

TEXAS A&M
AGRI LIFE
RESEARCH | EXTENSION

F A C I L I T Y U S A G E G U I D E L I N E S

Texas A&M AgriLife Research and Extension Center at Weslaco is glad to extend the use of our facilities to internal and external organizations for events and activities that further the mission of Texas A&M AgriLife. Scheduling is dependent on availability with priority being given to AgriLife activities and requests from faculty/staff. We have developed the following guidelines for groups using our facilities. Available facilities include the Auditorium, the Auditorium Foyer area, Research Conference Room, Extension Conference Room, the Vegetable Building Conference Room which includes the Conference Room/Kitchen.

Scheduling:

- Research Faculty and Staff, as well as Non-AgriLife groups, should submit requests for facility use to Research by calling 956.968.5585, providing the name of the event, the desired date and time of use and contact information.
- Extension Faculty and Staff requesting the use of AgriLife facilities may do so by calling the District Office at 956.968.5581, giving the name of the event, the desired date and time of use and contact information.

Cost for Use:

- There is no fee for AgriLife-sponsored events.
- Non-AgriLife groups will be required to fill out an AG-428 which lists appropriate fees.

Access:

- Access to facilities is limited to AgriLife business hours which are from Monday through Friday, 8:00 a.m. to 5:00 p.m. closed on State holidays. Gates and facility entrances open automatically at 7:30 a.m. and close at 5:30 p.m.
- Programs planned after business hours must be coordinated with Research to allow for gate and facility access. Please email Research with requested access date and times.
- It is recommended that outside groups secure an AgriLife Extension sponsor if they require after business hours' access—No guarantee of access can be provided after hours without a sponsor.
- Use must be restricted to the specific facilities reserved. All labs (DNA Drive hallway) are closed to the public unless specific access is granted by Research. Children must be supervised by a responsible adult at all times while attending programs in AgriLife facilities.

Your Responsibilities as Meeting Host (Setup & Support):

- Post the meeting information/logistics on the stands (provided) at the entrances of both Research and Extension (before the meeting) to direct participants to meeting and provide key information.
- Designate a person to greet participants upon arrival. Have a registration table and sign in sheets available.
- Organize room setup and cleanup. Tables and chairs in the Foyer area and the Vegetable Bldg. Conference Room may be re-arranged to suit the needs of the meeting group but must be returned to the original arrangement at the end of the event.
- Requests for custodial services such as large trash bins, trash disposal before and after the event, keeping up with the restrooms, etc. should be made at the time of reservation.
- Food and beverage waste must be collected and placed in garbage bags. After hours, trash must be sealed, and disposed of by placing in the large dumpsters located behind the Vegetable Building West of the reservoir. No perishables should be left in the trash cans overnight.
- Visit your reserved facility the day before the event to make sure all equipment is working properly (computer, projector, microphone, etc.) Please note that there is no technical support person located on-site. Contact AgriLife FirstCall at 1.866.996.2056 for technical issues, allow for delays.
- All lights in the facility should be turned off before leaving premises—when leaving after hours.
- The foyer area is utilized by Center employees for breaks and lunch. If you reserve this area, make sure an email is sent to the Weslaco Center Group in advance so employees may make alternate plans.
- We recommend that you place signage tents on tables with your meeting refreshments to designate whom they are for. Please contact your appropriate Center administrator to address the issue if problems arise.
- You must provide all meeting supplies – (i.e. pens, pads, batteries, copy services, coffee, paper goods, etc.) Please inform participants to contact you directly for meeting supplies, refreshments or other needs or requests.
- COFFEE – must provide your own coffee and supplies and place in alternate area (not the kitchen). The coffee and supplies located in the kitchen are for employees only.
- COPY SERVICES - Although special provisions may be applied for agents requesting incidental copies, we ask that you plan ahead for any copies you may require. We recommend making your presentation available online in lieu of copies. Local copy shops for high volume jobs or special needs include the following:
 - Office Depot 1406 W Exp 83, Weslaco 968-6207
 - Copyrite 120 S Westgate Dr., Weslaco 351-5780
 - UPS Store 1015 N Texas Blvd #20B, Weslaco 969-8282