

Texas A&M AgriLife Extension Service Procedures

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

Approved: July 12, 2012

Revised: April 5, 2013

Next Scheduled Review: April 5, 2015



PROCEDURE STATEMENT

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.

REASON FOR PROCEDURE

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

PROCEDURES AND RESPONSIBILITIES

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

- 2.1 Requests to use AgriLife Extension facilities will be made to the facilities manager 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 state and federal agencies to occupy AgriLife Extension space or for long-term use of equipment, if approved, shall be further described in a Memorandum of Agreement, reviewed by the Administrative Services Contract Office, and signed by the Director or designee.
- 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 resident director or designee to charge a usage fee to cover expenses. For example, utilities, overtime wages for non-exempt employees, etc.

3.0 LEASING FACILITIES

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 completed AG-125 and a memorandum through 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.

- 3.2 The Administrative Services Contract Office will seek approval from the Director's Office. If approved, the Administrative Services Contract Office will seek the assistance of the TAMUS Office of General Counsel in executing a lease agreement between the agency and the employee or student. Such lease agreements will be for a term of no longer than 12 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.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[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*

[AgriLife Extension Rule 07.03.01.X1](#), *Political Campaign Events on AgriLife Research Property*

CONTACT OFFICE

For questions concerning this procedure, contact the Administrative Services Contract Office at 979-862-3269.