

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.

The facilities at TAMIU exist for the primary purpose of education. Priority use of academic facilities is given first to the University classroom needs and second to the programs and activities of TAMIU groups. TAMIU groups are defined as student organizations, faculty, administrators or staff whose primary activities are based at or directly related to the University. This also includes offices, departments and/or schools at TAMIU.

Room reservations requested are made on a first come first serve 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 Event Policies and Procedures manual. It is the responsibility of the Director of the Student Center and Event Manager to make sure these standards are being adhered to. Individuals or groups failing to meet the standards or comply with regulations may be denied future use of University facilities. Individuals or groups causing damages to University facilities will be charged accordingly to the repair and replacement of what is being affected by this inappropriate behavior.

More specific information or clarification of information listed here can be obtained by calling the Office of the Student Center 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, fax or email.

The Event Services office reserves facilities on the campus of TAMIU and at Casa Ortiz in Historic Downtown Laredo (**Appendix G**) for registered student organizations, University departments and community members. Rooms that can be requested include both academic and non-academic space. (**Room Fees Appendix B**)

EVENT SERVICES OFFICE HOURS & PERSONNEL

Business Hours

Monday - Friday, 8am - 5pm

Building Hours (**Appendix A**)

Location & Contact Info

Student Center – Information Desk
5201 University Blvd.
Laredo, Texas 78041

Telephone Number: (956) 326-INFO (4636)
Fax: (956) 326-2929

Email: room-scheduling@tamiu.edu

TAMIU – Student Center

Cortez, B. Laura	(956) 326-2932	Director	lcortez@tamiu.edu
Garcia, Alissa	(956) 326-2931	Staff Assistant	alissa.garcia@tamiu.edu
Ramirez, Kathleen	(956) 326-2001	Staff Assistant	kathleen.ramirez@tamiu.edu
Rubio, Miki J.	(956) 326-2930	Event & Conference Services Manager	miki.rubio@tamiu.edu

TAMIU - Casa Ortiz

Benavides, Amanda	(956) 326-3200	Staff Assistant	amanda.benavides@tamiu.edu
Gonzalez, Jesse	(956) 326-2176	Special Assistant to VP	jgonzalez@tamiu.edu

ARAMARK Food Services

Dovalina, Veronica	(956) 326-2091	Catering Coordinator	dovalina-veronica@aramark.com
Rivera, Bert	(956) 326-2091	Director of Food Service	catering@tamiu.edu

RESERVATION PROCESS

The primary function for the Office of the Student Center 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, foyers, auditoriums, theaters to outdoor spaces. **(See campus map appendix F)**

Consideration of a room request is based in order:

- Institutional needs and major annual events
- Non-University clients

To assure appropriate space utilization, Event Services reserves the right to assign, and if necessary, 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 will receive an email reservation request confirmation. Facilities are reserved in the order in which requests are received. Requests requiring the use of an academic space will be placed on hold until after the 12th class day of the respective semester (4th class day if request is in the summer). Once the 12th class day has passed, if the requested room is not available, Event Services will find a similar alternate location.

Academic spaces are not available during final exam week.

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 e-mail to room-scheduling@tamiu.edu.

Room Fees (Appendix B)

The university requires (50%) deposit once all meeting details have been confirmed. The remaining balance will be paid after the event has ended to provide a list of costs and services rendered from the meeting facility, which can include additional fees ranging from overtime charges, personnel and/or equipment fees.

Groups will be charged a room rental fee based on the following categories:

1. Non-Profit/Non-University
2. Extended Hours
3. Cleaning and/or Damages Fee
4. Audio visual and other Equipment

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 of \$60.00 per hour.

Cancellation

When a scheduled meeting or event is cancelled, please contact the Event Manager in an email to room-scheduling@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.

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.

Advertisements

Advertisements and propaganda displayed throughout the University must be directly related to a University department and/or an event. Personal announcements such as private tutoring, selling items and/or general advertisement are not permitted on University grounds.

