

**Texas A&M University-Kingsville**  
**Javelina Student Engagement Center**  
**Reservation Guidelines**

Revised: November 7, 2016

**INTRODUCTION**

The Javelina Student Engagement Center (JSEC) is available for the entire campus community to utilize, but registered student organizations will have priority. It is imperative that these guidelines are followed as they will help preserve the quality of the facility for everyone's use and enjoyment. Please take the time to read this manual and become educated regarding the policies, procedures, and guidelines that govern events in the JSEC.

**MEETING/EVENT SPACE SCHEDULING PROCEDURES**

The JSEC is designed to support the programs, events, and meetings of the students, faculty and staff of Texas A&M University -Kingsville. Student organizations receive priority in the reservation process because the facility is designed to support student life.

**GENERAL RESERVATION GUIDELINES**

1. A room request has to be completed in person at the JSEC. A conformation will be returned once the reservation has been conformed. Requests for fall and spring semester meetings/events are accepted beginning a week before classes start. After these dates, routine events must be scheduled at least two (4) working days in advance; extraordinary event must be scheduled at least five (5) working days in advance.
2. Student Organizations can only reserve the room **twice** a month. (Unless Director of Student Activities approves more)
3. The Director of Student Activities or designee will assign each reservation to the most appropriate space available. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation. Please put the Set-up upon reserving the room or the room will not be Set-up upon arrival to the event.
4. Student Activities should be notified of space cancellations 48 hours prior to the scheduled event time. Three "no shows" (cancellation without notification) for events in rooms with standards set up configurations can result in denial of space requests and/or cancellation of space already reserved for a whole year. (No shows reset every start of fall semester.)
5. Users that misrepresent an event or affiliation in order to avoid building privileges will be suspended. These determinations are made by the Director or Director's designee.
6. Sponsoring groups (or individuals) responsible for damages to the facilities/ equipment or for inadequate clean-up will receive a surcharge for repair, replacement or cleaning.

7. Any food services, that an event would like to have, has to be approved by Director of Student Activities or Director's designee at least 48 hours in advance. Pure Restaurant foods.
8. Certain departmental student organizations may request space up to one (1) year in advance for regular business meetings. These organizations include: SGA, CAB, ISO, IFC, CPC, and Order of Omega.
9. The Director of Student Activities or designee reserves the right to approve or deny space usage for any group/event in this space according to what is best for the university.

### **General House Keeping Polies and Procedures**

1. Texas A&M University-Kingsville maintains a smoke free environment to protect the health of students, faculty and staff.

Smoking is prohibited:

- In University buildings and University vehicles
- Within 25 feet of doorways and semi-enclosed walkways or porches.

2. You can only use quick release (painters) tape, 3M Command strips, or poster putty for securing decorations or cord on floor, wall, or ceiling surface. In addition, tacks/nails cannot be used at any time.
3. No decorations with glitter or confetti are permitted in the reserved room without the prior approval of the Director of Student Activities.

### **EXTRAORDINARY EVENTS**

1. The JSEC is intended for use by all campus groups for a wide variety of activities. An event that more than one hundred (100) people are expected to attend is considered an extraordinary event. Extraordinary events draw large numbers of people and can stress the facility to its maximum capacity. To preserve the facilities and ensure the safety of participants, the following procedures apply to all extraordinary events scheduled by Student Activities.
  - a) Events which are likely, based on historical precedent and experience, to attract crowds near or in excess of, the established room/space capacities may require Police/Security officers to be hired-at the sponsor's expense-to provide security and crowd control. The number of officers and charges will be determined by the University Police Department.
  - b) A representative of the sponsoring group who will be taking overall responsibility for the event must meet with the Events Coordinator to complete the event planning process. This meeting should take place at least two weeks before the event.
  - c) Decorations must be approved in advance as part of the event planning process to ensure fire/life safety codes are adhered to and the facilities are protected. Items MAY NOT be taped or adhered to walls, windows or other building surfaces, with the exception of painters tape. Use of open flames (candles, etc.) is prohibited no matter the classification of event. Should an organization fail to follow the prescribed policy, they will be issued a written warning and will pay for all associated damages and/or

clean up. The organization will be placed on a six-month probationary period. Should an organization again violate this policy within those six months, they will again pay for all associated damages/clean up and they will lose reservation privileges for six months. Glitter of any kinds is strictly prohibited in the JSEC.

- d) Failure to adhere to these policies (those of the Office of Student Activities, Texas A&M University-Kingsville, and all applicable state and federal laws) may subject the sponsoring organization to restriction of space usage privileges for the remainder of the academic year or until otherwise advised.

### **AUDIO-VISUAL/MEDIA EQUIPMENT**

1. Events requiring the use of audio-visual/media equipment should make the request for such equipment as far in advance of their scheduled event as possible. At minimum, request should be made at least five (5) business days in advance. Requests will be honored so long as the equipment is available.
2. Events requesting the use of equipment may do so only for use within the JSEC. Additionally, sponsoring organizations are responsible for properly handling the equipment. Failure of equipment or damage to equipment from neglect or improper handling will result in the sponsoring organization being charged for the cost of repairs and/or replacement of the equipment.
3. Audio/video system will not be touched by any participant of reserved event. ONLY student workers or student activities workers may assist.
4. Storage room (109) and Lunchroom (108) are off limits by Non-student activities worker.