

Martin University Center

Policy Manual



txwes.edu/martin-center/



Texas
Wesleyan
UNIVERSITY

Questions?

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SECTION 1: INTRODUCTION

1.1 Introduction

This manual is intended to facilitate the consistent allocation and efficient use of facilities within the Martin Martin University Center (Martin University Center).

1.2 Policy Amendments

The Martin University Center reserves the right to amend this document at any time if deemed in the best interest of the Texas Wesleyan University Community. The Martin University Center Administration shall be responsible for making judgements regarding Martin University Center services not covered in this manual.

SECTION 2: GENERAL GUIDELINES

2.1 Tobacco-Free Campus

Texas Wesleyan University prohibits the use of all tobacco products on University property, including the Martin University Center facilities and surrounding areas. This policy applies to all forms of tobacco including but not limited to, cigarettes, cigars, snuff, vape, etc. The full policy is available at the following: <https://txwes.edu/tobacco-free/>.

2.2 Proper Attire

In accordance with the Department of State Health Services, the Martin University Center follows all policies outlined by the Department of State Health Services. All patrons of the Martin University Center are expected to wear proper clothing and footwear inside of the Martin University Center facilities.

2.3 Recreational Equipment

Rollerblades, scooters, skateboards, and bicycles are not allowed inside the Martin University Center facilities.

2.4 Recreational Vehicle Parking

All bicycles should be affixed to the provided bicycle racks outside the Martin University Center and should not be affixed to other static objects in and around the facility. Recreational vehicles, including but not limited to, golf carts, bicycles, scooters, and other motorized vehicles are not allowed in the doorways of the Martin University Center.

2.5 Lost and Found

The Martin University Center Administration is not responsible for the loss, theft, or damage of personal or organization's property. All items that are lost inside or around the Martin University Center facilities will be turned over to the Texas Wesleyan University Security Department. The Texas Wesleyan University Security Department will maintain all property.

2.6 Emergency Procedures

In the event of an emergency, the Martin University Center will follow the Emergency Procedure Policy as outlined by the Campus Security Department. During an evacuation, patrons will be directed to relocate to the Kay Granger Mall.

2.7 AED Locations

The Martin University Center is equipped with two (2) Automatic External Defibrillators (AED). An AED is found at the following locations: 1st floor Welcome Desk, 2nd floor Division of Student Affairs.

2.8 Animal Restriction

Service animals and dogs used by law enforcement are the only animals permitted inside the Martin University Center facilities.

2.9 Building Access

All requests for building access and keys must be submitted to the Division of Student Affairs for processing and approval.

2.10 Maintenance

Maintenance concerns should be reported using the online reporting form found at <https://login.myschoolbuilding.com/msb>.

2.11 Solicitation

Individuals and organizations may not solicit in or around the Martin University Center without first registering with the Division of Student Affairs.

2.12 On-Site Sales

Goods or services may not be sold in the Martin University Center without permission from the Division of Student Affairs.

2.13 Raffles

All raffles must be in compliance with the Texas Wesleyan University Student Organization Activity Policies, which can be found online at <https://txwes.edu/media/student-life/pdfs/Student-Organizations-Handbook-Jan-18.pdf>. A request must be submitted through Ram Space at least 14 business days in advance of the scheduled raffle.

2.14 Photography and Videography

The Martin University Center follows all policies and procedures of the Office of Marketing and Communications found at <https://txwes.edu/communications/>.

2.15 Loading Dock

The Martin University Center has a loading dock that can be used for deliveries and pickups for Aramark and Martin University Center operations.

Parking and unattended vehicles in the loading dock are prohibited.

The Division of Student Affairs, University Facilities, or Aramark must approve deliveries and the use of the loading docks by other vendors in advance.

SECTION 3: ADVERTISING AND PUBLICITY

3.1 Advertising

Advertising promoting the events and activities related to registered student organizations, departments, or administrative units may be displayed in the Martin University Center. All advertising must be approved by the Division of Student Affairs and should contain the name and contact information of the sponsoring entity.

All messages displayed should reflect the mission and values of the University. Advertisements promoting alcohol, tobacco, firearms, adult businesses, or other material incongruent with University values or policies are prohibited. The Martin University Center Administration reserves the right to remove all advertisements that are not in compliance with this policy.

3.2 Posting Limitations

Advertisements may only be posted in the provided poster holders, bulletin boards, or napkin holders/table tents in the Martin University Center. Advertisements may not be affixed to windows, walls, or furniture without prior authorization from the Division of Student Affairs.

3.3 Special Approval for Napkin Holder and Table Tent Advertising

Approval for all table tents is coordinated through Aramark. Aramark can be contacted at 817- 531-4490 or <https://txwes.edu/student-life/dining/>.