Any type of advertisement is not allowed for distribution among students for solicitation, and cannot be placed on vehicles in the University parking lots and on windows.

Events that are being advertised must be stamped at the Student Center Information Desk. Flyers will be stamped up until one day after the day of the event. Removal of flyers will be done the day after the event has occurred by Student Center staff.

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.

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.

Equipment & Room Setup Requests

All requests for use of tables, chairs, audio visual equipment (laptop computer, LCD projectors, overhead projector, microphones, etc.), staging, and desired room set-up must be made at the time of the reservation. Any changes to the existing set-up must be communicated to Event Manager **no later than two weeks prior to the day of the event**.

Final arrangements must be confirmed with the Event Manager (5) business days prior to the event or it may be subject to cancellation. Meeting room floor plans are available upon request from the Event Manager.

Equipment fees (Appendix C).

Catering

Events requiring catering must contact Aramark Food Services for fees and a menu selection at (956) 326-2091. Aramark has the exclusive right to cater events at the University including Casa Ortiz. A meeting space must be reserved prior to catering requests.

Alcohol

Alcohol service for all events must be provided by Aramark Food Services. University Police Officers are required to be present and fees will be assessed for their service.

Copyright

The University abides by the Federal Copyright Act that says how movies should be shown within the University setting. There are two types of criteria that constitute this law: 1) fair use and 2) public performance and 2) fair use.

The “fair use” criterion is not required to obtain a Movie Copyright Compliance Site License with exhibiting copyrighted materials such as videocassettes or DVDs. For example, if a University faculty member who presents the material in a classroom setting and the movie is used as an essential part of the current curriculum being taught.

A “public performance” refers to situations where a tape or film is shown regardless if there is an admission fee or as an additional service. Under the Federal Copyright Act, a public performance license must be obtained.

Videotapes and DVDs obtained from a local video store or online vendor are not licensed to be viewed in a public performance setting and this would be in violation of the Federal Copyright Act since these materials are intended for home rental.

Penalties that exist for being in violation of infringing the copyright law are a punishable federal misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages ranging from \$500 to \$20,000 for each illegal showing.

If any event requires a movie for public performance, the University will charge the client through a licensing agreement with Swank Motion Pictures and/or Criterion Pictures.

Parking Permits

Each vehicle must have a parking permit. Details for requesting parking permits will need to be addressed with the Event Manager to avoid citations. Parking is available in each parking lot so as long as individuals are not parking in the fire lane zones.

Photocopies and/or Faxing

For events requiring printing of materials, contact the Copy Center which provides an array of services from photocopying, color printing, and faxing, available for a fee at the Killam Library, Room 218. Copy Center hours of operation are Monday through Friday from 8:00 a.m. – 5:00 p.m. This office is closed on the weekends.

For events scheduled in a computer lab, GoPrint cards must be purchased in advance at Killam Library for printing of materials. The Event Services office does not provide photocopying to neither event participants nor conference coordinators. However, the Copy Center can help provide these services for a fee.

Political Campaigning

Political campaign posters of students or non-students may not be posted on campus. Campaign literature of student candidates is allowable with permission from the Director of Foodservice and may be placed on the tables in the food court area if the literature does 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.

Candidates running for political office, both student and non-student may casually visit with students, personnel or other patrons in the Student Center to solicit votes. Distributing campaign literature or cards are prohibited on campus.

In accordance with the Texas A&M University System policy (07.03.01) with regard to political campaign events “the state supported institution of higher education and its members are required to remain neutral in partisan political activities. No system member may endorse, or recommend or otherwise indicate partisan political support for any candidate for an elected office or for any current officeholder of such an office. “

REFERENCES

Wireless Internet Services

A Guest's Access Form (**Appendix D**) must be completed listing all users utilizing wireless Internet services. The access form must be completed or requested two weeks in advance of event from the Event Manager. Users in violation of usage will be reported to the Office of Information Technology.

