



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
 School of Medicine™

El Paso – Department of Safety Services

Title: Internal Event - Facility Use Policy	Policy Number: Policy 10.5
Regulation: Reference:	Effective Date: 9- 10- 2009

Policy Statement:

The purpose of this Health Science Center Operation Policy and Procedure (HSC OP) is to provide guidance and assistance in the coordination of all internal department planned events within the premises of TTUHSC-El Paso Campus, and any location where the property is State owned or leased.

Review:

This HSC OP will be reviewed during the first month of each odd numbered year (ONY) by the Manager of Safety Services, with recommendations and revisions forward through the Director Facilities Maintenance and Operations, and the Associate Dean for Finance and Administration AVP, Fiscal Affairs.

Scope and Distribution:

TTUHSC – El Paso Campus is committed to maintaining a safe work environment for all faculty, staff, students, volunteers, patients and visitors. To accomplish this goal, the Facility Use Committee has been established to oversee and coordinate all events that take place on the premises of the campus, and any location where the property is State owned or leased.

Membership of this committee consists of members from the following departments: General Services, Custodial, Administrative Services, TTUHSC Police, I.T. Audio and Safety Services.

Procedure:

The following procedure will be followed by all internal events being hosted by TTUHSC Departments.

1. A Facility Use Form will need to be completed for any event where 50 + attendees will be participating. **Please Note: Texas Tech Police, General Services, and Audio Visual may charge for their services.** (Please see charge fee sheet)



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2. The “Facility Use Form” needs to be submitted 10 days prior to the day of the event to the Department of Safety Services for review. The form can be found in the El Paso Safety Services webpage, <http://www.ttuhsoc.edu/admin/safety/ELPASO/default.aspx> , under “Room Reservation” section.
3. Departments that are making room reservations and completing the facility use form for an external agency will be held responsible for the service fees incurred by the event. (For information on the External Facility Use Process please contact the Dean’s Office)
4. After the event is reviewed by the Facility Use Committee, a representative from the department hosting the event will need to be present at an “Event Review” meeting. This meeting will be scheduled by the Department of Safety Services. The purpose of this meeting is to ensure that all the logistics of the event are reviewed so the event will be successful and safe for all participants.
5. Work orders for services from General Services, I.T. Audio Visual and TT Police will need to be submitted (1) week prior to the day of the event. The work order needs to be detailed and specific to the work being requested. Note, overtime fees will be charged for any work required before and after regular working hours.
6. TTUHSC Police will staff each event accordingly at their discretion. The department hosting the event will be responsible for any fees incurred from this staffing.

It is the responsibility of the department hosting the event to provide TT Police written approval from the Dean’s Office to serve alcohol during an event. The following rules will apply when serving alcohol:

- a. The President’s Office and the Texas Alcohol & Beverage Code require the presence of a Police Officer when alcohol is being dispensed.
- b. The Vendor will need to remove and store all alcohol 30 minutes prior to the end of the event.



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7. Clinic Patient and Visitors have priority to parking areas during regular business hours 8 AM – 5 PM. Visitor parking arrangements for event participants are approved by the Office of Administrative Support Services.
8. It is the responsibility of the department hosting the event to notify the Department of Safety Services when an event has been cancelled; preferably 24 hours prior to the event. The department hosting the event is also responsible to cancel any work orders submitted for that event.
9. It is the responsibility of the hosting department to announce at the start of any program, where the closest emergency exit is located, where visitors should assemble in the event of an evacuation and where rest rooms facilities are located. If your event takes place over a period of two or more days, please make these announcements at the beginning of each day. Also inform participants that this is a NO SMOKING CAMPUS.
10. No device or chemical may be used in any Texas Tech facility that would create smoke, bubbles, or any type of hazard that could set off the fire alarms.
11. Folding chairs may not be used to accommodate extra participants beyond the room capacity.
12. Safety precautions shall be used when setting up tables out in the hallways. Fire emergency exits and safety equipment must remain clear at all times. No materials, props, chairs etc. shall ever be permitted in an emergency stairwell, or exit ramp. Enough clearance shall also be left for people to safely travel and evacuate in case of an emergency.
13. If you need to store equipment, food material etc. please make arrangements for storage. No office or locked areas will be opened by Texas Tech Police for this purpose.
14. Children are not expected to participate in any Texas Tech Program unless permission is granted by the Dean's Office.
15. If food is to be served in any area and a heat source is used, like sterno. Keep away from walls, paper products or any other combustible material. Keep heated devices away from room heat controls as this may interfere with keeping the room temperature controlled. (See Catering Policy 0.16 for other recommendations)



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Signature / Approval:

Policy Number: 10.5	Original Approval Date: 9-10-2009
Version Number: 2	Review Date: 4-21-2011 Next Review Date:
Signatory approval on file by: <p style="text-align: center;">_____ Frank Stout, Chief Financial Officer Associate Dean of Finance and Administration AVP, Fiscal Affairs</p> <p style="text-align: center;">_____ Leopoldo Pereyra, Director Facilities Operation and Maintenance</p>	