3.4 Poster Holders

Poster holders available in the Martin University Center are subject to availability. Posters must be formatted in portrait style in appropriate dimensions. All posters must be printed by the organization(s) and provided to the Division of Student Affairs for placement and will be posted for up to two weeks prior to the date of the event.

SECTION 4: FACILITY RESERVATIONS

4.1 Facilities Reservations (Internal)

All requests for Martin University Center reservations and/or must be submitted online at <https://txwes.edu/facilities/facilities-forms/general-room-reservation-form/> a minimum of two (2) weeks in advance of the desired date of the event. This process applies to current registered student organizations and University-recognized departments and groups.

4.2 Non-University Requests (External)

All non-University requests must be submitted through the Division of Student Affairs at <https://txwes.edu/facilities/facilities-forms/general-room-reservation-form/> a minimum of two (2) weeks in advance of the desired date of the event. This includes requests from organizations and potential users where attendees are from outside of the University.

4.3 Reservation Priorities and Request Phases Calendar

Martin University Center facilities are reserved on a first-come, first-serve basis. Precedence is given to high-profile University events, registered student organizations, and Texas Wesleyan University departments.

Users are not guaranteed the exact space requested. The Martin University Center staff, Office of the President, and University Executive Staff reserve the right to assign and potentially re-assign space with consideration to event size, needs, and space available in order to maximize the use of the facilities.

Once a specific phase (defined below) opens, reservations may be made starting with August 1st and through the following July 31st. For example, in Spring 2020, reservations would be available through July 31, 2021. (Note: "Week" begins on a Monday at 8:00am and ends on Friday at 5:00pm.)

Phase 1

- 1st week of Spring semester classes

During this phase, reservations are confirmed from the Office of the President as well as enrollment-driving programs from Admissions and Orientation.

Phase 2

- 3rd – 5th week of Spring semester classes (High-Priority Reservations)

During this phase, reservation requests are gathered during weeks 3 – 5 and then will be processed the following week with confirmations to follow. The events during this phase must be single-date-specific, tied to the mission of the institution, or are large fundraising events. If a reservation request is received that does not meet the necessary criteria, it will be denied and must go into the next phase.

Phase 3

- 7th week of Spring semester (Campus Community Events)

During this phase, reservation requests are opened for the entire campus community. These reservations can be made by any faculty, staff, or student and are University events or University-sponsored events. These events can be recurring or single-date-specific.

Phase 4

- Upon return from Spring Break (Open Season)

During this phase, reservations requests are opened for off-campus entities. Any recurring reservation request must be limited to one a month.

4.4 Academic Class Reservations

The Martin University Center facilities are not to be used for academic class scheduling. The Martin University Center will be used to accommodate registered student organizations and departmental events, as well as outside client events. The Martin University Center cannot accommodate weekly academic class scheduling of space.

4.5 Table Clothing and Skirting

Groups are welcome to rent linens through Aramark or another rental agency. The University staff is not responsible for clothing and skirting tables with rented linens. All tables in the Martin University Center are required to be covered with cloths/skirts provided by facility user.

4.6 Audio-Visual Equipment

Reservations for audio-visual equipment must be received no later than five (5) business days and confirmed within two (2) business days of the event. The Martin University Center does not provide laptops for use in Martin University Center facilities. Requests can be made at <https://txwes.edu/it/request-a-service/media-request-form/>.

4.7 Event Noise

Martin University Center reserves the right to reduce the sound level of any event that may disrupt other events in the Martin University Center facilities.

4.8 Video Copyright

The Martin University Center facilities are considered public viewing areas under copyright law. Any viewing of copyrighted material, unless expressly part of the instructional portion of a class, requires purchase of the viewing rights of the material by the sponsoring group. Proof of those viewing rights must be provided to the Martin University Center Administration prior to the event date.

4.9 Room Setup

All setups must be finalized with the Martin University Center Administration three (3) business days prior to the event. Substantial changes in room configuration after the room has been setup may result in a change fee.

All event setup, tear down, and housekeeping must be completed by the Martin University Center or Facility Services staff members to prevent damage to furniture and personal injury.

Some spaces have permanent furniture arrangements that cannot be changed. Reconfiguration of these rooms will be done at the discretion of the Martin University Center Administration and is considered on a case-by-case basis.

4.10 Event Tabling

A limited number of tables are provided, free of charge, to Texas Wesleyan University students and departments for all tabling events that take place inside the Martin University Center.

Tables for outdoor events can be obtained from the Division of Student Affairs office by providing a Texas Wesleyan University ID card that will be retained during the activity period. Once the table has been returned, the Texas Wesleyan University ID card will be returned. All non-returned tables will be charged to the student account if not returned. All tabling events must be registered for approval two weeks in advance.

4.11 Clean-Up and Damage Charges

In the event that additional clean-up or maintenance is required following a reservation, the group holding the reservation will be held financially responsible for the necessary work.