University Police

Events which are 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. Under certain circumstances it may be necessary to have university police officers onsite to facilitate and to insure the safety of all persons in attendance of an event.

The following type of events will require a University Police Officer to be present during an event:

- Events that have an expected attendance of 200 or more.
- Events that have an expected attendance of 25 or more and are serving alcohol.
- Events that charge an admittance fee, or involve cash sales.

OUTDOOR VENUES

The University offers outside venues for general purpose use such as concerts, walkathons, and information tables, etc.

Any public performance such as a movie presentation, require copyright permission to showcase the video.

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 Manager. Events that go past this allotted time will be subject to an overcharge of \$60.00 per hour.

At the time of scheduling the event, 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. Events scheduled during class hours must not be disruptive to adjacent buildings that are proctoring classes. If the event is disruptive to classes, the event will be shut down immediately for failure to comply with the policy requirements.

Community organization holding outdoor event needing equipment such as tables, chairs, bleachers, tents, staging and audio visual needs, must be rented through a local vendor.

PLANETARIUM

Education is the main purpose of the Planetarium at TAMIU and we strongly believe that everyone should have access to the Planetarium. The idea of the planetarium at TAMIU was born in 1999. The TAMIU Planetarium has one of the few new generation digital projectors. Thus, one can travel to structures unseen, except to highly developed telescopes. The Digistar 3 projectors use powerful graphics hardware and software to generate immersive full-dome images on the interior surface of a dome, integrating all-dome video, real time 3D computer graphics, and a complete digital astronomy package.

For information on fees and show times, please contact the University Planetarium at: planetarium@tamiu.edu or go online at www.tamiu.edu/planetarium/index

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

FACILITY & EQUIPMENT RATES

Cleaning/Damage Fees

In addition to rental fees, labor charges will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. Extra charges will be assessed for damages resulting from chewing gum, or 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 events.

Audio Visual & Other Equipment Fees

Events held in meeting facilities are required to use University audio visual equipment maintained and staffed by the Office of Information Technology. 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 D)**.

Please note that audio visual 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 local vendor.

Personnel Fees

These fees, based per hour, include technicians, set carpenter, riggers, 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 fee, refer to **(Appendix E)**.

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:

1. Smoking is prohibited inside the facility and only allowable in designated kiosks around campus.
2. Candles are not permitted.
3. Thumb tacks, painters tape, fun tack or staples are not allowed on the walls.
4. No sitting on tables or counters.
5. Use of chalk is not allowed to be placed on the sidewalks.
6. 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.
7. 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.
8. Barbeque pits are not allowed when a fire band is issued by City of Laredo and/or County of Webb. Barbeque pits are allowed just as long as the coals and fire bricks are disposed of in the proper disposal area as indicated by the University's Risk Manager.
9. 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.
10. 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 e-mail to room-scheduling@tamiu.edu.

Storage Facilities

We cannot provide storage for printed materials and/or other forms of equipment for storage 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 on campus at any time. The only exceptions are service animals assisting the blind, deaf or mobility impaired.

Bicycles, Rollerskates and Skateboards

Bicycles are not allowed in the buildings. Rollerblades and skateboards may be carried but not used in buildings. Bicycles should be secured at outside bike racks not attached to columns, light poles or railings.

Decorations

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

- Open flame candles are prohibited through the University facilities.
- 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, 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.

UNIVERSITY FACULTY & STAFF

Event Management System (EMS)

Please visit the TAMIU Event Management System site at <https://reservations.tamiu.edu> to make an event reservation request. If you are unfamiliar with this site, please watch the tutorial video at <http://www.tamiu.edu/reservation> for assistance, or call (956) 326-4EMS (4367) to schedule a one-on-one tutorial.

Golf Carts

Golf carts are available for use for events only and must be checked out for an event by a University employee who has completed a Golf Cart Training certified by the University Police.

