

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**

51.99.99. P0.01 Scheduling and Reserving Space – William J. “Billy” Nicks Sports Complex

Approved (May 27, 2011)

Next Scheduled Review (May 2012))

1. PURPOSE

- 1.1 To establish requirements and procedures for reserving space in all of PVAMU’s outdoor athletic fields and courts and space within the William J. “Billy Nicks Building (BLDG 669), the Leroy Moore Building (BLDG 758) and the Swimming Pool (BLDG 519).

2. DEFINITIONS

- 2.1 **Senior Building Coordinator** – The Director of Space Management will serve as the Senior Building Coordinator for the William J. “Billy” Nicks Building, the Leroy Moore Building and the Swimming Pool and all athletic fields/courts. As such, the Director will serve as the primary liaison between campus support organizations and building occupants regarding the scheduling of activities on the athletic fields/courts and within the buildings and the general maintenance and modification within each building.
- 2.2 **Ownership of Space** – All university space belongs to the University at large and not individual colleges or departments. All space must be scheduled efficiently and effectively for both internal and external audiences. Academics will have priority when assigning classroom and lab space.
- 2.3 **Primary Users** - The primary users for this space will be PVAMU’s Colleges and Academic Departments, the University’s NCAA Athletic teams, PVAMU’s Student Affairs Intramural Programs and other recognized student organizations. Third parties may request space. However, space may only be rented to them after all other PVAMU’s primary needs are met.

3. PROCEDURES

- 3.1 **General Comment** - The Office of Space Management will receive all requests for use of the space in the William J. “Billy” Nicks Building, the Leroy Moore Building, the Swimming Pool and athletic fields/courts. These requests will be acknowledged within 24 hours, and a confirmation or denial will be issued within five working days. As appropriate, the requesting entity will receive information about any applicable fees to be paid and the procedures involved. The space requested is not guaranteed to the requestor until the confirmation is received from the Office of Space Management.
- 3.2 **Academic Scheduling** – Using Banner and following the Registrar’s class and lab scheduling procedures, academic departments will schedule their classroom and lab needs for the William J. “Billy” Nicks Building and Leroy Moore Building. A copy of the proposed classroom and lab schedules will be forwarded to the Director of Space Management 60 days prior to the beginning of each semester. No fees will

be charged for the use of classrooms or labs if scheduled for education and general (E & G) purposes.

- 3.3 Athletic Scheduling – Each NCAA coach will submit to the Office of Space Management a memo outlining his/her season’s schedule, game and practice facilities’ needs. This memo is to be sent 60 days prior to the beginning of each semester. The Athletic Department will be charged for individual event facilities support requirements not covered by their annual fixed costs for utilities, building maintenance, ground maintenance and custodial care. Modifications to existing facilities will be paid for in advance by the requestor and requests for such changes will be processed in accordance with the existing request for space needs and facilities maintenance work request policies.
- 3.4 Intramurals Scheduling - The Office of Intramurals (Recreation Sports) will submit to the Office of Space Management a memo outlining their semester schedule for activities 60 days before the beginning of each semester. The days, hours and specific space needs will be outlined. Intramurals will not be charged for their individual activities. However, they will pay annually a prorata share of facility operating costs. An estimate of Facility operating costs will be made during budget preparation and included in the fixed cost schedule. A “cure-up” based on actual usage will be conducted at fiscal year-end. Events/activities requiring facilities support services not included in the annual fixed cost schedule will be billed separately. Modifications to existing facilities will be paid for by the requestor in advance and requests for such changes will be processed in accordance with the existing request for space needs and facilities maintenance work request policies.
- 3.5 Student Organization’s and University Departments’ Scheduling - All requests for space for recognized student organizations and University departments’ will be submitted on the Request to Schedule an Event Form (<http://www.pvamu.edu/pages/2331.asp>) to the Office of Space Management 30 days before the requested event. Fees will be charged as shown at the Fee Schedule (<http://www.pvamu.edu/pages/2331.asp>). Fees will be deposited in the appropriate Space Management Account before the event occurs. The requesting party must also provide proof of insurance to the Director of Space Management to satisfy their request.

4. MISCELLANEOUS INFORMATION

- 4.1 Security – All events requiring security must utilize PVAMU security services and personnel. PVAMU’s DPS will determine the number of police officers required for each event and the number of hours this security is required. These determinations will be based upon the estimated attendance and the nature of each event.
- 4.2 Alcohol – Possession, consumption or distribution of alcoholic beverages on these premises is prohibited.
- 4.3 Reporting of Incidents or Accidents – The senior participant in any scheduled event is responsible for submitting an Incident Report Form (<http://www.pvamu.edu/pages/2331.asp>) in any case where a participant is involved in a physical altercation, is injured, or where it is necessary to summon

police officers. Incident reports will be submitted to the Director of Space Management as soon as possible following the incident.

- 4.4 Insurance Coverage – For University sponsored events, the University is self-insured. For all events not sponsored by the University, PVAMU will require a hold harmless and indemnification agreement and a certificate of liability insured coverage for any person conducting the event. (See Indemnification Form at <http://www.pvamu.edu/pages/2331.asp>).
- 4.5 Facilities Support – Facilities support for all events must be requested no less than two (2) weeks in advance in order to appropriately schedule labor and material requested for site preparation, setup, and breakdown for the event/activity.
- 4.6 Risk Management – The senior manager, coach or sponsor of all activities has the responsibility to ensure that they and their activities are fully informed regarding applicable University policies and procedures regarding safety and emergency responses. All University Departments and student sponsored activities are required to complete the Risk Assessment Form (<http://www.pvamu.edu/pages/2331.asp>). This form will be submitted to the Director of Space Management 30 days before the requested event.

Contact Office: **Office of Space Management (936) 261-1750**