

Texas A&M Veterinary Medical Diagnostic Laboratory Procedures

41.01.01.V0.01 | Use of Texas A&M Veterinary Medical Diagnostic Laboratory Facilities

Revised: November 27, 2023

Next Scheduled Review: November 27, 2028

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PROCEDURE SUMMARY

Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) facilities are available for use without regard to race, color, sex, age, disability or veteran status. Use of facilities must be in accordance with A&M System Policies and Agency Rules.

This procedure establishes the requirements for use of TVMDL facilities.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

Agency functions have first priority in using TVMDL facilities. Requests from other organizations may be accommodated provided the activity will not disrupt normal business and provided use of the facilities has been requested by the designated facilities manager (resident director, operations manager, or designee).

2.0 USE OF FACILITIES FOR MEETINGS OR EVENTS

- 2.1 Requests to use TVMDL facilities will be made to the designated facilities manager (resident director, operations manager, or designee) in writing. In cases where a working relationship exists or is anticipated, the facilities manager may accept a verbal request which should nonetheless be documented by the facilities manager in order to prevent misunderstanding and to maintain records for audit.
- 2.2 Requests from third-parties (non-System members or System employees) to temporarily occupy TVMDL space, if approved, shall be further documented with a Facilities Use Agreement approved by Office of General Counsel (OGC). An OGC-approved Facilities Use Agreement may be prepared by either the designated facilities manager or, upon request, by the Administrative Services Contract Office, and signed as provided by the agency's delegation of authority.
- 2.3 Requests by TVMDL, Texas A&M AgriLife Research (AgriLife Research), or Texas A&M AgriLife Extension Service (AgriLife Extension) staff to use meeting space on behalf of organizations related to the mission of the respective agencies, or as part of their programs, shall be given the priority for use and shall be made to the facilities manager.
- 2.4 Requests for use of facilities by other groups or individuals may be accommodated when such activities will not interfere with the accomplishment of TVMDL, AgriLife Research, and AgriLife Extension business. However, in doing so, it may be necessary for the agency to charge a usage fee to cover expenses. For example, utilities, overtime wages for non-exempt employees, etc.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[A&M System Regulation 41.01.01, Real Property](#)

CONTACT OFFICE

Questions about this procedure should be referred to the Administrative Services Contract Office at 979-862-3269.

REVISION HISTORY

Approved: November 30, 2012
Revised: March 29, 2013
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