To utilize a golf cart, fill out the Golf Cart general guidelines paperwork and pick up the key at the Student Center Information Desk. All keys must be returned at the Student Center Information Desk by 5:00 p.m. at the end of the day. Fees for lost or stolen keys and damages to the vehicles will be assessed to the University employee and/or department.

If golf carts are used, they must be parked next to the half walls/flower bed walls between buildings of Killam, Bullock, Cowart and Student Center patio area. Golf cart should not be parked near doorways. There should be no charging of golf carts at any of the buildings.

Anyone seen violating golf cart rules will be suspended from future use.

Student Organizations

All student organizations must go to the Office of Student Affairs for requesting the use of meeting rooms or outdoor spaces for events. The same applies to sponsors of the student organizations as well.

Appendix A

BUILDING HOURS**Academic Year**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Student Center & Western Hemispheric Trade Center	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 10:00 p.m.	7:00 a.m. – 8:30 p.m.	Closed
Center for the Fine & Performing Arts	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	8:00 a.m. – 10:00 p.m.	Closed	Closed
Kinesiology, Wellness, & Recreation Center	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 10:00 p.m.	6:30 a.m. – 7:00 p.m.	3:00 p.m. – 7:00 p.m.	Closed
University Success Center	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 7:00 p.m.	8:00 a.m. – 7:00 p.m.	8:00 a.m. – 3:00 p.m.	Closed	Closed
Kinesiology Convocation Building	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	Closed	Closed
Killam Library	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 12:00 a.m.	7:30 a.m. – 5:00 p.m.	10:00 a.m. – 6:00 p.m.	12:00 p.m. – 12:00 a.m.
Casa Ortiz	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	By Appointment	Closed

Appendix B

MEETING ROOM FEES

MEETING FACILITY	ROOM TYPE	ROOM CAPACITY	NON-UNIVERSITY ROOM RATE (4- hour minimum use rate)	NON-PROFIT ROOM RATE (4- hour minimum use rate)	ADDITIONAL HOURS/per hour
Casa Ortiz – Courtyard and House (1 st Floor)	Open Space	75	\$500.00	\$250.00	\$60.00
Casa Ortiz – Dining/Living Area (1 st Floor)	Dining Area	20	\$250.00	\$125.00	\$60.00
Center for Fine and Performing Arts Recital Hall (FPA 107)	Auditorium	821	\$800.00	\$800.00	\$60.00
Center for Fine and Performing Arts Black Box Theater (FPA 108)	Open Space	50-100	\$300.00	\$300.00	\$60.00
Center for Fine and Performing Arts Rehearsal Hall (FPA 134)	Open Space	100	\$300.00	\$300.00	\$60.00
Center for Fine and Performing Arts Theater	Auditorium	452	\$1200.00	\$1200.00	\$60.00
Center for Fine and Performing Arts Dressing Rooms	Open Space	Open	\$250.00	\$250.00	N/A
Student Center 203 Ballroom	Banquet Rounds	450	\$500.00	\$250.00	\$100.00 (non-university) \$50.00 (nonprofit)
Student Center 203 AB Student Center 203 BC	Banquet Rounds	200	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Student Center 203 A, Student Center 203 B, Student Center 203 C	Banquet Rounds Banquet Rounds Banquet Rounds	150 150 150	\$200.00 \$200.00 \$200.00	\$100.00 \$100.00 \$100.00	\$50.00 (non-university) \$25.00 (nonprofit) \$50.00 (non-university)
Student Center Downstairs Rotunda	Open Space	75	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)

