UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the approval process for use of Prairie View A&M University (PVAMU) grounds/facilities by faculty, staff, students, recognized/affiliated University organizations/departments and external users.

Official Procedures and Responsibilities

1. GENERAL

   1.1 The primary use of PVAMU facilities is to support the mission of the institution. University property will only be used for authorized purposes, to ensure the care, maintenance, and safekeeping of all University property. The use of University facilities by external entities, groups, and organizations is permissible.

2. USE OF BUILDINGS

   2.1 PVAMU will seek to maximize the use of its buildings for activities that support the University's mission of teaching, research, and service.

3. ACCESS TO EDUCATIONAL & GENERAL (E&G) BUILDINGS AFTER NORMAL HOURS

   3.1 Access to E&G buildings after normal working hours will be limited to authorized faculty, staff, contracted workers, and students.

   3.2 The Provost and Senior Vice President for Academic Affairs will set the hours when academic facilities are open late and notify the University Police Department (UPD).

   3.3 The UPD is responsible for locking buildings and will only open perimeter doors for employees with the proper identification (ex: University issued identification card and/or equivalent).

4. VACANT SPACE REQUEST

   4.1 The President delegates authority for space assignment to the Senior Vice President for Business Affairs (SVPBA).
4.2 Units requesting any type of space and/or facility not currently assigned to the unit must complete a Space Request Form and submit it to the Office of Campus Planning and Space Management. Each request form must be approved and signed by the responsible Dean, Director or Vice President.

4.3 The Deans/Directors/Vice Presidents are responsible for the space they have been assigned; however, all space belongs to the University and should be used in the best interest of the institution.

4.4 The request will be evaluated by the Office of Campus Planning and Space Management, in coordination with the requestor, and a recommendation will be forwarded to the SVPBA for approval or denial.

5. NEW USE, RENOVATION, MODIFICATION, OR NEW CONSTRUCTION SPACE REQUEST

5.1 Units requesting new space, space renovation, modification, or new construction must complete the Space Request Form and submit it to the Office of Campus Planning and Space Management. The Office of Campus Planning and Space Management will contact requestors to coordinate a meeting to review the submitted request.

5.2 The requesting department must secure funding or fund all work associated with the new space request. This cost includes the actual move of all existing or new furniture and equipment and the cost of all planning, design, project fees, construction and renovation including any regulatory requirements (ex: accessibility, environmental testing, etc.).

5.3 The Office of Campus Planning and Space Management will forward the request with their recommendations to the Associate Vice President for Business Services and the SVPBA and/or President for final approval or denial.

6. LEASE SPACE

6.1 Management of lease space is the responsibility of the department/unit with the primary contractual relationship for the lease space.

6.2 Justification for use of lease space must be necessary; and, the specific space requirement is unavailable on campus.

7. SCHEDULING TEMPORARY USE OR EVENT SPACE

7.1 Authority to schedule University facilities and space:

7.1.1.1 Main Campus E&G buildings – Senior Building Occupants

7.1.1.2 Main Campus Non E&G buildings – Office of Student Engagement, Office of Athletics and Office of Student Center Operations

7.1.1.3 NWHC – Director’s Office

7.1.1.4 Houston Nursing Facility – Dean’s Office
7.2 Individuals and organizations requesting to use a building must complete the Request to Schedule an Event/Program/Sales/Solicitation Form and submit it to the Office of Student Engagement at least five (5) business days prior to the event.

8. USER FEES

8.1 Estimates of charges should be provided upfront to the requestor by all serving units prior to the event.

8.2 Any outstanding charges should be billed to the customer within 15-30 days following the event.

8.3 The contracted facilities services provider charges a per fee schedule for custodial and maintenance support; charges are separate and must be paid directly to the vendor.

8.4 Catering charges are separate and must be paid directly to the vendor.

8.5 All University charges for facility rental and other institutional charges will be approved by the SVPBA.

8.6 The University has the right to require security at any event, at the cost of the requestor, if it is considered a high risk event.

9. WAIVERS

9.1 The University may sponsor a group or outside entity if it is in the best interest of the University or a public good. Any request for a discounted fee or to have fees waived must be approved by the SVPBA. A waiver request must be submitted in writing with justification of the benefit(s) to the University or public good.

10. LICENSE AGREEMENT WITH THIRD PARTIES

10.1 License agreements or rental agreements are required for external groups using University facilities.

10.2 Licensee may have the non-exclusive right to use University property for the purpose agreed upon by the University.

10.3 Licensee may not use University property for any other purpose, other than agreed upon by the University, as documented in the license agreement.

10.4 Licensee must pay for rental fees or other charges to recover any cost incurred.

10.5 Licensee must comply with all federal and state laws, System Policies and Regulations and University Rules and Administrative Procedures. No unlawful activities are allowed.

10.6 University may terminate any license agreement in accordance with said license agreement.
10.7 The license agreement must be approved for legal sufficiency by the Office of General Counsel (OGC).

10.8 Use of any building for sales activities are subject to the University’s procedures on Merchandise Vending.

10.9 University facilities may not be used to influence the outcome of a political campaign election or the passage or defeat of any legislative initiatives.

Related Statutes, Policies, Regulations and Rules

System Policy 41.01 Real Property

System Regulation 41.01.01 Real Property

Contact Office

Office of Business Affairs  936-261-2150