Facility Use Policy

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General Description

Policy Summary:

This policy establishes the framework for the use of Trinity University facilities and University-hosted online platforms. It defines the types of events permitted, the approval processes required, and the restrictions applicable to internal and external users.

Purpose:

The purpose of this policy is to ensure that the use of University facilities and University-hosted online platforms supports Trinity's educational mission, aligns with the University policies and values, and provides a consistent process for event approval and oversight by University departments, student organizations, and external parties.

Scope:

This policy applies to all faculty, staff, students, registered student organizations, and third parties seeking to use Trinity University facilities or University-hosted online platforms for events and activities.

Exceptions:

- The University Registrar schedules academic courses that are exempt from this policy.

- Internal gatherings of Trinity faculty, staff, or students that are limited to departmental or office activities, periodic internal meetings without outside speakers, or events published in the class schedule and held within classrooms are exempt from this policy.

- University departments that routinely host frequent or recurring events, such as musical or theatrical performances, may make separate arrangements with the Approving

Authority and the Events Review Committee for a consolidated or expedited review process.

Policy Content

I. General Principles

All use of Trinity University facilities and University-hosted online platforms must support and reflect the University's educational mission and be consistent with the Student Rights & Responsibilities. Priority will always be given to University operations and Trinity-sponsored events. The land, buildings, and digital platforms of Trinity University are private property and resources; the University reserves the right to regulate access and use to protect its mission, community, and operations. All use is subject to applicable federal and state laws governing private property and individual rights.

Trinity University's facilities are shared assets that exist to advance the University's mission of teaching, learning, research, and community engagement. The privilege of using University space carries with it a responsibility of stewardship. No classroom, office, venue, or area belongs to an individual, department, or office; instead, all facilities are to be managed in a manner that respects the needs of the entire University community. Use of facilities must align with the values and purposes of the University, comply with all University policies and regulations, and adhere to applicable laws. Above all, facility use should foster an environment that supports academic excellence, student success, and community well-being.

Facilities may be made available for rental for an External Event at the discretion of the Approving Authority, as long as the External Event is consistent with the University's mission and does not interfere with University operations or conflict with a Trinity-sponsored event or Student Organization-sponsored event.

At specific periods during the academic year—such as New Student Orientation, Fall Family Weekend, Spring Family Showcase, Alumni Weekend, and Commencement Weekend—priority for facility reservations will be given to events directly associated with these major University occasions.

Virtual events hosted on University platforms (e.g., Tiger Network, Trinity's official social media accounts, or on Trinity-owned or licensed technologies) involve using the University's name and resources. They should generally adhere to the principles and policies applicable to in-person events.

Except as set forth herein, no office or department of the University has the authority to commit the use of Trinity University facilities or to process, evaluate, or act upon such a request.

II. Events

A. Trinity-Sponsored and Student Organization-Sponsored Events

1. Space Reservation And Event Approval

All Trinity-sponsored and Student Organization-sponsored events are subject to space availability and require approval by the applicable Approving Authority. Each event shall have a designated Event Sponsor. The Event Sponsor assumes complete responsibility for scheduling the event, arranging all event details, and attending and monitoring the event while it is in progress, or designating a person to be responsible for these tasks. The Event Sponsor or designee must be accessible in advance of and during the event to address any concerns that may arise.

The Event Sponsor must request the event by submitting a T-SPACE Reservation in accordance with the Event Review Guidelines. T-SPACE Reservation must be submitted for all events except:

- Routine department or office meetings or gatherings,
- Periodic meetings with no outside speakers present, and
- Events held within an academic space that are part of the curriculum for an academic course.

Except in extenuating circumstances, the T-SPACE reservation must be submitted at least one month before the event.

Note: Reservations for Restricted Spaces must follow the process outlined in Subpart C below.

Student Organization Event Sponsors will complete the Student Organization Event Information Form in Presence and submit it to Student Engagement & Development for review and approval.

If the event location is reservable in T-SPACE, the Student Organization will submit a T-SPACE Reservation Request.

The T-SPACE Reservation Request and/or the Student Organization Event Information Form will be sent to the Approving Authority, who will determine whether to approve or deny the event without further review or to seek recommendations from the Event Review Committee before acting on the request. If the T-SPACE Reservation Request or Student Organization Event Information Form is submitted to the Events Review Committee, the Committee will assess the event in accordance with the Event Review Guidelines and provide recommendations to the Approving Authority for consideration.

