

Reservation Policies- Alkek Teaching Theater and the Centennial Hall Teaching Theater

Texas State University- San Marcos
Effective Date: 04/30/2008

MISSION STATEMENT

We at Texas State are committed to the provision and the maintenance of appropriate physical facilities that contribute to a comfortable and conducive learning environment. The following procedure contributes to the fulfillment of this policy.

GENERAL OPERATING GUIDELINES

The use of the Alkek and Centennial Hall Teaching Theaters is limited to:

- a. Academic classes
 - b. University- sponsored conferences, meetings, and other social events.
 - c. Non- University meetings and events.
1. Priority is given to academic and university- sponsored classes and events.
 2. Fees are assessed depending on priority grouping and type of event.
 3. Student organizations must be registered with the Office of Campus Activities in order to reserve space in the Alkek and Centennial Hall teaching theaters.
 4. Multi- scheduling or standing reservations are not normally allowed except for educational programs conducted by the University.
 5. The use of the facilities will be limited to three consecutive days or less.
 6. Activities shall not disrupt or disturb the academic mission of the university. Noise levels shall be kept at an acceptable level that will not disturb the Alkek Library or other classrooms and/or offices.
 7. Reservations for facilities use may not be made later than six months in advance of the proposed event except for academic classes, university- affiliated events, special educational programs, conventions, and contract services.
 8. The theater must be left in a clean and maintained condition. It is the responsibility of the sponsoring organization to leave the room in the same condition it was when the event began. The reserving party will be held responsible for any damage or loss.

RESERVATIONS, RENTAL, & FEE SCHEDULES

Use priorities are established for various groups, organizations, and individuals. The following chart shows the scheduling priorities:

Priority	User Category	Account	Event Fee
I.	Instructional/ Academic Use	x-1999 or below	No Fee
II.	Department- sponsored organization	x-2000 to 4999	\$50.00 per event + \$30.00 hourly rate Rate includes media cabinet and LCD projector.
III.	University affiliated events, student organizations	x-5000 and up	\$125.00 per event + \$30.00 hourly rate Rate includes media cabinet and LCD projector.
IV.	Outside group/ Non-University	NA	\$250.00 per event + \$30.00 hourly rate and event fee. Rate includes use of media equipment and LCD projector.

The following chart shows the associated event and equipment rental fees:

Fee type	Description	Daily Rate	Priority levels	Exempt
Tech fee	Staffing	\$30/ event	II, III, IV	I
Event fee	Facilities/ Maintenance		II, III, IV	I
Overtime charge	Staffing	\$30/ hr.	II, III, IV	I

PROCEDURES FOR SCHEDULING OF THE FACILITIES

1. The Alkek Teaching Theater and the Centennial Hall Teaching Theater are scheduled by Mary Alice Garcia, Alkek Library, Room 108, 512-245-2319. Requests can also be made online by submitting the RESERVATION REQUEST FORM located on the Teaching Theater website:
<http://www.its.txstate.edu/services/theatres.html>

2. Reservations must be made at least 3 days in advance. Reservations made with less than 3 days notice cannot be guaranteed and must be approved by ITS. A rush fee of \$25.00 will be charged.

3. Reservations will be approved in the order of priority level.

4. Cancellations must be made at least 48 hours in advance. Cancellations made in less than 48 hours will be charged the full room rental fee.

ADDITIONAL SERVICES (Additional charges may apply)

Security University security officers may be required as deemed appropriate. The sponsoring organization or user will assume the financial responsibility if security is required.

Additional chairs and seating Additional tables and chairs can be requested for teaching theater lobby areas. Placement of furniture must not violate fire safety codes or obstruct pathways and exits. Contact Facilities at 512-245-2148

Additional media equipment The teaching theaters are equipped with an AV media cabinet, wireless microphones, and an LCD projector. Additional equipment is available for an additional cost by contacting Distribution at 512-245-2319.

Custodial Services To request Custodial Services (Alkek and Centennial Hall only) please contact Philip Williams at 512-245-2181 or e-mail pw09@txstate.edu