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# West Texas A&M University™

## WTAMU Graduate Suite Access and Usage Procedures and Guidelines

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## The Graduate Suite

The Graduate Suite is a state-of-the-art facility located in Killgore Research Center. **The space is reserved for the WTAMU graduate enterprise at WTAMU.** Among other graduate related activities, it is a purposeful location for graduate students to meet and interact with faculty and peers, to present research, to conduct workshops and interviews, and to complete graduate requirements related to thesis and dissertation defenses. The suite contains the following:

- 2 XGA LCD projectors with electronic screens
- New PC with Windows 7 and interactive pen display
- Elmo Document Camera
- DVD/VCR combo
- Laptop connection w/audio
- Room control system with integrated switcher and audio amplifier
- 4 6" two-way speakers in the ceiling
- Interactive touch panel to control the equipment
- Seating potential of up to forty four people

Graduate School, and the Dean of Graduate School, provides oversight for the Graduate Suite. Please note, security cameras may record activities in the Graduate Suite.

## HOURS OF OPERATION

Normal operating hours are Monday through Friday 8 am - 5 pm except for University holidays or weather/emergency closures. Graduate students and faculty are encouraged to utilize the space in a come-and-go fashion between the hours of 8-5. The exception to this usage would be a prior reservation that reserves the space for a specifically designated graduate related purpose. Access any time after normal operating hours must be reserved.

## TO RESERVE THE SPACE

Please complete the reservation form located at <https://apps.wtamu.edu/forms/krcreserve.php>

The space is not available for externally sponsored events – only for internal WTAMU graduate related activities and events. Space is reserved on a first-come-first-served basis.

## RESPONSIBILITIES

### Alcohol

Alcohol is not allowed in the Graduate Suite.

### Amplification of Sound

Sound levels of events in the Graduate Suite may not disrupt regular business operations and must remain at a level appropriate for the research facility. The space noise level must remain conducive to studying and academic work. The use and volume of sound systems, stereo systems, or other musical/sound devices must have prior approval (contact Graduate School).

### Audio/Video

The Graduate School reserves the right to require technical service staff for meetings and events. Hourly fees will be charged by WTAMU A/V services and must be paid for by the meeting sponsor.

### Bicycles/Non-Motorized Vehicles

No running, roller-skating, roller-blading, skateboarding, or bike riding/bikes or other related outdoor equipment in the Graduate Suite.

### Building Hours/After Hours

All events/usage must end 15 minutes prior to regularly scheduled closing time, if no prior arrangements have been made for extended hours. Any requests for extended hours must be made in advance and approved by contacting the Graduate School.

### Cleanliness

Organizations or individuals using the Graduate Suite facilities or equipment will be held financially responsible for damage and/or cleaning. The group hosting an event is responsible for cleanup, repair of damages and replacement of damaged equipment, art, furniture, technology, carpet, paint, or anything else that exists in the Suite. If an excessive amount of trash has been left in the room, a charge will be billed to the customer for housekeeping. Furniture may not be rearranged without the permission of the Graduate School.

### Decorations/Posters/Wall Hangings

Only table top decorations are allowed. All table top decorations must be removed immediately following the activity. Nothing may be left or stored in the Graduate Suite. Any items left in the facility will be disposed of and removal costs billed to the associated individuals or organization. No decorations, posters, or materials of any kind may be hung from any wall, acoustic panel, ceiling, door or other surface of the suite. All decorations

must have advance approval of the Graduate School.

Helium balloons or tanks are not allowed in Suite.

Fog/smoke machines may not be used in any part of the KRC, including the Suite. These machines will set off the fire alarms throughout the building.

Candles may not be burned in any part of the KRC or the Suite.

### **Emergency Safety (buff alert, tornadoes, fire, etc.)**

In the event of an emergency during an event, all Suite occupants will follow the proper procedures outlined in the WTAMU emergency manual. All building occupants are expected to follow all instructions given to them by a Graduate School or KRC staff member.

### **Food/Catering**

No beverages with permanent dyes are allowed in the Suite (i.e. red punch, anything with cranberry, raspberry or blueberry juice, anything that can stain fabric, etc.). Otherwise, graduate students and faculty may feel free to bring beverages (non alcoholic) to enjoy in the Suite. Additionally, the Suite may be utilized for enjoying sack lunches or study snacks. Please note, there is no microwave or refrigeration component in the Graduate Suite. Please clean up after yourself. Trash cans are available.