Please note that use of paint, glitter, hay, loose sequins, confetti, and/or open flames in the Martin University Center is strictly prohibited and will result in the application of a clean-up fee as well as a referral to the student disciplinary process if applicable.

4.12 Insurance Requirements

All events held on the Martin University Center property are required to adhere to Texas Wesleyan University Risk Management liability insurance requirements. For a full description of the policy, visit <https://txwes.edu/student-life/get-involved/clubs-and-organizations/student-organization-advisor-handbook/risk-management-policy/>.

4.13 Security Arrangements

The Martin University Center Administration reserves the right to require groups to provide security or medical personnel, at their expense, for events on the Martin University Center property. The Martin University Center Administration in consultation with the Texas Wesleyan University Security Department will determine the need for this. Only Texas Wesleyan University Security, or their designee, may provide such services. Events requiring security coverage will be canceled if adequate security is not available or if a security plan is not received by the Martin University Center staff and Texas Wesleyan University Security at least five (5) business days prior to the start of the event. Any event that is expected to include 50 or more attendees must make security arrangements through the TXWES Campus Security department. Additional charges may apply.

4.14 Event Parking

Students, faculty, and staff utilizing the Martin University Center must adhere to Texas Wesleyan University parking policies. Events with non-university guests should work with Campus Security to make arrangements for parking.

Event organizers who wish to utilize valet service must notify the Martin University Center Administration of their intent at least ten (10) business days in advance. Valet service will be approved by the University based on the availability of the clock tower driveway. Once the valet service is approved by the University, the event organizer is then responsible for booking directly with approved valet companies and coordinating with Texas Wesleyan University Security Department.

4.15 Occupancy

All events must comply with occupancy regulations, as set by the Fort Worth Fire Marshal.

4.16 Event Timeliness

All events must start and finish within the scheduled reservation time period. This includes set-up and teardown activities.

4.17 Demonstrations

Students or organizations wishing to hold a demonstration anywhere on the Texas Wesleyan University campus, including Martin University Center property, must register with the Division of Student Affairs no less than three (3) business days in advance. For more information on event registration and campus demonstration practices, please see <https://txwes.edu/student-life/student-resources/student-handbook/demonstration-policy/>.

4.18 Late Requests

The Martin University Center Staff may not be able to fulfill reservation requests received less than two (2) weeks prior to the requested event. If an appropriate room is available, it may be assigned, but special services, including audio-visual equipment, may not be available.

4.19 Dance Floor

If music will be part of your event and dancing is planned, a parquet dance floor is required to cover the carpeting. The dance floor may be rented from local event rental vendors. The event scheduler can suggest local rental equipment companies for you to contact for assistance.

SECTION 5: MARTIN MARTIN UNIVERSITY CENTER RENTAL FEES

5.1 Facilities Rental Fees

Use of space in the Martin University Center space is greatly reduced for registered student organizations and University department events, provided that at least 51 percent of the attendees are current Texas Wesleyan University students, faculty, or staff. All non-University reservations are charged at rates set by the Texas Wesleyan University Division of Student Affairs and/or Office of the President.

5.2 Fronting Off-Campus Organizations

Texas Wesleyan University departments and student organizations may not serve as fronts for off-campus organizations. If fronting is discovered, outside rental rates will apply. University departments and registered student organizations may collaborate with off-campus organizations, as long as the mission of the outside group relates to the on-campus group and the conditions in section 5.1 are met. However, to be considered a TXWES sponsored events, authorization is required from executive level administrator (i.e., President, Chief of Staff, Vice President).

5.3 Pricing and Fees

Area/Space	Tier I	Tier II	Tier III
Paul and Judy Andrews Hall (includes Foyer)	\$50/event \$5/hr beyond 4 hours	\$1,000/event \$50/hr beyond 4 hours	\$2,000/event \$100/hr beyond 4 hours
Section of Andrews Hall	\$25/event \$5/hr beyond 4 hours	\$375/event \$25/hr beyond 4 hours	\$750/event \$50/hr beyond 4 hours
George F. and Mary L. Leone Foyer	\$25/event	\$100/hr (4 hour min.)	\$200/hr (4 hour min.)
Jimmy Dubose Executive Conference Room	\$25/event	\$50/hr	\$100/hr
Dee J. Kelly Student Leadership Chamber	n/a	\$25/hr	\$50/hr
Frank & Jean Buhler Plaza	n/a	\$25/hr	\$50/hr
Kay Granger Mall	n/a	\$75/hr	\$150/hr
Claudia & Rod Stepp Amphitheater	n/a	\$50/hr	\$100/hr

Tier I: Registered student organizations, students, faculty, and staff for recognized TXWES events.

Tier II: TXWES sponsored events (see note below), non-profit organizations.

Tier III: Off-campus individuals/organizations/corporations.

