance of any other computer system or network, or circumvent any system intended to protect the privacy or security of another user.

Downloading entertainment software, games or any other non-business related software or files, such as music or movies is prohibited.

Streaming media, such as internet radio or videos, is prohibited unless there is a business need.

No files or documents may be sent or received that may cause legal liability for or embarrassment to TAMIU.

Virus and software protection

All computers connecting to the TAMIU network, must run current and authorized virus prevention software and be updated with the latest software security patches.

Virus protection software must not be disabled or bypassed except as required by the temporary installation of software or for other special circumstance.

Computers found to be infected with a virus or other malicious code will be disconnected from the TAMIU network until deemed safe by OIT.

I acknowledge that I have read the Texas A&M International University Information Resources Acceptable Use SAP [29.01.99.L1.01](#). I understand that I must comply with these Standards when accessing and using Information Resources and my failure to comply with these Standards may result in appropriate disciplinary action and/or action by law enforcement authorities.

You can find 29.01.99.L1: Use of Information Resources and Facilities Rule at <http://www.tamui.edu/compliance/documents/29.01.99.L1UseofInformationResourcesandFacilities.pdf>.

By signing this agreement, the reader agrees to the terms and conditions mentioned above otherwise, connectivity to the network and Internet will not be granted.

Guest's Signature:	<input type="text"/>	Date:	<input type="text"/>
--------------------	----------------------	-------	----------------------

Requestor's/Sponsor's Signature:	<input type="text"/>	Date:	<input type="text"/>
Department Head Printed Name:	<input type="text"/>		
Department Head Signature:	<input type="text"/>	Date:	<input type="text"/>

Evacuation Plan

EMERGENCY ASSEMBLY AREAS

Assembly areas as shown on the map below, Persons from:

Academic Innovation Center (AIC) may assemble near the athletic fields.

Bullock Hall (BLK) may assemble in front (north side) of Killam Library, near University Boulevard.

Canseco Hall (CNS) may assemble in front (north side) of Killam Library, near University Boulevard.

Cowart Hall (CWT) may assemble in front (north side) of Killam Library, near University Boulevard.

Center for Fine and Performing Arts (FPA) may assemble in the parking lot of Early College High School.

Killam Library (KLM) may assemble in front (north side) of Killam Library, near University Boulevard.

Kinesiology Convocation Building (KCB) may assemble near the athletic fields.

Kinesiology Wellness Recreation Center (REC) may assemble near the athletic fields.

Lamar Bruni Vergara Science Center and Planetarium (LBV) may assemble near the athletic fields.

Pellegrino Hall (PLG) may assemble in front (north side) of Killam Library, near University Boulevard.

Physical and Central Plant (H) may assemble near the athletic fields.

Residential Learning Center (RLC) may assemble near the athletic fields.

Student Center (STC) may assemble in the parking lot of Early College High School.

Zaffirini Success Building (ZSC) may assemble in the parking lot of Early College High School.

University Police Department (UPD) may assemble in the parking lot of Early College High School.

University Village (UVIL) may assemble on the northeast side of the complex.

Western Hemispheric Trade Center (WHT) may assemble in front (north side) of Killam Library, near University Boulevard.

