

*The University of Texas Health Science Center at San Antonio
Regional Academic Health Center at Harlingen (H-RAHC)*

Non-Curricular Facility Use Guidelines and Fee Schedule

The University of Texas Health Science Center at San Antonio (HSC) is responsible for preserving its space resources; therefore, guided by Regents' Rules of the University of Texas System and our Handbook of Operating Procedures, the HSC adopts the following updated facility use guidelines and fee schedule, effective September 1, 2010.

General

[HOP Policy 9.1.4](#)

Health Science Center facilities may be used by outside organizations with the joint sponsorship of an HSC department. The HSC department may appropriately recommend joint sponsorship of a project or program when both of the following conditions are met:

1. The educational implications are self-evident and directly supplement the educational purposes of the institution as well as the academic or administrative missions of the requesting department.
2. There will be no individual, group, or association gain.

The HSC sponsoring department assumes full responsibility for all details, which may include cost recovery, securing pertinent administrative approvals, publicity for the event, etc. The HSC sponsoring department should initiate this process by completing a [RAHC Room Reservation Request](#) and e-mailing it to RAHCAdminServ@uthscsa.edu.

[Regents' Rules Series 80101, Number 2, Section 2](#)

Authorized Users. No person, organization, group, association, or corporation may use property or buildings owned or controlled by the U.T. System or any of its institutions for any purpose other than in the course of the regular programs or activities related to the role and mission of the U.T. System and its institutions, unless authorized by the Regents' [Rules and Regulations](#). Any authorized use must be conducted in compliance with the programs of the Regents' *Rules and Regulations*, the approved rules and regulations of the institution, and in compliance with applicable federal, State, and local laws and regulations.

[Regents' Rules Series 80105, Number 2, Section 1](#)

Joint Sponsorship Permitted. Except as permitted in [Series 80103 \(Solicitation\)](#) and [80106 \(Special Use Facilities\)](#) of the Regents' [Rules and Regulations](#), the use of property or buildings owned or controlled by the U.T. System or any of its institutions by individuals who are not students, faculty, or staff; by groups that are not registered student, faculty, or staff organizations; or by associations or corporations for programs or activities must be jointly sponsored by the U.T. System or any of its institutions and shall be subject to the following conditions:

- 1.1 The program or activity must be upon the invitation of the U.T. System or any of its institutions. Only the Chancellor of the U.T. System or the president of an institution, or his or her delegate, can authorize joint sponsorship.

Note: The president's designee for authorization of joint sponsorship at the UTHSCSA shall be the Vice President for Academic Administration.

- 1.2 In order for joint sponsorship to be appropriate, the educational implications of a program or activity must be self-evident, must directly supplement the educational purposes of the U.T.

System or any of its institutions, and must not result in financial gain for the invited individual, group, association, or corporation.

- 1.3 Established as public institutions without regard to political affiliation or religious faith the institutions of the U. T. System cannot be a joint sponsor for political or sectarian gatherings.
- 1.4 The institutions of the U. T. System will be responsible for all details of the program or activity, and reserves the right to approve all copy for advertising and news releases, and may require an accounting of the income and expenses directly related to the program or activity.
- 1.5 The scheduling of property or buildings for programs or activities of any institutions of the U.T. System shall always have priority over the scheduling for programs or activities that are jointly sponsored.
- 1.6 The fee to be paid by the invited individual, group, association, or corporation will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship. At a minimum, the fee must ensure recovery of the cost incurred by the U.T. System or any of its institutions.

Definitions:

Sponsorship – an internal department hosting any event in which participants include individuals other than HSC students, faculty, staff or whenever a fee is charged.

Joint sponsorship – an internal department collaborating on an event with an off-campus group.

Regents' Rules, Series 80103, Number 2

Sec. 1 Prohibition of Solicitation. No solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility owned or controlled by the U.T. System or any of its institutions unless permitted by the Regents' Rules and Regulations.

Note: Fundraisers held in conjunction with outside vendors in support of HSC activities may occur but a room use fee will be applicable, e.g., book fairs, flower sales, etc.

Sec. 2 Exceptions to Prohibition

2.4 Services. Any offering of services and related products by a third party or by U.T. System and/or one or more of its institutions on behalf of a third party (a "Third Party Service Offering") established and maintained primarily for the convenience of students, faculty, staff, or patients.

Note: Vendor Fairs fall into this category, however, no sale of goods and/or services may occur on university property and a "per vendor and/or table fee", will be imposed.

HOP Policy 9.1.4 -- Charges

To the extent that there are charges for Health Science Center Services (e.g., printing, housekeeping, security, etc.) for the event, such charges shall be paid by the sponsoring department. It is the responsibility of the sponsoring department to determine an appropriate level of reimbursement, if any, from the outside entity co-sponsoring the event and obtain such payments and deposit such payments to the accounts from which charges for the event were made.

Scheduling of Facilities

HOP Policy 9.1.3

Formal academic courses and programs approved by the Board of Regents for the Health Science Center have priority in scheduling of academic facilities. Release of academic facilities for scheduling of other activities will be made only after requirements for the next academic semester have been scheduled.