MEETING FACILITY	ROOM TYPE	ROOM CAPACITY	NON-UNIVERSITY ROOM RATE (4- hour minimum use rate)	NON-PROFIT ROOM RATE (4- hour minimum use rate)	ADDITIONAL HOURS/per hour
Student Center Upstairs Rotunda	Open Space	Open	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Student Center 202	Conference Room	25	\$60.00	\$30.00	\$25.00 (non-university) \$12.50 (nonprofit)
Student Center 225	Classroom	30	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Student Center 120, Student Center 230, Student Center 231	Classroom	40	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Student Center 236	Auditorium	186	\$200.00	\$100.00	\$50.00 (non-university) \$25.00 (nonprofit)
Student Center 216, Student Center 217, Student Center 218, Student Center 232, Student Center 233	Conference Room	8-10	\$60.00	\$30.00	\$20.00 (non-university) \$10.00 (nonprofit)
Western Hemispheric Trade Center 111 Ballroom	Banquet Rounds	190	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Western Hemispheric Trade Center Foyer	Open Space	50	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Western Hemispheric Trade Center 116	Auditorium	115	\$200.00	\$100.00	\$50.00 (non-university) \$25.00 (nonprofit)
Western Hemispheric Trade Center 103	Auditorium	45	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Western Hemispheric Trade Center 104	Auditorium	45	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Western Hemispheric Trade Center 105	Conference Room	14	\$60.00	\$30.00	\$20.00 (non-university) \$10.00 (nonprofit)
Western Hemispheric Trade Center 125, Western Hemispheric Trade Center 126	Conference Room	40	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)

MEETING FACILITY	ROOM TYPE	ROOM CAPACITY	NON-UNIVERSITY ROOM RATE (4- hour minimum use rate)	NON-PROFIT ROOM RATE (4- hour minimum use rate)	ADDITIONAL HOURS/per hour
Bullock Hall, Canseco Hall, Kinesiology, Wellness, & Recreation Center, Pellegrino Hall	Auditoriums	50 – 170	\$200.00	\$100.00	\$50.00 (non-university) \$25.00 (nonprofit)
Bullock Hall, Canseco Hall, Kinesiology, Wellness, & Recreation Center, Pellegrino Hall	Classrooms	20-49	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Computer labs	Classroom	24-51	\$100.00	\$50.00	\$25.00 (non-university) \$12.50 (nonprofit)
Killam Library Front Lawn	Open Space	Open	\$500.00	\$250.00	\$100.00 (non-university) \$50.00 (nonprofit)
Lamar Bruni Vergara Memorial Garden	Open Space	Open	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Lamar Bruni Vergara Planetarium Courtyard	Open Space	8-50	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Quad Area Green	Open Space	Open	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Student Center Patio	Open Space	Open	\$500.00	\$250.00	\$100.00 (non-university) \$50.00 (nonprofit)
Western Hemispheric Trade Patio	Open Space	Open	\$300.00	\$150.00	\$60.00 (non-university) \$30.00 (nonprofit)
Baseball Field – Competition	Open Space	Open	\$750.00	\$750.00	N/A
Softball Field – Competition	Open Space	Open	\$750.00	\$750.00	N/A
Soccer Field - Competition	Open Space	Open	\$750.00	\$750.00	N/A
Soccer Field – Practice	Open Space	Open	\$375.00	\$375.00	N/A
Kinesiology Gymnasium	With Bleachers	1500	\$750.00	\$750.00	N/A

