

CIR Conference Facilities Guidelines and Procedures

Hours of Operations

The Center for Infrastructure Renewal (CIR) Facility is open Monday through Friday from 8:00 AM until 5:00 PM. These hours may be extended for special events as needed. Times may vary depending upon the nature of the event. The CIR also reserves the right to block off use of the facilities at any time at the discretion of the Director.

An after-hours fee (\$50/hour) will apply for usage of the facility outside of normal business hours (8:00 am – 5:00 pm, Monday-Friday). This includes set up and tear down time and applies to all users. Please contact staff for more details and to confirm after-hours availability.

Eligibility for Use

All groups requesting the use of the CIR Conference Facilities are subject to the approval of the Director or his/her designate, in accordance with TAMUS and TAMU Policies, Rules, and SAPs.

Reservations

Requests for use of the CIR Conference Facility shall be made to the Manager who maintains the schedule for all associated rooms/spaces. The Manager will attempt to resolve any scheduling conflicts that may arise. If the Manager cannot resolve the conflict, the Director will address the conflict.

1. **Priority.** The CIR Conference facilities shall be utilized by TEES, TTI, engineering academic departments, other Texas A&M users and affiliates, and other non-affiliated entities, based on availability. Priority will be given to TEES and TTI events and programs, as well as those activities that are directly related to infrastructure and the advancement of the CIR mission and vision.
2. **Confirmed Reservations.** Reservations should NOT be considered confirmed until official confirmation through the CIR's venue management portal. Confirmed reservations are subject to cancellation by the Director or his/her designate for the following reasons:
 - a. User fails to comply with the terms of the reservation;
 - b. User fails to comply with conditions stated therein;
 - c. User fails to demonstrate adequate financial resources for presentation of the program;
 - d. User is not willing or able to adequately perform all required duties and responsibilities related to the program; or
 - e. TAMU is officially closed due to weather or other emergency conditions.
3. **Reservation Requests:** Reservations for large scale events, particularly those that require after-hours staffing, must be submitted and confirmed at least 2 weeks prior to the event date. This includes confirmation of all event details and payment information.
4. **Identification of Sponsor.** The user may not assign or delegate any control or responsibility to any other user or co-sponsor, agent or third party without prior written approval of the Director. All users or co-sponsors of a program must be clearly identified prior to confirmation of a reservation. Reservations for presenting one program may not be used for presenting a different program without written approval by the Director.
5. **Assignment of Reservations.** No reservation may be assigned in whole or in part to another user by the original user.
6. **Tours.** If the user is interested in integrating a tour of the CIR Lab Facilities into their event or program, the Manager will work with CIR Leadership and other appropriate CIR personnel to make arrangements. All tours are subject to availability.

7. **Lab Usage.** Arrangements for utilizing the CIR Lab Facilities in conjunction with an event or program must be arranged with and approved by the lab lead. Lab access is subject to availability and safety requirements.

General Policies

1. Appropriate standards of dress and behavior will be observed at all times for events held at the CIR.
2. All groups are responsible for leaving the CIR Conference Facilities and equipment (lecterns, kitchen appliances, AV and IT etc.) clean and orderly after use and are responsible for any damages incurred. An additional clean-up charge may be assessed for areas not left in a satisfactory condition.
3. A representative of the CIR must be present at all events held in the CIR Conference Facilities. Any complaints regarding the CIR and its operation shall be addressed to the Director.
4. Decorations may not be affixed to walls, ceilings, or stairways of the CIR Conference Facilities. No candles, confetti, glitter or glue may be used.
5. Display screens located in the conference facilities can be customized with still images or slideshows for each user. A fee will apply for after the first hour spent on requested customization.
6. Animals are not allowed inside or on the CIR grounds, except for the TAMU official mascot, Reveille, and properly marked service animals.
7. The use of special equipment, including additional furniture, must be approved by the Manager. Arrangement for set up and removal of such equipment and all associated costs are the responsibility of the user organization.
8. All persons or groups using the CIR must abide by the Policies and Procedures outlined in this document and posted at the facility.
9. The CIR will not be responsible for lost or stolen articles or for any liability arising from the use of the CIR Conference Facilities or the associated lab facilities. Found articles will be left in the office at the CIR, located on the second floor.
10. Modifications and exceptions to the policies and procedures contained in this document may be made at any time it is considered appropriate by the Director.
11. There is no public copier available for use by user groups.

General Procedures

Any proposed use of the CIR Conference Facilities must be appropriate to and suited to the size, structure, purpose and operating costs of the facility. All proposed events must be conducted in accordance with applicable state and federal laws and regulations as well as rules, regulations and policies of TAMU and the Board of Regents of the TAMU System. Users must demonstrate to the satisfaction of the Manager that they have the staff, experience, contracting authority, financial resources or other qualifications necessary for carrying out the proposed program in a satisfactory manner.

1. **Review of Contracts.** All contracts related to the presentation of a program, including contracts between users and speakers, performers, subcontractors, managers and others, must be available to the Manager.
2. **Hazards.** If the Manager determines that a proposed program poses a potential hazard of public safety, the program may be canceled or denied. No user may install or operate any equipment, fixture or device, nor operate or permit to be operated any engine, motor or other machinery or use gas or other flammable substances in the facility except with prior written approval of the

Director, and under such conditions and restrictions as the Director may specify. All electrical connections must be made by TAMUS personnel under the direction of the staff of the CIR. CIR personnel/staff must operate all house equipment. No equipment, device or fixture may be used which endangers the structural integrity of the facility as determined by the Director or his/her designate.