The following priority of use of facilities shall apply:

1. Academic activities for students of the Health Science Center will have priority over events of other classifications.
 - a. Formal school-wide academic courses
 - b. Departmental academic courses
 - c. Regularly scheduled department-level events (such as conferences, seminars, journal clubs, and teaching/learning labs)
 - d. Grand Rounds
 - e. Special tests (such as National Board Examinations). These will be given priority consideration for use of the Health Science Center Auditorium.
2. Health Science Center departments, committees, and official professional and administrative functions or programs.
3. Health Science Center activities.
4. Registered student, faculty, staff, house staff, or alumni organizations.
5. Appropriately sponsored outside organizations.

Students, faculty, staff and departments may reserve space by completing the [Room Reservation Request](#) form and emailing or faxing it to the Office of RAHC Administrative Services at RAHCAdminServ@uthscsa.edu or (956) 365-8753 (5-8753). Availability and other questions may be referred to (956) 365-8760 (5-8760).

Facility Use Fees

There are always costs related to events. These include, but not limited to, utilities; consumables; wear and tear on facility, furnishings and equipment; housekeeping, maintenance, and property damage. The goal of room use fees is to fairly recover the costs inherent to the conduct of events sponsored or joint sponsored by our internal departments, schools and administrators, as required by Series 80105, Number 2, Section 1, 1.6 of Regents' Rules. As a general rule, room use fees are applicable for any one or combination of the following:

- all joint-sponsored events,
- events with off-campus attendees
- events in which fees are collected for any purpose

Note: These guidelines contain no provision for waiver of fees because costs are inevitable regardless of the event's intent.

Internal events, such as classes, departmental meetings, grand rounds, white coat ceremony, graduation, etc., are supported with university funds. Reservation requests for events requiring a fee must be accompanied by a project ID and authorized by the respective budget authority. The Office of RAHC Administrative Services will initiate the transfer of funds for room use fees from the sponsoring department.

Note: Official events joint sponsored by the Office of Governmental Relations, in cooperation with a legislative body, will not incur fees, as mandated by Senate Bill 301.028, Cooperation of Other Agencies.

UTHSCSA Facility Use Fee Schedule (Rates may change without notice)

Room use rates listed below are per hour with a minimum charge of two (2) hours. Other HSC services, i.e., audiovisual, set-up, security, video-conference, etc. are not included and will be billed by the supplying department.

Space Category	Capacity *	Average Size	Number of Spaces available	Joint Sponsored events Minimum Hourly Fee (non-HSC participants)	Sponsored events by HSC departments (non-HSC participants)
Small Classrooms	4 – 18 persons	400 square feet	9	\$11.00	<= 1/2 Day - \$17.00 Full Day - \$33.00
Medium Classrooms	30 persons (tables and chairs cannot be reconfigured due to hard wiring)	1,002 square feet	2	\$44.00	<= 1/2 Day = \$61.00 Full Day - \$121.00
RAHC Auditorium Foyer (no charge when reserving the auditorium during the same time period)	30	964 square feet	1	\$38.50	<= 1/2 Day - \$50.00 Full Day - \$100.00
RAHC Auditorium	175 persons (w/tables) 200 (chairs only)	2,653 square feet	1	<76 attendees-\$66.00	<= 1/2 Day-\$88.00 Full Day-\$176.00
				>75 attendees-\$121.00	<= 1/2 Day - \$149.00 Full Day - \$300.00
RAHC Rotunda	Cannot be used for sit-down events	1,971 square feet	1	\$44.00	<= 1/2 Day = \$60.00 Full Day - \$121.00

*All days are calendar days
 1/2 Days are <= 4 hours*

*To maximize efficient use of resources, anticipated attendance will be matched to room capacity.

The following spaces are assigned to each category:

Small Classrooms: 1.136.02, 2.100, 2.116, 2.118, 2.122, 2.124, 2.138, 3.130.04, 3.130.06.

Medium Classrooms: 1.132, 2.120.

Vendor Representatives, Vendor Tables and Trade Shows **

In addition to room use fees, Vendor Representatives (Reps) **Vendor Tables and/or Trade Shows** shall compensate the university and the sponsoring department for the privilege of having access to a viable market of potential prospects for their product or service. The following fees apply to visits by vendor reps and/or the setup of a vendor table. A vendor table is generally considered one 8 foot table.

- Minimum Vendor Rep and Vendor table fee - \$110.00 per vendor and/or vendor table per day.
- No sales of any kind may occur on university property; vendor tables are allowed strictly for the dissemination of information.

The fees collected from vendor and trade show activity shall be split 50% to the university and 50% to the sponsoring department, for furtherance of the sponsoring departments programs and initiatives and

maintenance of program space by the university. Individual departments are responsible for coordinating and paying for special setup needs (including vendor tables) with Facilities Management in advance of the scheduled event. (A Facilities Management work order may be required.) Individual departments are also responsible for arranging and paying for other university services, i.e. audio/visual, video conferencing, security, and parking.