Appendix C

AUDIO VISUAL EQUIPMENT & OTHER EQUIPMENT FEES

EQUIPMENT	FULL DAY BASE RATE	HALF WORKDAY BASE RATE	OVER TIME CHARGES
Bleachers	\$75.00 per bleacher	n/a	n/a
Boom Stands	\$20.00	n/a	n/a
Carvin 24 Channel Sound Mixer with Amplifier	\$100.00	\$50.00	\$10.00
Carvin 16 Channel Sound Mixer with Amplifier	\$75.00	\$25.00	\$10.00
Computer Lectern	\$260.00	\$130.00	\$10.00
Computer with Video Projector	\$100.00	\$50.00	\$10.00
Electrical Panel	\$250.00	n/a	n/a
Flooring, Marley	\$350.00	n/a	n/a
Microphone, Wireless Handheld	\$50.00	\$25.00	\$10.00
Microphone, Wireless Lapel	\$50.00	\$25.00	\$10.00
Microphone, Corded	\$20.00	\$10.00	\$10.00
Mic Stands, Tabletop	\$15.00	n/a	n/a
Piano Rental	\$100 per piano	n/a	n/a
Piano Tuning	\$75.00 - \$120.00	n/a	n/a
Portable EV/ Custom Sound Mixer with Amplifier with Speakers	\$50.00	\$25.00	\$10.00
Projector, Elmo	\$100.00	\$50.00	\$10.00
Projector, Overhead	\$20.00	\$10.00	\$10.00
Screen	\$20.00	\$10.00	\$10.00
Speaker, Large JBL	\$100.00	n/a	n/a
Speakers, Floor Monitor	\$60.00	n/a	n/a
Stereo on Cart	\$30.00	\$15.00	\$10.00
Tent, 10' x 10'	\$25.00	n/a	n/a
Tent, 30' x 30'	\$250.00	n/a	n/a
Tent, 30' x 60'	\$500.00	n/a	n/a
Tent, 30' x 90'	\$750.00	n/a	n/a
TV/VCR Combo	\$40.00	\$20.00	\$10.00
TV/DVD Separate	\$40.00	\$20.00	\$10.00
Video Projector for Laptop on Cart	\$100.00	\$50.00	\$10.00

NOTE: Any events scheduled in any room with a computer lectern will be assessed a basis fee of \$260.00 in addition to the room rate.

Appendix D

GUEST'S INTERNET ACCESS FORM



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 I will be violating university regulations and state and federal laws if I gain or help others gain unauthorized access to the Texas A&M International University Network. However, if I do violate university regulations and state and federal laws, I will be 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).

Requestor's/Sponsor's Information

Requestor's Sponsor's Name: _____ Position/Title: _____

Department: _____ Office Location: _____

Phone No: _____ E-mail: _____

Start date: _____ End date: _____ *Note*: The maximum for end date is 6 months.

Guest's Information

Name: _____ Office Location: _____

Phone No: _____ E-mail: _____

Access Type:

- Wired
- Wireless
- VPN* ** If checked, fill out VPN form*
- Email
- File Sharing (Network Drives)
- Print Sharing (Network Printing)
- Other: _____
- Library Community Card #: _____

Name: **Personal** e-mail:

**For Official Use Only
User Account**

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

TAMIU Network Access Rules

Privacy

Texas A&M International University respects the privacy of the users of this wireless connection and personal electronic communication generally, 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 10 minutes or less 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 ISO.
- 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 might randomly inspect the device and its status.
- We reserve the right to inspect the system 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.

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.

Guest's Signature: _____

Date: _____

I acknowledge that I have received and read the Texas A&M International University Information Resources Acceptable Use Standards. 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.

A copy of the rules (33.04.99.L1: Use of Computing Resources and Facilities) can be found at the following address: <<http://www.tamiu.edu/adminis/ohr/pdf/33-04-99-L1.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.

