

## Policy CO-UF-PO7

### Reservation of a Room or Space on University Property

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#### I. **Section 12-201 Permission to Use**

- A. Academic and administrative units and registered student, faculty and staff organizations, may reserve the use of a room or space on University property for purposes permitted by the Regents' [Rules and Regulations](#). Academic and administrative units of the University shall have priority in reserving the use of rooms and spaces, except that they shall not have priority in the use of weekday amplified sound areas defined in Section 11-802. Academic and administrative units have equal access to scheduling the amplified sound areas.
- B. An organization with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the room or space promptly at the beginning of its reserved time.
- C. Reservations are not required but are strongly encouraged. A person or organization planning to use a room or space without a reservation may find the facility locked or in use by another person or organization.

#### II. **Section 12-202 Application**

- A. All organizations wishing to reserve an outdoor space, including academic and administrative units, shall apply to the O.S.G.O. on a form prescribed by the Director.
- B. Any registered student, faculty and staff organization and academic and administrative units wishing to reserve a general purpose classroom shall apply to the registrar on a form prescribed by the registrar.
- C. Reservations for rooms and spaces controlled by academic or administrative units other than the registrar and the Director shall be made through the unit that controls the room or space. These rooms and spaces controlled by other units include Texas Hall, Maverick Stadium, University Center, Maverick Activities Center, classrooms that are not general purpose classrooms, many conference rooms, reception areas, and the like, and other specialized rooms

and spaces. Some of these rooms and spaces are dedicated to special purposes and are subject to special rules. Academic and administrative units are encouraged to make the rules and procedures for reserving rooms and spaces and a list of the rooms and spaces that may be reserved readily available on a web site or on a flyer or pamphlet conveniently available at the unit's office.

- D. The Director shall maintain on a web site or on a flyer or pamphlet conveniently available at the O.S.G.O.:
  - 1. the procedures for reserving outdoor spaces, or for registered student organizations reserving University facilities, and any additional rules applicable to such reservations.
  - 2. the registrar shall maintain a list of general purpose classrooms.
- E. Student organizations shall use the Campus Events Information Sheet, available at the O.S.G.O. to make application to reserve space.

### III. **Section 12-203 Consideration of Application**

- A. The Director shall approve a properly completed application to reserve an outdoor space and shall facilitate a properly completed application to reserve a general purpose classroom, unless the Director finds that
  - 1. the proposed use of the room or space would violate one or more of the general rules in Subchapters 11-200 and 11-300;
  - 2. another event or exhibit has been scheduled for the proposed time and location, or so near that there is a practical conflict;
  - 3. the room or space requested is inadequate to accommodate the proposed use;
  - 4. the proposed use of the room or space would violate reasonable and nondiscriminatory fire, health or safety standards;
  - 5. the proposed use of the room or space would constitute an immediate and actual danger to students, faculty or staff or to the peace or security of the University that available law enforcement officials could not control with reasonable effort;
  - 6. the applicant is under a disciplinary penalty prohibiting reserving the use of a University room or space, or prohibiting the proposed use of the room or space; or
  - 7. the applicant owes a monetary debt to the University and the debt is considered delinquent by the crediting agency.
- B. If the O.S.G.O. does not approve an application under Subsection A, upon request, he or she shall give the applicant a written statement of the grounds for refusal within three weekdays.

