



**SOUTH TEXAS
COLLEGE**

College Facility Use Procedures

South Texas College

2025

TABLE OF CONTENTS

INTERNAL DEPARTMENTAL PROCEDURES4-6

| | |
|--|---|
| REQUEST..... | 4 |
| PROCESS..... | 4 |
| APPROVAL PROCESS..... | 5 |
| FACILITY AND SERVICE FEES..... | 5 |
| COLLEGE STUDENT CLUBS..... | 5 |
| FUNDRAISING AND/OR ENTRANCE FEES FOR ANY EVENT/MEETING | 6 |

EXTERNAL ORGANIZATIONS PROCEDURES6-9

| | |
|-----------------------------------|---|
| REQUEST..... | 6 |
| APPROVAL PROCESS | 6 |
| FOR PROFIT ORGANIZATION USE | 7 |
| NONPROFIT ORGANIZATION USE..... | 7 |
| CAMPAIGN RELATED USE..... | 8 |
| EMERGENCY USE | 8 |
| SCHEDULING | 8 |
| USE AGREEMENT..... | 8 |
| FEES FOR USE..... | 8 |
| EXCEPTION..... | 8 |
| REQUIRED CONDUCT..... | 9 |
| VIOLATION POLICY | 9 |
| INTERFERENCE WITH EXPRESSION..... | 9 |
| APPEALS | 9 |

OTHER REQUIREMENTS..... 9-14

Initials: _____

| | |
|--|----|
| INSURANCE..... | 9 |
| SET UP REQUEST..... | 10 |
| EDUCATIONAL TECHNOLOGIES..... | 10 |
| IT SUPPORT/GUEST ACCOUNT REQUEST FORM FOR DOMAIN, EMAIL, WIFI..... | 11 |
| FOOD AND BEVERAGES..... | 11 |
| ALCOHOL POLICY | 12 |
| SMOKING POLICY | 12 |
| DECORATING | 12 |
| POST EVENT CLEANLINESS..... | 12 |
| PROPERTY DAMAGE | 12 |
| EVENT PARKING | 12 |
| EVENT SECURITY | 12 |
| EVENT ADVERTISING/MARKETING | 13 |
| FREEDOM OF EXPRESSION..... | 13 |
| ELECTIONEERING/CAMPAIGN SIGNS..... | 13 |
| POLITICAL ACTIVITY ON CAMPUS..... | 14 |
| ANTISEMITISM ON CAMPUS..... | 14 |
| LIMITED ACCESS/NonCOMMON AREAS | 14 |



College Facilities Use Procedures

Objective: These procedures allow internal departments and external entities (subject to facility use fee structure district wide – pending board approval) interested in hosting an event and/or meeting shall follow these procedures. These procedures are established for individuals to request the use of campus facilities, furniture, equipment, sports fields, and other areas district wide according to Local Policy GD: Community Expression and Use of College Facilities.

INTERNAL DEPARTMENTAL PROCEDURES

I. Request

- A. Requesting individuals (internal and external) shall review and acknowledge the facilities usage procedures and must submit a request via the online reservation website (www.operationshero.com).
- B. Request for use of district facilities must be made to the Campus Administrator for approval at least ten (10) business days in advance of the event date is required.
- C. A maximum of twelve (12) months is permitted for reservation of facilities. If an event is scheduled more than twelve months, the event and/or meeting will not be approved.
- D. Blackout dates:
 - 1. Two weeks before each semester lasting through census day
except for student/faculty orientations
 - 2. Finals Week
 - 3. College Holidays
 - 4. Graduation Weekends
 - 5. Weekends throughout the calendar year (September 1st through May 1st Friday 12pm to Sunday and May 1st through August 31st Friday to Sunday) exception for internal use with prior approval.
- E. Request locations include but not limited to meetings, conferences, multi-purpose, theatre, and outside areas.

II. Process

- A. Requesting personnel shall review and acknowledge the facilities usage procedures and must submit a request via the online reservation website (www.operationshero.com). Allow 48-72 hours for processing.
- B. Requests are processed by the Campus Administrator in the order they are received and are reviewed to determine the extent of the services provided.

Initials: _____

- C. Requests are submitted for approval through the college's online reservation system.
Allow 48-72 hours for processing.