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TTUHSC – El Paso Facility Use Form

Date of Event: _____

Time of Event: _____

Name of Event: _____

Event Sponsored by: _____

Name of Contact Person & Phone Number: _____

Meeting Location, Room Name & Number: _____

Number of expected attendees: _____

(Additional parking may require assistance from UMC, if needed please advise)

Will alcohol be served? YES NO

Will parking arrangements be required: YES NO

Types of vehicles: Cars, Trucks, Mobile (RV type) vehicles, Buses: _____

What time do you want the set up? _____

Number of tables _____ Location _____ Vendors _____

Food Service:

Will food be delivered? _____ Catered? _____

Name of Catering Company _____

Will heating be required for food? YES NO

If Yes, what type: Electrical External Heat Other

Will audio visual be used? YES NO If yes, what type _____

Will the event require ADA accommodations for attendees? Yes NO

Possible number of attendees requiring special accommodations? _____

Notes: _____

Please Note: A work order to “clean the room” needs to be submitted to General Services for each room reservation.



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Facility Use Service Fee's

General Services \$20.00 per hour, per employee, during working hrs.

General Services \$30.00 per hour, per employee, overtime hrs.

Contact Oscar Garcia or Erika Guerra at 545-6534

Texas Tech Police \$50.00 per hour per Officer

Texas Tech Guard \$30.00 per hour per Guard

Contact Lt. Quintela at 545-6531
 (Police Lt. will determine proper staffing needed for event)

Media Equipment rental fee:

LCD Projector, Laptop, Microphone and Podium \$200.00

Audio Visual Technician – Fee per Tech \$195.00

Contact Andrew Camacho at 545-6575 for services at the AEC and CSC buildings.

Contact Joe Mancha at 783-1752 x255 for services at the MEB, MSB, and ASB buildings.

Room Capacity

Only seating capacity is allowed -- NO extra chairs are allowed to be setup.

Auditorium A 119

Auditorium B 119

MC Room A3500 101

MEB Room 1100 101

MEB Room 1200 101

Police Services Request

Application/Request form for Police Services related to Special Events held on or around campus

TTUHSC EL PASO DEPARTMENTS ONLY

Texas Tech University POLICE DEPARTMENT

4800 Alberta

El Paso, Texas 79905

Tel. (915) 545-6531 / Fax (915) 545-6989

Services requested by

Last Name

First Name

M.I.

Business Mailing Address/Mail Stop

City

State

Zip Code/Mail Stop

Business Phone Number

Cell/Home Phone Number

E-Mail Address

Event Information

Department or Group

Event Name

Type of Event

Location of Event

Date of Event

Time Event Will Start

Time Event Will End

Estimated Attendance

Time Gates/Doors Will Open

Time Ticket Office Will Open

Contact Person During the Event

Contact Person Cell Phone Number

Contact Person E-Mail Address

Alcohol Present?

Yes No

Will Money Be Collected On Site?

Yes No

Could The Event Elicit an Emotional Response or Be Considered Controversial?

Yes No

If Outside, Has an Alternate Rain Site Been Scheduled and Approved?

Yes No

If YES, Then What Is The Alternate Location?

Number of POLICE OFFICERS requested?

Number of SECURITY OFFICERS requested?

Agreement

I understand that a cancellation must be made at least 1 business day before the event. If no cancellation is received I, the undersigned event representative, will be held financially responsible for paying a two hour minimum charge for every person assigned to work during an event. Situations which require additional personnel may result in additional costs. The balance is due in full upon receipt of the invoice.

Event Representative Signature (do not print)

Date

Payment Information

FOAP NUMBER TO BE BILLED

PRINTED FOP MANAGER/ALTERNATE NAME

I understand by signing this document that I am the FOP Manager or the FOP Alternate and hereby give the Texas Tech Police Department authorization to withdraw funds from the above FOP to compensate for hours worked by their employees or representatives.

FOP Manager or Alternate Signature

Date

Police Services Request

Application/Request form for Police Services related to Special Events held on or around campus

Texas Tech University POLICE DEPARTMENT

4800 Alberta
El Paso, Texas 79905
Tel. (915) 545-6531 / Fax (915) 545-6989

NON-TTUHSC DEPARTMENTS

Services requested by

Last Name

First Name

M.I.

Business Mailing Address/Mail Stop

City

State

Zip Code/Mail Stop

Business Phone Number

Cell/Home Phone Number

E-Mail Address

Event Information

Department or Group

Event Name

Type of Event

Location of Event

Date of Event

Time Event Will Start

Time Event Will End

Estimated Attendance

Time Gates/Doors Will Open

Time Ticket Office Will Open

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Contact Person Cell Phone Number

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