T-SPACE Reservation Requests will not be confirmed until the Request and/or Student Organization Event Information Form is approved by the appropriate Approving Authority. Events cannot be promoted or advertised until the T-SPACE reservation request has been approved. For Student Organization events, the Event Information Form must be approved by Student Engagement & Development. If applicable, the T-SPACE Reservation Request must be approved before the event is advertised. Failure to comply with T-SPACE Guidelines and Event Review Guidelines, including timely notice of cancellation, will result in the loss of facility usage privileges.

2. Event Support and Costs

Space is provided at no cost for Trinity-sponsored and Student Organization-sponsored events. However, charges may be assessed for Trinity University's direct costs in supporting the event, as appropriate, to meet the unique needs associated with the event.

Once the Approving Authority approves an event, the Event Sponsor is responsible for coordinating with appropriate University departments to address the unique needs and pay the associated costs (including overtime fees), if any, for the event, including, for example:

- Facilities Services for space set-up arrangements
- Trinity University Police Department for security and parking needs
- Housekeeping to request routine or special cleaning.
- Laurie Auditorium and/or Information Technology Services for audio-visual equipment and technicians.
- Dining Services to arrange food and beverage services. For events involving alcohol on campus, refer to the Event Review Guidelines.

3. Participation and Support by Outside Individuals

When Trinity-sponsored or Student Organization-sponsored events involve the participation of outside individuals, the Event Sponsor is responsible for ensuring the outside participants comply with applicable University policies.

When a third party provides services in conjunction with or in support of the Event, the Event Sponsor is responsible for complying with the Contract Policy and Procedures.

B. External Events

All requests for the use of Trinity University facilities for external events must be submitted through the Conferences and Special Programs Event Submission Form. The request will be routed in T-Space to the appropriate Approving Authority. The approving authorities for academic departments are either the school's Dean or the Department Chair.

Use of University facilities by external parties requires that the event be consistent with the mission, interests, and purposes of the University as expressed in policies and statements adopted by the Board of Trustees. Faculty, staff, and students acting in a personal capacity may not reserve space for outside organizations unless permitted under the definition of an external event. Registered student organizations, when acting in their recognized capacity, are considered University-affiliated and not external.

Examples of External Events that are not consistent with the interests and purposes of the University include, but are not limited to:

- For-profit business seminars, workshops, or classes;
- Recurring meetings or events;
- Public religious services;
- Fundraising events; and
- Social events of a personal nature (other than life-cycle events held in Margarite B. Parker Chapel and its associated outdoor spaces).

Not all University facilities are available for use for External Events. External Events will not be approved to occur on an official University holiday except in extraordinary circumstances, as determined by the Vice President for Finance and Administration.

All External Events must comply with the University's Contract Policy and Procedures, and the external party is responsible for all costs incurred by the University related to the event.

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C. Reservations for Restricted and Residential Spaces

Private residential spaces in residence halls may not be listed on T-Space; community and shared spaces, such as large kitchens or lounges, may be listed on T-Space and subject to additional restrictions.

III. Restrictions and Conditions for all Events

A. The views and opinions of speakers and the use of the University's facilities or online platforms in no way imply any endorsement by the University.
B. The University reserves the right, in its sole discretion, to terminate, cancel, reschedule, and/or relocate a speaker or event and to limit attendance at an event, including to members of the campus community.
C. An invitation to speak or permission to hold an event at Trinity University or through its online platforms does not authorize any unlawful activity; activity that endangers or threatens to endanger the health, safety, or welfare of any member of the community; activity that damages or threatens any of the University's facilities; or activity that disrupts or is reasonably anticipated to disrupt the University's operations.
D. All events must align with and support the University's mission.
E. Failure to comply with a request by a University official, such as a campus police officer or administrator, may result in either removal from the event or termination of the event itself. Disciplinary actions against members of the University community may also be warranted in such cases.
F. All events involving partisan or non-partisan political activity must comply with the University's "Guidelines for Political Activities for Students" and not threaten the University's status as a 501(c)(3) organization.
G. Once the event is approved, existing logistical plans and arrangements may not be changed within five days of the event.
H. Event promotion may not proceed until the Approving Authority approves the event. Event promotion must comply with the Commercial Enterprise Policy and the Solicitation and Promotion Policy.
I. Camping is not permitted on Trinity University property, except when approved in writing in advance by the president of the University or his or her designee.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Academic Space	Includes, but is not limited to, lecture halls, classrooms, laboratories, dance and fine arts studios, theatres, and seminar rooms used for credit-bearing, instructional purposes. Academic spaces are scheduled and managed at all times by the Office of the Registrar.
Approving Authority	A Trinity University administrator (an academic department Chair or Director-level administrator and above) who has operational authority