III. Approval Process

The request will remain tentative until all the following supporting departments can review and approve:

1. Custodial Department
2. Educational Technologies (if needed)
3. Informational Technologies (if needed)
4. Building Administrator (If needed)
5. Campus Administrator
6. Executive Director of Facilities Operations and Maintenance (if needed)

A. The Campus Administrator will:

1. Contact the requesting personnel to discuss/finalize the event details.
2. Confirm all audio/video/technical requests, food, and room setup information via email.

B. If there is a conflict with the request, the Campus Administrator will work with the event requesting personnel to find an alternate location or change event date. This will include any double bookings for an area or campus.

C. Upon receiving the electronic confirmation, it is the responsibility of the event requesting personnel to confirm that the request is correct.

IV. Facility and Service Fees

- A. The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services
- B. The requesting department may be subject to service fees via an Interdepartmental transfer (IDT)

V. College Student Clubs

- A. Clubs/organizations must be chartered for one year prior to hosting an event on campus grounds.
- B. Clubs/organizations must obtain approval from the Director of Student Activities for any event.

VI. Fundraising and/or Entrance Fees for any Event/Meeting

Initials: _____

- A. Departmental/Program must have Director's approval
- B. Student Club must have Director of Student Activities' approval

EXTERNAL ORGANIZATION PROCEDURES

VII. Request

- A. To request permission to meet in College District facilities, interested community members or organizations shall file a written request with the campus administrator in accordance with administrative procedures. For Campus Administrator Contact Information, please visit this website: <https://finance.southtexascollege.edu/operations/index.html>
- B. The community members or organization making the request shall indicate with initials on each page that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.
- C. Requests are processed by the Campus Administrator in the order they are received and are reviewed to determine the extent of the services provided.
- D. Request for use of district facilities must be made to the Campus Administrator for approval at least twenty (20) business days in advance of the event date is required.
- E. A maximum of five (5) months is permitted for reservation of facilities. If an event is scheduled more than five (5) months, the event and/or meeting will not be approved.
- F. Blackout dates:
 - 1. Two weeks before each semester lasting through census day
except for student/faculty orientations
 - 2. Finals Week
 - 3. College Holidays
 - 4. Graduation Weekends
 - 5. Weekends throughout the calendar year (September 1st through May 1st Friday 12pm to Sunday and May 1st through August 31st Friday to Sunday).
- G. Request locations include but not limited to meetings, conferences, multi-purpose, theatre, and outside areas.
- H. Requests are submitted for approval through the college's online reservation system.
Allow 48-72 hours for processing.

IX. Approval

Requests for community use of College District facilities shall be considered on a first-come, first-served basis.

The Campus Administrator shall approve or reject the request in accordance with provisions of and deadlines set out in this policy and administrative procedures, without regard to the religious, political, philosophical, ideological, academic viewpoint, or other content of the speech likely to be associated with the community members' or organization's use of the facility.

Initials: _____

Approval shall not be granted when the official has reasonable grounds to believe that:

1. The College District facility requested is unavailable, inadequate, or inappropriate to accommodate the proposed use at the time requested;
2. The applicant is subject to a sanction [see Violations of Policy, below] prohibiting the use of the facility;
3. The proposed use would constitute an immediate and actual danger to the peace or security of the College District that available law enforcement officials could not control with reasonable efforts;
4. The applicant owes a monetary debt to the College District and the debt is considered delinquent;
5. The proposed activity would disrupt or disturb the regular academic program; or
6. The proposed use would result in damage to or defacement of property or the applicant has previously damaged College District property.
7. The proposed use would constitute expression that is considered prohibited harassment or antisemitism.

X. For Profit Organization Use

- A.** The College District shall not permit individuals or for-profit organizations to use its facilities for financial gain; however, the College District shall permit private academic instruction, as well as public performances or presentations so long as no admission fee is charged, when these activities do not conflict with College District use or with Local Policy GD Community Expression and Use of College Facilities. These events will be subject to board approved facility use and service fees.

XI. Nonprofit Organization Use

- A.** The College District shall permit nonprofit organizations to conduct events on College District property when these activities do not conflict with College District use or with Local Policy GD Community Expression and Use of College Facilities. These events will be subject to service fees for an event if greater than two (2) hours, including setup and tear down time. If an event is greater than eight (8) hours, including setup and tear down time, the requestor will be charged the facility use and service fees for any day of the week, including regular working hours.

