

41.01.01.R0.01 Licensing of University Real Property



Reviewed July 17, 2023

Next Scheduled Review: July 17, 2028

Procedure Summary

East Texas A&M University 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 Regulation; University Rules and Procedures.

As required by System Regulation *41.01.01 Real Property*, to establish a procedure for granting licenses for use of university real property.

Procedures and Responsibilities

1 GENERAL

University functions have first priority in using university facilities. Request from other organization may be accommodated provided that activity will not disrupt normal business, and provided use of the facilities has been approved by the designated facilities manager.

2 LICENSES

There may be occasions where the University's interests are served by granting licenses to third parties for temporary or periodic use of university real property. On those occasions, the following procedure shall be used:

- 2.1 Forward the request through administrative channels to the President's Office outlining the need for the proposed licensing agreement and includes justification as to how such an arrangement would benefit the University.
- 2.2 If approved, the President's Office will direct the Vice President for Finance and Administration to seek the approval of the A&M System Office of General Counsel for legal sufficiency. Such license agreements will be for a term of no longer than 12 months at normal market rates of the area unless discounted for a justifiable reason and approved by the President. Only the President is authorized to execute such licenses on behalf of the University.

Related Statutes, Policies, or Requirements

System Regulation [*41.01.01 Real Property*](#)

Revision History

Approved November 11, 2013

Revised November 7, 2024 (University Name Update)

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