Non-profit organizations may not be charged vendor fees; however, room use fees remain applicable.

*** Departments sponsoring or joint sponsoring events involving for-profit entities are responsible for ensuring compliance with HOP 10.1.11, "Guidelines for Interactions of Clinicians and Researchers with Industry".*

General Room Use Guidelines

- **Property restoration.** Departments requesting reservation shall exercise due diligence in the use of Health Science Center facilities. The payment of cost recovery fees, as listed in the preceding table, only covers room use. Damage and restoration of facilities, equipment, or furnishings related to the event are not included. In the case of physical damage to any component of the reserved space, the reserving department will be billed for time and materials for repairs, as determined by HSC Facilities Management.
- **Furniture configurations.** In spaces where furniture may be moved or removed to accommodate an event's set-up, a department may request permission to temporarily modify room configurations from the Director of RAHC Administrative Services at (956) 365-8752 or valled@uthscsa.edu. If granted, the user must ensure the room is returned to its official configuration at the conclusion of the event. Facilities Management (FM) is the only HSC department authorized to move furniture. The requesting department is responsible for all related documentation and expenses. (HOP Policy 9.1.5).
- **Refreshments.** Serving refreshments can be destructive to facilities, furnishings, and equipment. In the event major cleaning is deemed necessary due to carpet spills, stains or other food-related damage, the requesting department will be billed for time and materials related to cleaning and restoration.
- **Decorations.** Confetti, glitter, icicles and other similar materials may not be used. The department that reserved the space will be billed a minimum charge of \$200.00 for cleaning related services.
- **Postings.** Tacks, nails, staples, foam sticker tape, transparent packing tape, double-sided tape, or other items used to post materials to walls or furnishings may not be used. The use of masking tape is permissible if removed following the event and surfaces are not damaged.

Reservation Cancellations

To maximize efficient availability and use of reserved space, events should be cancelled at least forty-eight (48) hours prior to the reservation start time by e-mailing RAHCAdminServ@uthscsa.edu. Minimum room use fees may be charged if cancellation notices are not received in a timely manner. The reserving department is responsible for notifying other service-providing HSC departments of the cancellation.

Room Use guidelines for Non-Centrally Scheduled Spaces

Occasionally, individual HSC departments loan their spaces. All room use and event related guidelines, rules, and regulations are applicable, including room use fees. To assist departments with compliance, the following guidelines and fee schedules are provided. These guidelines apply to all HSC campuses including Laredo, Harlingen, Edinburg, and San Antonio. Campus-specific room use fees have been developed and are available from the list of contacts under the "Miscellaneous" section.

UTHSCSA Fee Schedule for Non-Centrally Scheduled Spaces

- Conference rooms - \$11.00 per hour with a two hour minimum (plus \$110 per vendor in attendance providing training, product demonstrations, etc.). These spaces are typically used for individual school or departmental meetings and conferences. Occasionally, these spaces have been loaned to outside individuals and/or organizations for a variety of purposes. Following are nominal “cost recovery” fees.
- Labs and/or Class Labs - \$22.00 per hour with a two hour minimum (plus \$110 per vendor in attendance providing training, product demonstrations, etc.). These spaces include Gross Anatomy Labs, MD Labs, Dental Labs, etc., and are typically used for specialized instruction. These labs are occasionally loaned to outside organizations and vendors for training and/or meetings.
- Vendor Fees - The fees collected from vendor activity shall be split 50% to central administration and 50% to the sponsoring department for furtherance of its programs/initiatives and maintenance of program space. Individual departments are responsible for coordination of all event-related services and fees.

Teaching Partners

The HSC offers its teaching partners use of its facilities for educational events that directly benefit HSC students training in their facilities. Availability of teaching space may be checked by contacting RAHC Administrative Services at (956) 365-8760 or RAHCAdminServ@uthscsa.edu. Due to the demand for use of HSC facility space, these requests may be scheduled if space is available. Curricular offerings receive priority scheduling consideration. Events of this type will not be booked more than forty-five (45) days in advance of the event date.

Other events for HSC teaching partners, i.e., training, meetings, etc., may be submitted after the requesting facility has exhausted all internal options. Fees and pertinent guidelines, Regents’ Rules, and HOP policies are applicable.

Miscellaneous

Support Services - event support services can often be provided by the HSC departments listed below. Sponsoring departments are responsible for coordination and payment of these services.

- Room Scheduling:
 - Harlingen – 956-365-8760 (5-8760)
 - Edinburg – 956-393-6401 (3-6401)
 - Laredo – 210-567-2655 (7-2655)
 - San Antonio – 210-567-2655 (7-2655)
- Support Services:
 - Set-up/take-down – (210) 567-2935 (7- 2935)
 - Parking and security – (210) 567-3703 (7-3703)
 - Audio/ Visual equipment and technical support – (210) 567-2210 (7-2210)
 - Video Conferencing and technical support – (210) 567-2214 (7-2214)
 - Media and Governmental Relations – (210) 567-2057 (7-2057)

Refer questions and comments to (956) 365-8752 or valled@uthscsa.edu.