

**Chapter: General Financial Provisions**  
**Rule: Workshops and Seminars - Meeting Room Rental**

**Effective Date:** 12/16/99, T-45

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**Replaces:** GAP.09.47

**Dated:** 12/31/96, T-40

ACA Standard(s):

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(a) **Policy.**

The Texas Youth Commission (TYC) encourages staff to hold training workshops, seminars, and meetings in environments free from interruption and distraction. Consequently, it may be necessary to secure adequate meeting space. It is required that state agencies use state owned or state occupied space to hold meetings and conferences unless state facilities are not available.

(b) **Procedure.**

- (1) Contact your local travel coordinator for assistance in reserving meeting room space. The General Services Commission, Travel and Transportation Division must be contacted for instructions and procedures for acquiring a meeting room if state facilities are not being considered.
  - (2) Meeting room rentals over \$250 require approval by the respective superintendent, appropriate director of juvenile corrections, assistant deputy executive director or deputy executive director.
  - (3) Charging refreshments to the state is prohibited. Any cost for refreshments is the responsibility of the person arranging the seminar/meeting.
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