

24.01.99.W0.01 Space Request Procedure

Approved: December 1, 2013

Supplements WTAMU Rule #24.02.02.W1, Visitor Safety Access Control Program

1. GENERAL

The purpose of this procedure is to outline the process to reserve and use West Texas A&M University (WTAMU) campus spaces, rooms, buildings and facilities. This procedure is for any special event (i.e. fundraising activity, social gatherings or functions, or advisory groups), including third party requests, even if the requestor is responsible for the space being reserved.

2. SPACE REQUESTS

- 2.1 The request for space must be initiated by the department and/or event requestor using a previously approved request-for-space form designated by the department responsible for reservations.
- 2.2 The request form must be routed to the specific department responsible for reservations in that area and approved by that department before the event.
- 2.3 Alcohol is only allowed in previously approved and designated locations on campus. If alcohol is to be served, the requestor must route the request to the University President’s Office to be approved before the event. The President’s Office will then return the form to the event requestor.
- 2.4 Once the request for space has been approved, the event requestor and/or responsible department must forward a copy to the University Police Department (UPD) and the Risk Management Office.

WTAMU reserves the right to cancel an event and immediately remove access to campus if an event violates the policies and regulations of the Texas A&M University System, the rules and procedures of WTAMU, or if an event is deemed to be unsafe.

CONTACT FOR INTERPRETATION: Vice President for Business and Finance

APPROVAL: 
President/CEO

January 15, 2014
Date