3. **Event Planning.** The member/entity sponsoring and organizing the event shall be responsible for the event programming as well as all associated costs. Programming includes but is not limited to:
 - a. event/program agenda
 - b. catering arrangements
 - c. budget preparation and management
 - d. any related communications materials, such as website development, marketing efforts, presentations, and printed programs
 - e. invitations, invitation lists and RSVP management
 - f. collaterals, handouts and name tags
4. **Furniture.**
 - a. The large training room is furnished with sixty 60" x 24" training tables and 120 chairs. The tables and chairs are on casters and can be moved within the space at the request of the user. Requests must be submitted with at least one week's notice and are subject to a reset fee. Only authorized staff may move the tables, chairs and podiums.
 - b. The CIR does not provide linens.
 - c. The conference facility includes 2 boardroom style rooms with video-conferencing capabilities. The furniture in these rooms will remain unaltered.
 - d. Arrangements for other furnishings can be provided by Rudder Theatre Complex or an outside vendor at an additional cost to the user.
5. **Parking.** Parking for the CIR Conference Facilities is located in front of the building.
 - a. Texas A&M University parking permits are valid in the CIR parking lot. You are required to register your license plate with your TAMU permit. Log into your account on Transportation Services' website and ensure your license plate has been added to your TAMU permit.
 - b. For events with 30 guests or more, the host entity will need to make arrangements with Transportation Services to either (1) purchase placards or (2) purchase the lot. Users should contact Transportation Services at (979) 862-7943 as to the availability and services available. <http://transport.tamu.edu>
6. **Catering.** If a caterer will be used, the catering vendor shall work with the Manager to make arrangements for arrival, set up and clean up. The CIR reserves the right to approve or deny use of specific catering vendors if doing so is in the best interest of the CIR Facilities.
7. **Signs and Displays.** Signs, messages or other materials may be posted, displayed, distributed or announced in, on or adjacent to, the CIR Conference Facilities only in assigned locations and with prior approval of the Manager. Such materials may not be fastened to any part of the facility except in spaces provided for this purpose and may not be permitted to interfere with safety.
8. **Smoking.** RELLIS is a smoke-free campus. In accordance with that policy, no smoking is allowed in or on the grounds of the CIR Facilities.
9. **Exceptions.** Any exceptions to these guidelines and procedures must be approved by the Director.

Alcoholic Beverages

1. **Possession or Use.** Possession or use of alcoholic beverages at the CIR requires the review and concurrence by the Manager and the Vice Chancellor/Dean of Engineering or his/her designee for each event. In addition, in all cases possession or use of alcohol must be in full compliance with applicable State laws including the Texas Alcoholic Beverage Code. Student groups will not be allowed to have alcohol at the CIR.
2. **Service.** Only Chartwells Dining Services may serve alcoholic beverages during events held at the CIR. Please contact the Manager to obtain an alcohol request form. This form must be submitted for approval at least 2 weeks prior to the event date.

Fees

1. A current approved fee schedule is available on the CIR website: <https://cir.tamu.edu/>
 - a. **Tier 1:** As sponsoring partners of the CIR, Texas A&M Engineering Experiment Station (TEES) and Texas A&M Transportation Institute (TTI) shall not be charged a fee for use of the CIR Conference Facilities for infrastructure-related events where no fees/costs are collected.
 - b. **Tier 2** applies to (1) TEES and TTI in conjunction with a non-affiliated entities (public or private); and (2) all Texas A&M University and Texas A&M University System Members.
 - c. **Tier 3** applies to all other entities (public or private) not affiliated with Texas A&M University and Texas A&M University Systems.
 - d. All entities are subject to after-hours fees for usage of the facility outside of normal business hours (8:00 am – 5:00 pm).
 - e. All entities are subject to a room rest fee in the case of labor intensive or last minute requests.
 - f. In cases where it is unclear if a fee should apply, the decision to charge the fee shall be made at the discretion of the Director.
2. **Deposit.** An advance deposit, as specified in the fee schedule, may be required for confirmation of a reservation for programs sponsored by non-affiliated organizations.
3. **Bond and Insurance.** Non-affiliated users of the facility may be required to provide a contract performance bond or pre-payment. Non-affiliated users may be required to provide liability insurance covering injury to persons, including those resulting in death, and property damage insurance, including damage to the CIR Facilities, in amounts and under policies satisfactory to the Texas A&M University System Director of Risk Management. Copies of such policies shall be furnished to the Manager no later than 30 days prior to the program and in all cases prior to the announcement of the program.
4. **Payment for Damage.** All users and sponsors shall be responsible for payment for damage to the CIR Facilities and its fixtures and equipment, whether caused by the user or its patrons.
5. **Late Cancellation Charges.** All users will be billed 50% of the rooms flat rate facility usage fee for any reservation canceled later than 14 days before the date of the event.

Billing

All bills prepared by the CIR will be considered payable in full upon receipt. The CIR reserves the right to require deposits and appropriate account numbers for organizations/groups using the CIR Facilities. All users will be billed per the fee schedule. Estimates will be provided at user's request. Staffing requirements will be determined by the Manager in relation to the demands of the event. A time log will be maintained for additional staff needs and the client will be billed after the event.

Wi-Fi

Wi-Fi is available throughout the CIR building for no additional cost. Further instructions provided as requested.