

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

41.01.01.P0.01 Use of Facilities – Vacant, New, Renovation, or Modification

Replaces UAP 33.04.01.P0.04

Approved May 15, 1998

Revised February 3, 2000

Revised June 14, 2016

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Next Scheduled Review: December 1, 2026



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). The Office of Campus Planning & Space Management (OCPSM) is responsible for space inventory and reporting. This office collects and maintains a current inventory of space at all campus locations. Additionally, this office conducts space utilization studies and prepares reports for both internal and external distribution as necessary and mandated by the state of Texas or other governmental authority. The OCPSM provides an annual report on the space use(s) to the SVPBA, which is shared with the Executive Leadership Team.
- 4.2 Each unit within the university is assigned space on campus and is expected to manage those spaces, reporting any changes to the OCPSM as they occur. These changes, once reported to OCPSM will be communicated to the University Police Department (UPD), Human Resources, and the Center for Information Technology Excellence (CITE) for associated updates. **All space belongs to the university and should be used in the best interest of the institution.**
- 4.3 Units requesting any type of space and/or facility not currently assigned to them must complete a [Space Request Form](#) and submit it to the OCPSM. Each request form must be approved and signed by the responsible Dean, Director, or Vice President.
- 4.4 The request will be evaluated by the OCPSM, in coordination with the requestor, and a recommendation will be forwarded to the AVP of Facilities & Risk Management 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 OCPSM. The OCPSM will collect all requests, review them, gathering any missing data, and present the collective requests to the Space Management Committee for review and ranking. That priority ranking will be presented to the SVPBA for discussion with the Executive Leadership Team, with determination provided to the requestor. These requests will be reviewed and approved in accordance with the schedule set aside for the A&M System capital plan review.
- 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.).

6. SPACE INVENTORY AND REPORTING

- 6.1. The OCPSM collects and maintains a current inventory of space located at the Prairie View campus. Additionally, OCPSM conducts space utilization studies and prepares reports, for both internal and external distribution as necessary and mandated by the state of Texas or other governmental authority.

7. LAND USE MANAGEMENT

- 7.1. A land use inventory will be maintained by the OCPSM. The inventory will indicate current land usage, land management responsibilities for open land areas, and any future planned uses of the land as indicated on the Campus Master Plan. Prairie View A&M University will maintain a base-map to display this data. Requests for permanent land use shall be made on the [Space Request Form](#).

Related Statutes, Policies, Regulations and Rules

[System Policy 41.01 Real Property](#)

[System Regulation 41.01.01 Real Property](#)

Contact Office

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