XII. Campaign Related Use

- A.** Except to the extent a College District facility is used as an official polling place, College District facilities shall not be available for use by individuals or groups for political advertising, campaign communications, or electioneering, as those terms are used in state law.

XIII. Emergency Use

- A. In case of emergencies or disasters, the College President may authorize the use of College District facilities by civil defense, health, or emergency service authorities.

XIV. Scheduling

- A. Academic and extracurricular activities sponsored by the College District shall always have priority when any use is scheduled. The campus administrator shall have authority to cancel a scheduled use by a community member or organization if an unexpected conflict arises with a College District activity.

XV. Use Agreement

- A. Any community member or organization approved for a non-school use of College District facilities shall be required to complete a written agreement indicating receipt and understanding of this procedure and any applicable administrative regulations, and acknowledging that the College District is not liable for any personal injury or damages to personal property related to the non-school use.

XVI. Fees for Use

- A. The Board shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.
- B. A community member or organization authorized to use College District facilities shall be charged a fee for the use of designated facilities.
- C. For Profit organizations will be subject to board approved facility use and service fees.

XVII. Exception

- A. Fees shall not be charged when College District buildings are used for public meetings, less than two (2) hours, by federal, state, and local governmental agencies, which include Hidalgo and Starr counties school districts. Partnering school districts in Hidalgo and Starr counties will not incur any charges for the use of the College District buildings.

XVIII. Required Conduct

Community members and organizations using College District facilities shall:

1. Conduct business in an orderly manner;

2. Provide identification when requested to do so by a College District representative;
3. Abide by all laws, policies, and procedures, including, but not limited to, those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products or e-cigarettes on College District property; [See CHF and GDA]
4. Make no alteration, temporary or permanent, to College District property without prior written consent from the College President; and
5. Be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the College District for the cost of any such repairs.

XIX. Violation of Policy

- A. Failure to comply with this policy and associated procedures shall result in appropriate administrative action, including but not limited to, withdrawal of consent to remain on campus, the suspension of the individual's or organization's use of College District facilities and the confiscation of nonconforming materials.

XX. Interference with Expression

- A. Faculty members, students, or student organizations that interfere with the expressive activities permitted by this policy shall be subject to disciplinary action in accordance with the College District's discipline policies and procedures. [See DH, FM, and FMA]

XXI. Appeals

- A. Decisions made by the administration in accordance with this policy may be appealed in accordance with GB(LOCAL), DGBA(LOCAL), and FLD(LOCAL) as applicable

Other Requirements

XXII. Insurance

- A. If an event or meeting requires an outside speaker, vendor, company, etc., the requesting personnel shall have an agreement or purchase order approved by the Purchasing Department prior to use. If insurance is required, the following insurance documents shall be provided as evidence of adequate liability insurance coverage in the form of a certificate of insurance:

- (i) Workers' Compensation

- o Coverage A (Workers' Compensation)

Statutory

Initials: _____

- Coverage B (Employers' Liability)
 - Bodily Injury by Accident \$500,000 Each Accident
 - Bodily Injury by Disease \$500,000 Each Employee
 - Bodily Injury by Disease \$500,000 Policy Limit

▪ *Such insurance shall include a Waiver of Subrogation in favor of South Texas College.*

(ii) Commercial General Liability

- General Aggregate \$2,000,000
- Products/Completed Operations Aggregate \$2,000,000
- Each Occurrence Limit \$1,000,000
- Personal/Advertising Injury \$1,000,000
- Damage to Rented Premises \$50,000
- Medical Payments (Any One Person) \$5,000

(iii) Automobile Liability: including owned, hired and non-owned vehicles.

- Bodily Injury/Death/Property Damage (Each Accident) \$1,000,000

▪ *Such insurance shall name South Texas College as an Additional Insured with a Primary and Non-Contributory endorsement, and Waiver of Subrogation in favor of South Texas College.*

***other insurance may apply depending on the event*

XXIII. Set-up Request

- A. Campus Administrator will work with requesting individuals to ensure all event set-up needs are met.
- B. All costs and fees associated with rental of any additional set-up equipment will be charged to organization/department submitting request.
- C. All IDT's from the Campus Administrator to organization/department will be handled on a case-by-case basis with approval from the Executive Director of Facilities Operations and Maintenance.
- D. Invoicing for external entities will be handled by Campus Administrator with payment being made to the Business Office.