*In accordance with existing contracts and University rules, catering will be allowed within the following guidelines.*

All catering of food shown on the regular menu of the food court restaurants must be done through the food court restaurants. The WTAMU food service director must approve all other food requests.

The use of heating appliances (open-flame devices, toaster ovens, heating plates, sterno cans, fry cookers, etc.) to prepare food or to warm food is neither allowed in the Suite, nor on the outer perimeters of the KRC. No cooking in the Suite. Upon approval by the Dean of the Graduate School, exceptions may be granted for certain events contracted through University food services.

Any person or group serving food within the Suite shall hold harmless WTAMU, its agent, employees, and representatives from any liability or action arising from personal injury or property damage caused by the negligent act of omission or commission of the group.

Food Safety: The group hosting an event is liable for all food safety preparation and service. Individuals within the group are expected to follow standard food safety and hygiene practices for food served or sold.

### **Event Liability Insurance**

Student organizations and/or departments that are hosting an event, may be required (as determined by the Risk Assessment process) to verify that all participants have a signed TAMUS liability waiver on file before participating in the event.

### **Lost & Found**

A lost and found will be operated at the University Police Department for items found at the University.

### **Parking**

There are no specific parking spaces associated with the Graduate Suite. Parking must be conducted as per University procedures. Contact parking services for additional information.

### **Political Activity**

Table space for candidates of political or student government elections is not allowed unless sponsored by a registered graduate student organization or graduate University department.

### **Reservations**

The Graduate School reserves the right to deny space usage for any group/event that is programmatically or operationally impractical to accommodate or that conflicts with the University's mission or policies.

Graduate School reserves the right to cancel, interrupt, or terminate any event in the interest of public safety, noncompliance with university policies, or if the event can be viewed as inappropriate or not consistent with the mission of West Texas A&M University.

Groups should not advertise their events until the confirmation has been received.

The Graduate Suite holds events up to a per person count of forty four. Larger groups should be accommodated at other university venues.

The use of the Graduate Student Suite will be scheduled through Graduate School.

Scheduling an event at least 2 weeks in advance is recommended.

The University is not liable for problems that might occur prior to or during the rental period (i.e. power failure, air conditioning problems, sprinkler systems, etc.)

In case of University emergency, any event may be cancelled.

The Graduate School will not be responsible for acquiring any special equipment for any group unless agreed upon when the reservation is made.

### *Other*

Please note: WTAMU departments and student organizations may not serve as fronts for off-campus organizations. If “fronting” is discovered, the event will be cancelled.

If the date of a confirmed event needs to be changed, it must be done so in writing to the Graduate School, email: [graduateschool@wtamu.edu](mailto:graduateschool@wtamu.edu). There is no guarantee that the new date will be available until the change is made in writing and prior reservations are checked for the same location, date and time.

Classes may be scheduled on a one-time basis during each semester. Classes will not be allowed to use the graduate suite on a regular basis.

### **Sales**

Registered graduate student organizations sponsored by a graduate University department/College, and outside vendors may be permitted to sell items in the Graduate Suite if they have an approved exhibitor’s agreement. No items may be sold that conflict with the sales of an auxiliary service (i.e., University Bookstore, ARAMARK) without the auxiliary service director’s approval.

### **Smoking/Tobacco**

Smoking and use of any tobacco products will not be allowed in the Graduate Student Suite. Smoking is not permitted outside within 50 feet of any entrance into KRC.

### **Weapons/Firearms/Illegal Substances/Chemicals**

Illegal substances, weapons, firearms are not permitted in the Graduate Suite. The possession, use or threat of use of any chemical, biological agent, or any combination of compounds (even legally possessed) that are used or could conceivably be used in a manner that harms or threatens to harm persons is strictly prohibited on University property or at University functions, including those at the Graduate Suite. Only University faculty, qualified by appropriate credentials, may order, accept delivery, use, or supervise the use of chemicals, biological agents, or combinations of compounds as stated above. Such chemicals or biological agents in possession of anyone not qualified by credential to possess them shall be confiscated and disposed of by the proper University authority. The Graduate Suite is not a teaching or research laboratory and may not to be used as such.

### **Request for Access [Form](#)**