

C.T. BAUER COLLEGE OF BUSINESS

Facilities Use Policies and Procedures

Effective

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Policies and Procedures General Statement

- I. Bauer Student Organizations, approved by the Center for Student Involvement and Bauer Faculty and Staff are eligible to request and use facilities available through the Bauer Reservation system on a first-come, first-served basis.
- II. The Facilities Use Policies and Procedures of Bauer College provide for the efficient use and fair administration of facilities within Melcher Hall, Insperity Classroom & Business Building, and Cemo Hall. General updates to the Facilities Use Policies and Procedures may occur upon review and/or recommendation by the Bauer Room Reservations Board or as other departmental or University Policies referenced within these policies are adjusted or revised.
- III. All groups using space reserved through the Bauer Reservation system are expected to observe Federal, State and local laws, any applicable University of Houston and Bauer policies and procedures. It is the responsibility of the individual/organization utilizing facilities and services to ensure that the events, in their entirety, are in compliance with the above laws and policies.

Terms and Definitions

(BSO) Bauer Student Organizations –refers to organizations that are currently registered as a Bauer Student Organization with the Bauer Leadership Initiatives office.

(RSO) Registered Student Organizations –refers to organizations that are currently registered with the Center for Student Involvement at the University of Houston main campus.

(GPC) General Purpose Classrooms - A classroom used for academic instruction that is not otherwise assigned to a specific academic department. All General Purpose Classrooms are considered E&G space.

UH Department– refers to any University of Houston main campus office or department.

UH Bauer Sponsored—refers to a joint programming venture between a Bauer department staff or faculty and a Non-UH group and/or individual.

Non-UH Groups/Individuals —groups or individuals requesting space for a non-University meeting or event.

Bauer Facilities Reservation and Use Policies

Please follow the list of procedures and responsibilities below for your room or space reservation. Failure to follow these guidelines may result in your event being suspended by College or University Administration. The Bauer College of Business reserves the right to cancel existing reservations and deny approval of future requests of groups not following the Bauer Facilities Use Policies and Procedures or other applicable University policies.

Space Reservations Procedures

1. The use of Bauer facilities for purposes other than those for which they are primarily intended will be allowed on a first-come, first-served basis according to the following priorities:
 - Bauer Faculty
 - Bauer Staff
 - BSOs
- 1.1 Because General Purpose Classrooms, conference rooms, and event spaces are in demand, ALL requests must be submitted to the Bauer Reservations Office at least 72 BUSINESS HOURS IN ADVANCE (Saturday & Sunday Not Considered Business Days). Written requests are date-stamped upon receipt to ensure priority is given to the appropriate reservation, in the case of two or more requests for the same room(s) and time(s). Cancellations must be made no less than 24 HOURS IN ADVANCE. Individuals or groups that cancel less than 24 hours in advance will be subject to limitations or restrictions on future space usage. Exceptions may be made on a case-by-case basis.
- 1.2 Reservations are not guaranteed until a confirmation has been issued. Once a confirmation is received by the reserving party, changes will be accepted via email at reservations@bauer.uh.edu. Additional contracts may be required for Non-UH/Non-Bauer Groups that are event-sponsored by Bauer Faculty or Staff.
- 1.3 Reservations are processed in the order in which they are received, with consideration given to the size of the group, type of set-up needed, and space availability. The Bauer Reservations Office reserves the right to assign and, if necessary, reassign facilities to assure the maximum and most appropriate use of facilities.
- 1.4 Reservation requests for regular consecutive meetings received less than five (5) business days before the event may be denied due to insufficient time and/or space available to process and accommodate the request.
- 1.5 Reservation requests for large-scale or special events received less than fifteen (15) business days before the event may be denied due to insufficient time and/or space available to process and accommodate the request.

- 1.6 All other forms, if applicable for an event - solicitation permit, alcohol permit, temporary food dealer's permit, burn permit, tent permit, special parking request -- must be completed and submitted with the appropriate approvals to the Bauer Reservations Office before the event. For specific timelines and information regarding special permits please refer to the UH Department of Public Safety Fire Marshal's Office (FMO) at <https://uh.edu/fls/> and the UH PD at [request for police services.pdf \(uh.edu\)](https://uh.edu/fls/request_for_police_services.pdf)
- 1.7 Melcher Hall, Insperity Classroom & Business Building, or Cemo Hall meeting rooms may not be reserved for study hall purposes by any organization, group, or individual.
- 1.8 Bauer Reservations Office reserves the right to cancel and/or reschedule reservations due to situations beyond the control of the University which include, but are not limited to adverse weather conditions/acts of nature, loss of utilities, Pandemics, etc..
- 1.9 If false information is provided with a reservation request, disciplinary action may be taken against groups or individuals. Please refer to the Student Code of Conduct on the Dean of Students website for additional information at [Student Code of Conduct - University of Houston \(uh.edu\)](https://uh.edu/fls/student-code-of-conduct)

