



## **USE OF COOPER CENTER FOR COMMUNICATION ARTS PROCEDURES**

The Director of Operations at South Texas College is charged with having procedures in place for the use of college buildings and facilities by college staff, students, and outside organizations with co-sponsorship by the College. These plans and procedures are for the safety and well being of all who use South Texas College facilities.

### **OPERATING PROCEDURES**

1. Internal Departments of the College and external organizations with co-sponsorship by the College requesting the use of the Cooper Center will contact the Director of Operations for information and scheduling. A minimum two week notice is required.
2. Internal departments and external organizations with co-sponsorship by the College must complete the Statement of Responsibility form and submit to the Director of Operations.
3. The Director of Operations will notify all appropriate departments and offices of scheduled activities in a timely manner.
4. It is prohibited to attach flyers, banners, advertisements, etc. to walls, doors or podiums unless prior approval is granted by the Director of Operations.
5. If approved, these items shall not be attached to walls, doors or podiums with glue, nails, hooks, tacks or screws. The method of attachment must be approved.
6. The Director of Operations must approve all use of Cooper Center equipment. If unauthorized equipment is used during an event, the Director of Operations may advise the event's sponsor of the corrective action needed for future use of this facility.
7. If any equipment is damaged, the individual, department, group, or organization, will be charged the replacement or repair cost of item(s).
8. Reserved areas shall be cleared of debris any/or items used for the event. If areas are not return to original order, individual, department, group, or organization may no longer be allowed to use the facility and/or a service fee may be levied.
9. Any outside equipment and/or special effects (smoke, flash power, flash devices, phony weapons, etc.) are prohibited, unless prior approval is granted by the Director of Operations.
10. All events scheduled in the Cooper Center must utilize the services of STC professional staff (or STC approved equivalents) for all key technical backstage operations (i.e., lighting board, sound equipment, projectors, and computers). Drama and other STC classes may be exempt by the Director of Operations and the Director of Instructional Technologies.
11. If an event is catered by the STC Food Service Department or an outsourced vendor, all catered items/equipment must be removed and/or stored.



COLLEGE FACILITIES REQUEST FORM

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Times: \_\_\_\_:\_\_\_\_ am/pm to \_\_\_\_:\_\_\_\_ am/pm

Estimated Attendance: \_\_\_\_\_ persons

Set Up Time: \_\_\_\_:\_\_\_\_ am/pm

\_\_\_\_ Theater (Capacity 197)

A minimum of 120 persons is needed to reserve this area. NO FOOD or DRINK is allowed.

\_\_\_\_ Black Box (Capacity Bleacher Seating 80)

\_\_\_\_ Conference Room North

\_\_\_\_ Conference Room South

Room Layout (Conference Rooms Only)

\_\_\_\_ Banquet Style (Dining- Capacity 72)

\_\_\_\_ U-Shape (Capacity 30)

\_\_\_\_ Classroom Style (Capacity 72)

\_\_\_\_ Theater (Capacity 84)

\_\_\_\_ Empty

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:\_\_\_\_

\_\_\_\_ Visitor Parking Pass

\_\_\_\_ Registration Table Qty:\_\_\_\_  
(1 Table & 2 chairs)

\_\_\_\_ Other:\_\_\_\_\_

STATEMENT OF RESPONSIBILITY

As sponsors of this activity, we agree to abide by the South Texas College policies and procedures that apply to use of this space. As an organization and/or individual we also agree, by making application for registration of an activity and by subsequent use after approval by the College, to indemnify the College and hold it harmless from any and all liabilities arising out of such organization's use of the property and/or facilities, including, but not limited to, personal injury, property damage, court costs, and attorneys' fees.

Name: \_\_\_\_\_ Co-Sponsor: \_\_\_\_\_

Name of Organization/Department: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Director of Operations Approval: \_\_\_\_\_