Pricing Includes:

1. Table and seating setup.
2. Basic A/V equipment, including use of podium, podium microphone, projector, and speakers.
3. For the following requests and/or requirements, additional charges may apply:
 - a. Use of ballroom stage;
 - b. Table cloths and bunting (if not provided by caterer);
 - c. Reservations outside of normal business hours;
 - d. Special request for table linens or other decorations;
 - e. Security, and;
 - f. Additional or special A/V requests (i.e., digital recording, additional microphones, special lighting).

Note:

1. "Event" denotes 4 hours included. Hourly rate then applies if event goes past 4 hours.
2. TXWES sponsored events require authorization from executive level administrator (President, Chief of Staff, or Vice President).

SECTION 6: FOOD AND BEVERAGE SERVICE

6.1 Food Service Policy

All meals served inside the Martin University Center and the outside area must be catered by Aramark. Exceptions to this rule must be approved through the Office of the President and/or the Division of Student Affairs. Snacks, such as cookies and punch/water, cake and punch/water, or chips and punch/water, may be provided by event organizers, so long as the Division of Student Affairs is informed prior to the event. It is the responsibility of the party providing the food to ensure the area is clean and left in the same manner as the space was upon arrival.

6.2 Ordering Catering

After the appropriate facility reservation has been approved by the Martin University Center Administration, food and beverage arrangements may be made through Aramark at 817-531-4490 or by email at dining@txwes.edu. All food and beverage arrangements are the responsibility of the organizing group.

Aramark's catering menu can be found at <https://txwes.campusdish.com/-/media/Local/Higher-Education/GroupA/TexasWesleyan/Files/TXWU-Everyday-Catering-Menu-2019-2020.ashx> .

6.3 Alcohol

Alcohol may be served in the Martin University Center with the express written approval of the Office of the President and/or the Vice President for Student Affairs. Requests should be made at the time the reservation request is submitted.

In the event that additional clean-up is required following a reservation, the group holding the reservation will be held financially responsible for the necessary work.

SECTION 7: DECORATIONS

7.1 Decoration Limitations

Tape, glue, tacks, or nails are not permitted on the walls, doors, floors, ceilings, glass, woodwork, draperies, moveable walls, or any painted surface in the Martin University Center. Glitter, hay, loose sequins, confetti, open flames, and/or paint are also expressly forbidden in the Martin University Center.

7.2 Damages Caused by Decorations

Groups that cause damage to the facility or furnishings or that decorate using materials requiring excessive clean up time will be assessed a fee or the actual cost of repair or cleaning, whichever cost is greater.

7.3 Ingress and Egress

Doorways, hallways, corridors, staircases, and fire exits cannot be blocked or obstructed.

7.4 Decorations: Set-up and Teardown

Groups bringing decorations must provide the labor necessary to set up and teardown their decorations. All set up and teardown must be completed within the reservation time period.

7.5 Candles

Use of candles must be pre-approved by the Division of Student Affairs staff. Only requests for the use of candles enclosed in glass or floating in water will be considered.

SECTION 8: OUTDOOR POLICIES

8.1 Weather Plans

Groups reserving outdoor spaces are permitted to also reserve an indoor location in the Martin University Center to use in the event of inclement weather. Reservations of back-up space are not guaranteed and is subject to availability. All events are subject to the University's inclement weather policies.

8.2 Outdoor Equipment

See [section 4.11](#) for information on table usage and rentals for outdoor events. Small portable outdoor audio-visual equipment may be used in the amphitheater, Kay Granger Mall, and fountain area. Requests for equipment setup must be included in requests for space reservations, table usage, and rentals for outdoor events. Setup of outdoor equipment may include an additional charge.

Event organizers must coordinate the reservation of trash cans, electrical access, water access, and the adjustment of the University's grounds keeping schedule at least five (5) business days in advance of the reservation by contacting the Texas Wesleyan University Facilities Department at 817-531-4252.

8.3 Large-Scale Outdoor Events

Any large-scale outdoor event must be coordinated with the Martin University Center and all necessary equipment must be rented from a Texas Wesleyan University-approved rental company. The Martin University Center does not provide tents, tables, staging, or AV equipment for large-scale outdoor events. Refer to section 4.15 in compliance with all delivery, set-up, and tear-down of rented equipment. A timeline of delivery and tear-down is required in conjunction with event reservation.

A comprehensive list of approved vendors is kept by the Martin University Center Administration and can be provided to an event organizer upon request.

8.4 Overnight Use

Reservation and use of the Martin University Center outdoor spaces is limited to the operating hours of the Martin University Center. Overnight use, such as campouts, are prohibited.

8.5 Noise

The Division of Student Affairs Administration reserves the right to restrict the use of amplified sound and activity in outdoor spaces in order to maintain a healthy living environment for on campus residents and area neighbors.