

## 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 Justice 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

- (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 (i)-2 (on f8124 (oor)3 (di)-12 (na)4 (t)-2 (i)-2 (on

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

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

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## 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](http://www.shsuhotel.com).

Questions regarding this policy should be directed to the Criminal Justice Center Coordinator (936.294.1701).