USE OF GEORGE J. BETO CRIMINAL JUSTICE CENTER

All Beto Criminal Justice Center facilities, spaces, equipment, and grounds shall be used only in pursuit of the objectives stated in the agreement (executed on November 17, 1973, by Sam Houston State University and the Texas Department of Criminal Jusitce for the original and continuing use and purposes of the Center. The Beto Center will provide facilities for workshops, conferences, and special events sponsored by professional organizations connected with the criminal justice system. Groups not affiliated with Sam Houston State University or connected with the criminal justice system may be granted use of Beto Center facilities only on an excepted basis according to the general policies provided herein and an agreement to adhere to the specific rules and procedures governing the use of the facilities. It is the responsibility of the user to become acquainted with and abide by these rules.

1.0 Definitions

1.01. University group shall mean an academic school, department, program, university council, committee, and faculty or staff group. In order to be considered a university group, the group must include a faculty or staff member. Social fraternities and sororities, for purpose of this policy, are not considered university groups.

1.02. Outside group shall mean any organization or group that is not included within the term university group.

1.03. TDCJ group shall refer to any department or division of the Texas Department of Criminal Justice.

2.0 Priorities and Limitations for Use of Beto Center Facilities

2.01 Mission of the Beto Criminal Justice Center

Nothing contained in this policy shall be construed to prohibit or hinder the operation of the Beto Center in fulfilling its mission as an institute for research and education in criminal justice. All activities associated with that mission shall have priority in the use of the Center's facilities.

2.02 Priorities of Use

Activities within the Beto Center will be scheduled according to the following priorities:

(a) Criminal justice agencies and professional organizations (local and statewide) for meetings, training, or other activities.

(b) Sam Houston State University professional organization and university groups, non-criminal justice related.

(c) TDCJ groups.

(d) Outside group, as previously defined.

(e) Organizations or groups specifically approved by the Sam Houston State President and exempted from this system priorities.

3.0 Reservations

3.01 All requests for reservations for conference facilities in the Beto Center, to include the dining service, will be directed initially to the Criminal Justice Conference Center Coordinator. Requests for courtroom facilities will occasionally need final approval from the Conference Center Coordinator of the Beto Center. When an activity requires only the use of the hotel and dining service, initial scheduling will be approved and effected by the Criminal Justice Conference Center Coordinator, and all further arrangements will be accomplished directly through the hotel and dining service managers.

3.02 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 Criminal Justice Conference Center Coordinator. All users or co-sponsors of an event must be clearly identified prior to confirmation of a reservation. Reservations for presenting one event may not be used for presenting a different event without written approval by the Reservations Coordinator.

4.0 Fees for Outside Groups

If a decision is made to reserve Center facilities for an outside group, the current approved facility coordination fee schedule will apply and be available from the Conference Center Coordinator. Fees for outside groups are established at rates which will, at a minimum, ensure recovery of that part of the operating cost of the facility that is attributable directly or indirectly to such use by an outside group.

The fee schedule is subject to revision annually.

4.01 Deposit

An advance deposit may be required for reservations for an event conducted by an outside group. Cancellation must be made not later than two weeks prior to the requested date to avoid forfeiture of the deposit.

4.02 Bond and Insurance

Outside groups who use a Beto Center facility may be required to provide a contract performance bond. They may be required to provide liability insurance covering injury to persons, including those resulting in death, and property damage insurance, including damage to the facility, in amounts and under policies satisfactory to the Conference Center Coordinator. Copies of such policies shall be furnished to the Conference Center Coordinator no later than thirty days prior to the event and in all cases prior to announcement of the event.

4.03 Exempted Organizations

Outside organizations who by criminal justice affiliation qualify for priority scheduling of their activities in accordance with Section II, paragraph 2(a), (b) above are exempted from the fee schedule, in consonance with the stated mission of the Beto Center.

4.04 Payment for Damages

All users and sponsors shall be responsible for payment for damages to the University facility, its fixtures, and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.

4.05 Payment of Facility Coordination Fee

Fees, when applicable, will be paid not later than the day of the start of the activity, through the Criminal Justice Conference Center Coordinator to the account designated to receive these funds. Non-payment of the agreed fee in advance may be cause for cancellation of that group's activity in the Beto Center. Exceptions may be made for groups whose government funding source requires an after-the-fact vouching system.