Term:	Definition:
	over the department holding the Event or the Trinity University employee who has been delegated responsibility by an academic Department Chair or staff member with the title of Director and above to approve events in a particular campus location.
Camping	1. The establishment of, or attempt to establish, temporary or permanent living quarters at any location on university property other than residence halls, apartments, or university-owned faculty and staff homes and outdoor areas of said homes; 2. Sleeping outdoors with or without bedding, a tent, or a similar device, structure, protection, or equipment between the hours of 10:00 p.m. and 8:00 a.m. 3. Sleeping in or under any parked vehicle; Establishing or maintaining outdoors, or in or under any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, 4. or sleeping by setting up any bedding, sleeping bag, mattress, tent, or other sleeping equipment, or by setting up any cooking equipment that Enterprise Risk Management has not approved.
Event Information Form	Refers to the form that a Student Organization Event Sponsor is required to complete and submit to Student Engagement & Development as the Approving Authority for approval of an event.
Event Review Committee	Comprises faculty, staff, and student representatives. The committee meets regularly to review proposed events and provides recommendations for event management to the Approving Authority.
Event Sponsor	The Event Sponsor must be a Trinity University academic department, business unit, individual faculty member, individual staff member, or student organization representative. The Event Sponsor must ensure that approval is obtained from the Approving Authority in advance of submitting the request for space in the T-Space system. Faculty Event Sponsors must consult their Department Chairs for approval. Staff Event Sponsors must consult a Director-level administrator or above for approval.

Term:	Definition:
External Event	An External Event is any event or activity that is not sponsored by or affiliated with a Trinity University department, registered student organization, or official University program. Events or activities organized by faculty, staff, or students in their personal capacity—rather than within the scope of their University employment or organizational role—are considered External Events. For students, this means that events organized through a recognized or registered student organization are considered University-affiliated and are not classified as External Events. Faculty, staff, and students shall not use their University affiliation to reserve or sponsor facilities for outside groups or organizations unless (i) a bona fide, documented relationship exists between the University and the external organization, (ii) prior written approval has been granted by the appropriate Approving Authority, and (iii) final written approval has been granted from Conferences and Special Programs, after the completion of a Facility Use Agreement
Facility	Any land, building, and indoor or outdoor space owned or controlled by Trinity University.
Non-Academic Space	Includes conference rooms, meeting rooms, outdoor areas, and all other spaces not primarily intended for credit-bearing, instructional purposes.
Residential Space	On-campus housing provided by Trinity where students, faculty, or staff live. This includes residence halls, apartments, or university-owned faculty and staff homes and outdoor areas of said homes.
Restricted Space	Includes the Great Hall, the Forrest M. Smith Dining Room, Miller Fountain, Board Room, Trustee Conference Room, Lot A Annex, Northrup Hall Lobby, Northrup Hall Garage, and all other spaces that may be reserved only with permission from the President's Office.
Student Organization-Sponsored Event	An event or activity held by a registered, University-sponsored, or fraternity/sorority student organization.
Trinity Scheduling Planning and Calendaring Events System (T-SPACE)	A university reservation system used to reserve all spaces on campus.

Term:	Definition:
Trinity-Sponsored Event	A university-approved event or activity held by an academic department or administrative office of the University.

Attachments

Acknowledgement Statement

Event Review Guidelines

Guidelines for Political Activities for Students

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Contract Policy & Procedures	RISK-0007
Policy	Commercial Enterprise Policy	BUSO-0035
Policy	Solicitation & Promotion Policy	FACS-0005

Related Content:

Event/Scheduling/T=Space Web Page (Marketing)
Event Review Web Page

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v4.0	10/7/2025 2:44 PM	Pamela Mota
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Vice President Approval:

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