Event Sponsorship

2. A Sponsorship is defined as a joint programming venture between a, Bauer department, Bauer Faculty, or Bauer Staff who sponsor non-Bauer or non-university individuals or groups to use university facilities. Must submit completed [Acknowledgement of Sponsorship Obligation](#) form.
- 2.1 Campus departments holding events with an admission fee or events that are marketed to any off-campus community groups or individual(s) within or beyond the greater Houston metropolitan area, must be official University of Houston Enrollment Services recruitment events
- 2.2 For an event to be eligible for an event sponsorship, the following requirements must be met:
 - a) The sponsoring group must actively participate in the event by assuming responsibility for all reservation arrangements and charges assessed where applicable.
 - b) All communications with the Bauer Reservations Office must be conducted by the sponsoring group representative.
 - c) A member of the sponsoring group must be present throughout the entire event.
 - d) All accumulated charges will be billed to the sponsoring group.
 - e) Non-UH Groups may require a contract.

Bauer Student Organizations

3. Only organizational representative(s) who submit reservations for their organization are authorized to make changes or cancel reservations on behalf of their student organization.
- 3.1 Reservation requests for regularly scheduled meetings may be made in advance for an entire semester.
- 3.2 BSOs are eligible for up to four (4) meeting/event reservations per calendar week (Monday through Saturday).
- 3.3 BSOs are not charged for the use of General Purpose Classrooms unless the facilities are used for fundraising events or events with an admission fee. Charges associated with extending building hours, use of audio-visual equipment, special services, special staff or labor is the responsibility of the student organization.
- 3.4 BSOs are eligible to request General Purpose Classrooms, Lobby Areas, and dedicated BSO rooms CBB 510/522.

Facility Usage Policies and Procedures

4. Use of any space in Melcher Hall, Insperity Classroom & Business Building, Cemo Hall, and all other locations under the jurisdiction of the Bauer Reservations Office is prohibited without a confirmed reservation.
 - 4.1 Use of space for any reason other than the purpose stated on the reservation request is not permitted. All changes to bookings/reservations must be submitted 48 hours prior to the event in writing by the original requestor, and approved by the Bauer Reservations Office. Reservations are not transferable.
 - 4.2 Reservation confirmations and all other appropriate forms/permits are required to be on-site throughout the event. Failure to produce appropriate forms/permits upon request may result in suspension of the event.
 - 4.3 Groups and/or the authorized representative(s) holding functions or activities at the Melcher Hall, Insperity Classroom & Business Building, Cemo Hall, and other reservation locations will be held responsible for their guests' compliance with the Bauer Facilities Use Policies and Procedures as well as University of Houston policies and procedures as described in MAPP (Manual of Administration Policies and Procedures) available on the MAPP website located at www.uh.edu/mapp.
 - 4.4 Leaving the facility in an unclean condition or damaging facilities and/or equipment may result in additional charges to the group for cleanup and/or recovery of losses.
 - 4.5 Groups that require special setup for their events, meetings, etc., must make certain that furniture or equipment is placed back in its original configuration. This applies, but is not limited to MH 302, CBB 310, CBB 328/330, CBB 506, CBB 508, CBB 510, CBB 522, General Purpose Classrooms, and Lobbies.
 - 4.6 The Bauer Reservations Office reserves the right to cancel existing reservations and deny approval of future requests of groups not following the Bauer Facilities Use Policies and Procedures or other applicable University policies.

General Policies and Procedures

5. Shirts and shoes are required to be worn while in all Bauer College Facilities.
 - 5.1 The use of tobacco and tobacco products are prohibited on the University of Houston Campus. <http://www.uh.edu/af/universityservices/policies/mapp/07/070202.pdf>.
 - 5.2 Roller skates, skateboards, bicycles, hoverboards, roller blades, and scooters may not be used or stored in Melcher Hall, Insperity Classroom & Business Building, or Cemo Hall.
 - 5.3 Bicycles are to be secured in designated areas only. The securing of bicycles to stairways, handrails, hallways, entrances, light poles, trees, or shrubbery is prohibited.
 - 5.4 Specified weapons are prohibited on the campus of the University of Houston. Please see the University Of Houston Police Department website [UHPD: UH Campus Carry Policy - University of Houston](http://www.uh.edu/police) for policy on weapons for additional information.
 - 5.5 Bauer College is not responsible for any lost, stolen, or damaged property belonging to users of the facilities.
 - 5.6 Animals are not permitted in Melcher Hall, Insperity Classroom & Business Building, or Cemo Hall, with the exception of:
 - Service Animals, in compliance with SAM 01.D.12, Service Animals.
 - Emotional Support Animals, in compliance with SAM 01.D.11, Emotional Support Animals.
 - Research animals authorized by the component university's animal care committee.
 - Animals specifically authorized to be on campus on a temporary basis for a university-sponsored event.
 - 5.7 Doorways, hallways, corridors, staircases, and fire exits cannot be blocked or obstructed at any time.
 - 5.8 All forms of gambling are prohibited by law unless specifically provided for by statute.