5.0 Policies for University and Outside Users

Any proposed use of the Beto Center must be appropriate and suited to the size, structure, purpose, and operating costs of the facility. All proposed e vents must be conducted in accordance with applicable state and federal laws and regulations, as well as the rules, regulations, and policies of The Texas State University System Board of Regents. Users must demonstrate to the satisfaction of the Criminal Justice Conference Center Coordinator that they have the staff, experience, contracting authority, financial states, and other qualifications necessary for carrying out the proposed events satisfactorily.

5.01 Review of Contracts

All contracts related to the presentation of an event, including contracts between users and performers, speakers, subcontractors, managers and others, are subject to review and approval by the Conference Center Coordinator of the Beto Center of his/her designated representative.

5.02 Hazards

If the Beto Center, in its sole discretion, determines that a proposed event poses a potential hazard to public safety, the event may be canceled or denied. No user may install or operate any equipment, fixture, or device, or operate or permit to be operated any engine, motor, or other machinery, or use gas, electricity, or flammable substances in the facility except with prior written approval of the Conference Center Coordinator, under such conditions and restrictions as the Conference Center Coordinator may specify. All electrical connections must be made by University personnel under direction of the staff of the appropriate University official, and all house equipment must be operated by qualified personnel. No equipment, device, or fixture may be used which endangers the structural integrity of the facility.

5.03 Conflict with Criminal Justice Activities

An event shall not be permitted for any purpose which, although in accord with the general purposes of the Center, is of such character or occurs at such time or in such circumstances that it is likely to interfere or cause major conflict with any criminal justice activity, program, or event, or is inimical to the interests of the Criminal Justice Center or Sam Houston State University. Any group reserving the Courtroom does so with the understanding that the Courtroom is subject to use for criminal trials without notice.

5.04 Management

(a) Management functions are retained by the Criminal Justice Center and may be delegated to users or others only with the permission of the Conference Center Coordinator. These functions include, but are not limited to, the following:

(b) All facets of ticketing and ticket policies, including pricing, acquisition, distribution, and sale.

(c) All matters of staffing, crowd control, technical arrangements, promotions, and advertising.

5.05 Concessions

Use of the Criminal Justice Center does not carry the right for the user to control concessions. Sale and distribution of food, beverages, souvenirs, or other concession items are reserved to the Criminal Justice Center or its concessionaires.

5.06 Signs and Displays

No signs, messages, or other materials may be posted, displayed, distributed, or announced in, or adjacent to, the Criminal Justice Center by user or sponsor without prior approval of the Conference Center Coordinator. 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 crowd movement and safety.

5.07 Candidates for Political Office

Individual political candidates and their election organizations are not permitted to reserve a Criminal Justice Center facility. However, if a candidate is invited by a University group, then he/she may appear in the facility, provided that the group extending the invitation is responsible for reserving the facility and meeting all costs related to the event.

5.08 Religious Organizations

Reservations from religious organizations will be accepted only if such organizations are University sponsored and meet all other requirements outlined in this policy, i.e., no other facility is available.

5.09 Advertising

All news releases, handbills, advertisements, television, and radio announcements or other media utilized to inform the public of a non- University event to be held in the Beto Center must carry a disclaimer, to the effect that use of Beto Center facilities does not imply endorsement of the event or the sponsoring organization by the Center of Sam Houston State University.

5.10 Lowman Student Center (LSC)

Prior to requesting the Beto Center facilities, university groups or outside non-criminal justice groups must demonstrate that their needs cannot be met by the LSC facilities or that LSC facilities are not available on the requested date.

6.0 Rental Policy for Exhibitor Booths in the Criminal Justice Center

Although it is not encouraged, commercial exhibits displaying merchandise directly related to conventions or workshops conducted in the Criminal Justice Center may be approved by the Criminal Justice Conference Center Coordinator, subject to the following limitations:

6.01 Organizations using meeting rooms may place exhibits in approved meeting rooms with prior notice.

6.02 The number and location of exhibits will be considered on an individual basis for each conference.

6.03 All events that take place in the Beto Center including the showing of exhibits, are subject to policies and standards consistent with the original purpose of the Beto Center and the legislative mandate establishing the criminal justice program at Sam Houston State University. Final permission for the placing of exhibits within the Beto Center or the Hotel must be received in advance from the Criminal Justice Conference Center Coordinator.

7.0 University Hotel

The University Hotel services criminal justice conferences, University-related functions, and is open to the public. Criminal justice groups are given priority for training purposes. For reservations call 936.291.2151 or 1.866.747.8466 or visit the website at www.shsuhotel.com.