



USE OF PECAN CAMPUS FACILITIES 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 any Pecan Campus Facility 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 any Pecan Campus Facility's 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 and/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, fake weapons, etc.) are prohibited, unless prior approval is granted by the Director of Operations.
10. All events scheduled in any Pecan Campus Facility 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 from reserved areas.



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

____ Administration Bldg D Auditorium (Capacity 146)
A minimum of 60 persons is needed to reserve this area. NO FOOD or DRINK is allowed.

____ Library Bldg F Rainbow Room (Capacity 150)

____ Student Activities Bldg H
____ Student Lounge ____ H-216 ____ Cafeteria
____ 1/4 ____ 1/2 ____ All

Room Layout
____ Banquet Style (Dining) ____ U-Shape
____ Classroom Style ____ Theater
____ 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:____ ____ Other:_____
(1 Table & 2 chairs)

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: _____