



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: Campus Support Services

Campus Event Support	MAPP 04.03.02
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I. POLICY

- A. The Campus Support Services Department at Lamar University's (LU) Office of Facilities Management helps to ensure that campus events run smoothly and successfully by providing, on request, certain logistical services for these events.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

III. ROLES AND RESPONSIBILITIES

- A. Campus Support Services provides logistical support that includes, but is not limited to, transporting equipment required for an event, including chairs, pipe and drape, staging, additional trash containers, and similar items. Campus Support Services is not responsible for setting up or breaking down these items, whose set-up and break down is handled by other University staff and/or the event organizers.
- B. Campus Support Services may provide additional logistical and other support for an event if these services are agreed upon by organizers and Facilities Management before the event and fall within Campus Support Services' areas of responsibility.

IV. PROCEDURES

- A. Prior to an event, an event's organizers should contact Facilities Management Customer Service to request support for an upcoming campus event. Organizers should submit their request far enough in advance to ensure that Facilities Management has enough time to arrange support. Depending on the event, organizers and Facilities Management may need to discuss and agree upon the type and level of support needed for the event.

Note. Large events may require greater coordination and planning. In these cases, event organizers and Facilities Management staff may meet one or more times, in advance, to discuss appropriate support. Event organizers who have

questions regarding the level of coordination, planning, and support needed should contact Facilities Management for guidance.

- B. After being contacted by an event’s organizers, Facilities Management Customer Service creates a work order, which includes the event date, time, location, and a description of services needed.
- C. Customer Service assigns the work order to the Director of Campus Support Services. The Director then coordinates and schedules services with Campus Support Services staff.
- D. Before, during, and after the event, Campus Support Services staff provide the logistical and, if applicable, additional support agreed upon before the event. (Additional support should fall within Campus Support Services’ areas of responsibility.)

V. COST AND PAYMENT

- A. Payment for event support is arranged according to Facilities Management’s Fee Structure Policy.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VII. APPROVAL

Dr. Robert H. Wagner	07/19/2022
_____ Chief Operations Officer	_____ Date

Dr. Jaime R. Taylor	07/20/2022
_____ President	_____ Date

REVISION LOG

Revision Number	Date	Description of Changes
1	07/11/2022	Version created.
	07/20/2022	Version approved by President.