5.9 Use of any appliance with a heating source (for example irons, specialized catering equipment/food heating, space heater) in meeting facilities requires advance approval from the Bauer Reservations Office and may require a permit with the UH Fire Marshal's Office. Please see the UH Fire Marshal's food policies: <https://www.uh.edu/fls/food-safety/temporary-food-dealers/temporary-food-dealers-policy/uh-temporary-food-dealers-policy.pdf> The cooking of raw meat, poultry, or fish, or cooking with oil of any type, is not permitted in Bauer spaces.

5.10 Furniture must not be removed from the reserved meeting rooms/spaces it is assigned unless approval has been granted in advance through the Bauer Reservations Office.

5.11 Property of Bauer College may not be removed from the facilities.

5.12 Reserved meeting rooms/spaces are not to be utilized for childcare services.

5.13 Excess trash that does not fit into provided trash receptacles in offices or meeting rooms should be held within these spaces near trash receptacles for pick up. Trash should not be placed or left in hallways outside of offices or meeting rooms. Please submit a UH FIXIT ticket or call FIXIT at 713-743-4948 two (2) weeks in advance of your event if trash removal or cleanup is required after normal business hours.

Food and Beverage Policies

6. Groups have three (3) options available for food/beverages for a meeting/event scheduled in the Bauer Facilities.

- i. Groups may provide or bring their own food/beverage products.
- ii. Groups may use UH Dining Services Catering which is preferred.
- iii. Off-Campus Catering Company - All catering from off-campus sources (caterers, restaurants, etc.) must provide a Certificate of Liability Insurance naming the University of Houston as an Additional Insured Party.

If alcohol is to be served during the event, groups must use UH Dining Services to provide food and alcohol. All permits must be submitted to the Bauer Reservations Office no later than 72 HOURS prior to your event and must be made available to Bauer Administration during your event should they ask. A UH Campus police officer is REQUIRED to be present for your event if alcohol will be present. Groups are responsible for requesting an officer and for all forms and permits. http://www.uh.edu/dos/_files/alcohol.pdf

6.1 Groups providing their own beverages, receiving beverage donations for an event, or contracting with an off-campus catering company for beverages as part of the food arrangements for an event must adhere to the requirements of the University of Houston Exclusive Beverage Contract with the Houston Coca-Cola Bottling Company. An approved beverage/product listing is available at [coca-cola.pdf \(uh.edu\)](#)

Event Set-Up Procedures

7. All set-up requests should be submitted to FIXIT by calling 713-743-4948 or email fixit@uh.edu at least two (2) weeks before your event. Questions regarding room set-up/layout can be directed to reservations@bauer.uh.edu.

7.1 Bauer staff or faculty members can request Bauer tables and/or chairs for their events through the Bauer Help Desk at least 3 business days before the event after an approved reservation. Staff or faculty who request Bauer furniture are expected to pick up, set up, break down, and return furniture to the Dean's Office as this is a self-service request. Alternatively, staff and faculty can submit a UH FIXIT request for event furniture.

7.2 If the college cannot accommodate the tables and chairs needed for your request, additional equipment can be rented from UH FIX-IT using a cost center. UH and Bauer reserving parties are responsible for submitting their own FIX-IT requests. Requests can be made via the FIXIT Service Request in AccessUH. Bauer Student Organizations are allowed up to 1 rectangular table and 2 chairs. BSO must contact the Bauer Reservations Office at reservations@bauer.uh.edu for furniture.

7.3 IT and audio-visual support may be requested by a Bauer staff or faculty member through the Bauer HelpDesk at least three (3) business days in advance. Bauer IT support is provided to Bauer conference rooms or Bauer designated spaces. IT support for General Purpose Classrooms must be requested through UH Central IT by calling 713-743-1411.

Clean-Up Procedures

8. Leaving the facility in an unclean condition or damaging facilities and/or equipment may result in additional charges to the group for cleanup and/or recovery of losses.

8.1 NO ITEMS ARE PERMITTED TO BE TAPED TO THE WALLS. Any damages sustained from such violations will be subject to additional charges. (Items may be taped to the whiteboards or windows, but the tape must be completely removed after the event).

Saturday or Weekend Event Clean-Up

8.2 Normal cleaning schedule is from Mon – Fri with weekend cleanup only in common areas. If your weekend event will require special cleanup (vacuuming, trash removal, etc.) you MUST submit a request to UH FIX-IT for custodial support. A cost center will be required and fees will apply.