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**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Facilities Management**  
**AREA: Campus Support Services**

<b>Campus Event Support</b>	<b>MAPP 04.03.02</b>
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**I. POLICY**

- A. The Campus Support Services Department at Lamar University's (LU) Office of Facilities Management helps to ensure that campus events run smoothly and successfully by providing, on request, certain logistical services for these events.

**II. PURPOSE AND SCOPE**

- A. This policy falls under the authority of all applicable federal and state laws, statutes, rules, and regulations, including, but not limited to, the following: the Texas State University System (TSUS) Rules and Regulations; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

**III. ROLES AND RESPONSIBILITIES**

- A. Campus Support Services provides logistical support that includes, but is not limited to, transporting eBl,1 Tc 0 Tw 11.001 Tw 0.5 Td(is)TTi0019 (l)-3.3 (u)-0.7 (d)-0.73 (it)-13.9 (e)-3.2 (m)-17.3 (s)-12.3 (. and level of support needed for the event.

. Large events may require greater coordination and planning. In these s, event organizers and Facilities Management staff may meet one or more s, in advance, to discuss appropriate support. Event organizers who have

questions regarding the level of coordination, planning, and support needed should contact Facilities Management for guidance.

- B. After being contacted by an event's organizers, Facilities Management Customer Service creates a work order, which includes the event date, time, location, and a description of services needed.
- C. Customer Service assigns the work order to the Director of Campus Support Services. The Director then coordinates and schedules services with Campus Support Services staff.
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