

# Texas A&M AgriLife Extension Service Procedures

## 41.01.01.X0.01 | Use of Texas A&M AgriLife Extension Service Facilities

Revised: December 8, 2023

Next Scheduled Review: December 8, 2028



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### PROCEDURE SUMMARY

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Texas A&M AgriLife Extension Service (AgriLife Extension) facilities are available for use without regard to race, ethnicity, sex, age, disability or veteran status. Use of facilities must be in accordance with System Policies and Agency Rules.

This procedure establishes the requirements for use of AgriLife Extension facilities.

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### PROCEDURES AND RESPONSIBILITIES

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#### 1.0 GENERAL

Agency functions have first priority in using AgriLife Extension facilities. Requests from other organizations may be accommodated provided the activity will not disrupt normal business, and provided use of the facilities has been approved by the designated facilities manager or designee.

#### 2.0 USE OF FACILITIES FOR MEETINGS OR EVENTS

- 2.1 Requests to use AgriLife Extension facilities will be made to the designated facilities manager (District Extension Administrator, 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 AgriLife Extension 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 AgriLife Extension or Texas A&M AgriLife Research (AgriLife Research) 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 AgriLife Extension and AgriLife Research business. However, in doing so, it may be necessary for the District Extension Administrator or designee to charge a usage fee to cover expenses. For example, utilities, overtime wages for non-exempt employees, etc.

#### 3.0 LEASING FACILITIES FOR RESIDENTIAL USE

There may be occasions when the agency's interests are served by allowing employees and/or students to live in housing under the agency's control. On those occasions, the following procedures will be followed:

- 3.1 Submit a request to the Administrative Services Contract Office requesting the lease and outlining the need for the proposed housing arrangement including justification as to how such an arrangement would benefit AgriLife Extension. Having an employee provide after-hours security to property is not an expectation of the agency and is not a reason to request to house an employee. Additionally, except for

married couples, a lease may not result in or create a co-ed living situation in any housing under the agency's control.

- 3.2 The Administrative Services Contract Office will prepare a lease agreement between the agency and the employee or student. Such lease agreements will be for a term of no longer than 24 months at normal market rates for the area unless discounted for a justifiable reason and approved by the Director or designee. Only the Director or designee is authorized to execute such leases on behalf of the agency.
- 3.3 After approval, the unit will provide a copy to the lessee, and will place a copy of the approved lease in Laserfiche in section 5.1.1.1.2.3. In addition, the unit will notify the Director of Payroll to ensure an accurate accounting for any taxes the employee may owe due to this arrangement.

#### 4.0 SHORT TERM RESIDENTIAL USE OF FACILITIES (30 Days or less)

There may be occasions when the agency's interests are served by allowing employees and/or students to use housing under the agency's control for short term overnight residential stays. On those occasions, the following procedures will be followed:

- 4.1 The designated facilities manager is responsible for approving requests for short term residential use of facilities. Except for married couples, short term residential use of facilities may not result in or create a co-ed living situation in any housing under the agency's control.
- 4.2 No "per night occupancy fee" may be charged for use of the facilities; however, a fee for use of the utilities and/or a cleaning fee may be charged provided that the fee(s) are an accurate representation of what it costs the agency for utilities and to clean the facility based on length of stay. Any fees charged cannot be for the purposes of making a profit. Any fees charged must be paid via a transfer between intersystem accounts or pursuant to an invoice submitted to an institution or business (i.e. payment from visiting scholar institution). No cash, checks or e-payments (Venmo, Paypal, etc.) shall be accepted from an individual.
- 4.3 Each person using facilities for short term residential use must sign an Occupancy Agreement in a form approved by OGC. The signed Occupancy Agreement shall be kept by the department responsible for managing the facility in accordance with the agency's records retention policy.
- 4.4 Stays in excess of thirty (30) days require a formal lease agreement as provided in Section 3.0 above.

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[System Regulation 41.01.01, Real Property](#)

[System Regulation 07.03.01, Political Campaign Events on Property Under the Control of The Texas A&M University System](#)

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### CONTACT OFFICE

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

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### REVISION HISTORY

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Approved: July 12, 2012  
Revised: April 5, 2013  
December 8, 2023

Next Scheduled Review: December 8, 2028