XXIV. Educational Technologies

- A. All audiovisual requests will be submitted to the South Texas College Educational Technologies department at a minimum of five (5) business days prior to event date.
- B. South Texas College Educational Technologies department will contact the Requesting personnel to finalize request. Submission of equipment request does not automatically guarantee Educational Technologies can fulfill request at scheduled date and time.

Initials: _____

- C. To reserve equipment from the Educational Technologies Department, please submit your request to the Help Desk at <https://isphelp.southtexascollege.edu/>

All requests for audiovisual equipment and support should be as detailed as possible and contain information regarding the event, including the requesting organization; contact name, telephone number, and email address; date, and duration of event; and equipment and support requested.

XXV. IT Support/Guest Account Request Form for Domain, Email & Wifi

- A. Requesting individuals will need to submit a guest account request two weeks prior to the event. Form may be found online at <https://isp.southtexascollege.edu>
- B. Requesting personnel must read, abide and submit a signed copy of the Acceptable Use Procedures as well as complete the Information Security Awareness Training.
- C. Both resources are readily available via the internet at <https://isphelp.southtexascollege.edu/Ticket/Create>.
- D. Requesting personnel must submit one request form for a guest account per individual requesting temporary computer access. **Limit of two guest accounts.**
- E. Accounts are activated only for the duration of the scheduled event.
- F. Accounts from previous events can be renewed by submitting the Guest Account Request form for Domain, Email. & Wi-Fi.
- G. If a department is using its own laptops, the laptops should have Antivirus software in order to connect to the South Texas College wireless network.
- H. The link for the Information Security website is <https://isp.southtexascollege.edu>

XXVI. Food and Beverages

- A. Any events or meetings requiring food and/or refreshments can obtain caterer of their choice. Contact Campus Administrators for on-site food vendors that can be of service.

XXVII. Alcohol Policy

- A. No alcohol may be purchased, sold, or consumed on campus grounds according to Local Policy GDA Community Expression and Use of College Facilities: Conduct on College District Premises and Local Policy FLBE Student Conduct – Alcohol and Drug Use

XXVIII. Smoking Policy

- A. South Texas College has a no smoking policy in all buildings. There are designated smoking areas outdoors according to Local Policy GDA: Community Expression and Use of College Facilities – Conduct on College District Premises

XXIX. Decorating

- A. No items may be hung, taped, glued or nailed on the interior walls. NO EXCEPTIONS.
- B. Glitter/Confetti is not allowed.
- C. Contact Campus Administrator for approval of allowable decorations.

XXX. Post Event Cleanliness

- A. After the event has been completed, the requesting personnel is responsible to clean up the area and make sure all supplies/banners are removed.
- B. If the facility/room/area is not cleaned, the requesting personnel will not be permitted to use a facility in the future.

XXXI. Property Damage

- A. Requesting personnel will be responsible for any damages incurred during the use of all facilities.

XXXII. Event Parking

- A. Requesting personnel must submit event parking requests to South Texas College Police Department at a minimum of one week before event. Request maybe emailed to stcdps@southtexascollege.edu

XXXIII. Event Security

- A. Requesting personnel must notify the South Texas College Police Department at 956.872.4444 two (2) weeks prior to event if security is going to be required for attendee's safety. This includes access to all major crosswalks around campus.

XXXIV. Event Advertising/Marketing

- A. If event requires any advertising and/or marketing, the requesting personnel shall have prior approval from PR/Marketing Department. This will include any banners, flyers, and or printing material.