Requestor's/Sponsor's Signature: _____

Printed Name: _____

Date: _____

Department Head Signature: _____

Date: _____

For Official Use Only

User Account: _____

Date Added: _____ Initials: _____



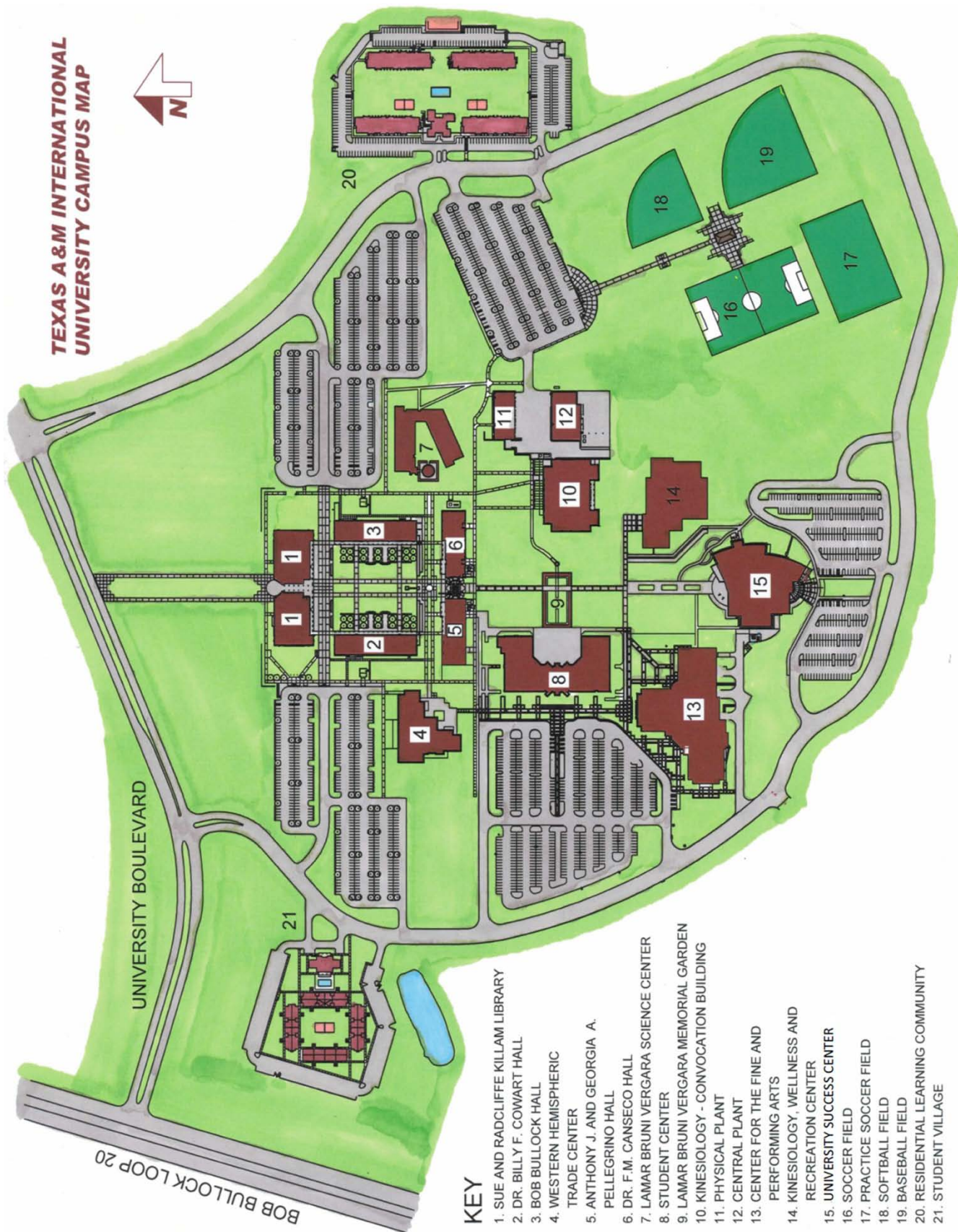
Appendix E

PERSONNEL FEES

PERSONNEL	RATE OF PAY
Lab Technician	\$12.00 per hour
Service Specialist	\$22.00 per hour
Network Specialist	\$22.00 per hour
Instructional Technology Coordinator	\$22.00 per hour
Site Coordinator	\$10.00 per hour
Stage Technician	\$16.00 per hour
Fly Technician	\$24.00 per hour
Sound Technician	\$25.00 per hour
Light Technician	\$25.00 per hour
Stage Manager	\$18.00 per hour
Set carpenter	\$18.00 per hour
Riggers	\$25.00 per hour
Police Officer	\$35.00 per hour
Recreational Sports Staff	\$15.00 per hour
Ushers	\$8.00 per hour

Appendix F

UNIVERSITY MAP



Appendix G

CASA ORTIZ DIRECTIONS AND PARKING FACILITY