- B. To request items from PR/Marketing Department such as event signage, retractable banners, pipe/drape, please submit the request at <https://admin.southtexascollege.edu/pr/start.html>

XXXV. Freedom of Expression

- A. The College shall permit any person to engage in expressive activities in these areas of the College campuses freely, as long as the person's conduct is not unlawful, and does not materially and substantially disrupt the functioning of the institution.
- B. The College reserves the right to impose reasonable restrictions on the time, place, and manner of expressive activities in the common outdoor areas.
- C. The College's designated common outdoor areas are limited to areas not used for educational purposes or college events.
- D. A space reservation is not required to engage in expressive activities in common outdoor areas.
- E. Faculty, staff and student club/organizations are permitted to use any college buildings and facilities to engage in the expressive activities only during operational hours.
- F. Guest speakers invited by a student, faculty or student club/organization may engage in expressive activities in college buildings and facilities with the college representative present during the activity.

XXXVI. Electioneering/Campaign Signs

- A. Electioneering and placement of campaign signs will be permitted on college campuses but only in selected areas.
- B. Electioneering and placement of campaign signs must be 100 feet from the polling location entrance (state law), and within selected areas.
- C. Signs may not be higher than 3 feet from the ground and may not be staked more than 14 inches in depth.
- D. Candidates must remove signs 72 hours after election day.
- E. All candidates and their representatives must follow the Hidalgo County Election Department guidelines for polling places as well as the Texas Election Code (TITLE 6. CONDUCT OF ELECTIONS).

XXXVII. Political Activity on Campus

- A. Prior approval from the VP/Dean of the sponsoring department is required to allow a political candidate access to the college buildings and facilities.

Initials: _____

- B. A candidate for political office can gain access to the college facilities as a guest speaker by invitation from a student, faculty or student club/organization.
- C. Requests for usage of the college buildings and facilities must be submitted 72 hours before the time the event is scheduled to take place.
- D. The registered student, faculty, or student club/organization must make it clear that the organization, and not the college, invited the speaker and that the views expressed do not represent the views of the college.
- E. If granted permission, such activities must not disturb or interfere with the student instruction or college events and must abide by the following:
 - i. Must not interfere with entry to or exit from a building, structure, or facility.
 - ii. Must not interfere with the flow of pedestrians or vehicular traffic on sidewalks or streets.
 - iii. Must not harass, or intimidate the person or persons being solicited.
 - iv. Does not violate applicable state, federal, or local laws and regulations.

XXXVIII. Antisemitism on Campus

Any individual or group engaged in acts of Antisemitism shall be disciplined in accordance with Administrative Regulations: Disciplinary Action Procedures, Standards of Conduct, and College Policies

The College District will ensure that employees engaged in acts of Antisemitism are disciplined in accordance with Administrative Regulations: Disciplinary Action Procedures, Standards of Conduct, and other related College District Policies [DGC Local].

XXXIX. Limited Access/Noncommon Areas

South Texas College is largely open to the public. However, federal enforcement officers must present a warrant to enter limited access/non-common areas on campus, such as classrooms/laboratories, administrative offices, and faculty offices.

The requesting department and/or external entity must also ensure that all required documentations listed below are submitted with the request for service. For your request to be considered complete and processed for review, it must include all of the following documents:

- ☐ Facility Use Acknowledgement Initials
- ☐ Guest Account Request Form for Domain, Email & Wi-Fi (complete information of computer user)
- ☐ Certificate of insurance

Initials: _____

The request will not be processed until all required documents are received. These guidelines and procedures are for the safety and well-being of all who use South Texas College facilities. By signing this form, the requesting personnel acknowledges and is in agreement with the College Facilities Procedures.

Requesting Name

Contact Number

Requesting Title

Email

Name of South Texas College Department
Or/External Organization

Date

Campus Administrator

Date



COLLEGE FACILITIES REQUEST FORM

Date: ____/____/____

Name of Event: _____

Initials: _____

Date of Event: ____/____/____

Times: ____:____am/pm to ____:____am/pm

Estimated Attendance: ____ persons

Set Up Time: ____:____am/pm

Campus: _____

Room(s): _____

Furniture/Equipment Requested (Check all that apply, include quantities):

☐ Round Tables Qty: ____☐ Document Camera☐ LCD Projector☐ Rectangular Tables Qty: ____☐ Laptop Computer☐ Podium☐ Chairs Qty: ____☐ Microphone☐ DVD/VCR☐ Trash Cans Qty: ____☐ Other: _____☐ Registration Table Qty: ____

Please contact STC Police Department for visitor parking at 872-2589.

(1 Table & 2 chairs)

Initials: _____