

CLASSROOMS/ACADEMIC SPACE

EVENT SCHEDULING GUIDELINES

Policies and Procedures

Please note these are only scheduling guidelines as each venue may have additional policies and procedures for its particular area.

Who Schedules the Events into Academic Space?

The Office of Scheduling & Conference Services (OSCS) coordinates the event scheduling functions for all academic space. **CHANGE:** Events will **not** be scheduled into academic space until AFTER census date, which is the 12th class day of the semester. See *Room Assignment Priority for Events*.

Who can Request an Event in Academic Space?

Any group that is part of a University department or a student organization registered with Student Life & Leadership (SL&L) can request academic space through [Astra](#).

Events that can or cannot be scheduled into Academic Space.

Classrooms are used for class instruction, study, or other like activity. Events in academic space must be compatible with the academic nature of classrooms and academic buildings. Non-class events are welcome, but they must not adversely impact the classroom, its contents, or the surrounding area.

Activities that are not compatible with academic space include amplified music, dances, dinners, parties, or events that require re-furnishing of rooms or removal of equipment. Non-compatible events include any event that adversely impacts the classroom directly, or that impacts research, study or other academic pursuits in areas adjacent to classrooms.

The campus has other venues that can support events that are not well suited to academic space. Alternate venues include the [University Center](#), [Braithwaite Recital Hall](#), [R. Don Cowan Fine and Performing Arts Center](#), [Louise Herrington Patriot Center](#), [Ornelas Activity Center](#), and the [Physical and Health Education Multi-Purpose Room](#).

How and When to Submit an Event Request?

As courses have priority into academic space and course scheduling is not finalized until Day 12 of the semester, **events will not be scheduled into academic space until AFTER the 12th class day**. The CLASSROOM Event Request Form in Astra will become available on Day 13. Requests for academic space are scheduled only for the current semester.

Upon receipt of the request, OCSC will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation. After the room assignment is made, OCSC will send the requester a confirmation. This confirmation can be used to document the approved use of the room. Room requests are not approved until the confirmation is issued. Whether placed in pending or tentative status or if your event is declined or approved, you will receive email confirmation. Inquiries should be sent to eventmgmt@uttyler.edu.

Room Assignment Priority

Below is the scheduling priority for academic space. Event requests will be processed in the order in which they are received. Weekend requests may not have to wait until after the 12th class day of each semester.

Registrar's Office will Open Course Scheduling

1. Academic courses

Approximately Two (2) Weeks Prior to the Start of School

2. Student organizations can request **weekdays only after 5:00 p.m.**

After Census Date

3. Academic-related activities (SI Sessions, tutorials, etc.)
4. General-use meetings and other events (departments, student organizations, etc.)

Final Exams Week (fall and spring semesters)

No general meetings, weekly tutorials, etc. will be scheduled for final exams week until the Registrar's Office has updated Astra to reflect all courses' final exams. Even then, events will be held to a minimum with only tutorials, SI Sessions, etc. being scheduled.

Summer Scheduling

1. Annual large summer events
2. Courses (If a course **MUST** have a particular room (supplies stored in closet, etc.) that is already scheduled for a large event, please contact eventmgmt@uttyler.edu.)
3. Non-recurring events

There are no "guaranteed" spaces except for credited academic courses and their final exams. Requests for specific rooms or spaces will be honored when possible. If a specific room is no longer available, OCSC reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.

Events will not be scheduled on official University holidays.

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered cancelled.

Event Sponsor (Contact) Responsibility

The sponsoring organization or department is responsible for the information provided. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the classroom to its original configuration.

The type of activity of the event may not be changed from that requested without prior written approval from OSCS. Specifically, an event may not be changed from those identified above as compatible to those listed as non-compatible.

Transferring, loaning, or sub-leasing a reservation or misrepresenting the intended use of the room is a serious matter that may result in immediate suspension of a group's eligibility to use academic facilities. Requests to change or cancel an event must be communicated to OCSC in a timely fashion using [Event Change/Cancelation Form](#).

A reservation does not provide event support services such as catering, extra custodial support, or security. These items are examples of extra services that may be arranged on a fee-for-service basis. The sponsor is responsible for the planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event or during the event set-up and take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the sponsoring organization to deposit charges and/or restriction of space usage privileges.

Expectations

All users of academic space are expected to leave the space and its equipment in good order. Keeping academic space in good order includes tables and chairs straightened, electronic equipment shut off, and taking away or disposing of everything one came in with, such as soda/food containers, newspapers, etc. Users are also expected to take extra care that no damage is done to the academic space, furniture, or equipment and that the room is returned to a class-ready condition. If possible, the room needs to be locked upon exiting.

Facilities Information

Rooms are provided in "as is" condition. Regular custodial servicing of academic space occurs after hours during overnight shifts. For many events, rooms may need to be straightened and tidied prior to the event start.

There are several lobbies available in Astra to reserve. Setup of tables in these public spaces is provided by AHI Facilities, our on-campus facility services team, and must be requested on the Event Request Form. Any use of hallways should not restrict the access to the classroom or interfere with any other areas.

If you find the temperature in the room uncomfortable, you can contact the Physical Plant at (903) 566-7030.

Classroom Equipment and Features

The scheduled use of the room includes seating space and use of any lectern-mounted microphone, accessible projectors or other accessible equipment. Each classroom has Zoom video conferencing capabilities. See more on [Zoom](#).

All classrooms have technology and support equipment permanently installed. Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment. Classroom storage, equipment rooms, and projection booths are **not** included in the reservation and entry into these areas is not authorized. Teaching assistants and graduate students who have access to

the locked equipment for course usage and support are not authorized to access the locked areas for event usage.

Laptops/notebooks or other computing devices connected to University networks must adhere to [University Internet Policies](#).

A/V Equipment and Technical Support Staff

A/V Services has the following items available for checkout for academic programs, courses, University-department sponsored events, and registered student organizations:

- Video Camera and Tripod
- Projector
- Screen
- PA System
- USB Microphone
- CD Player
- Boombox
- Clean One Pod Microphone

You are responsible for reserving the equipment needed by completing [AV Services Equipment Checkout](#). It is your responsibility to pick up and return the equipment to LIB 128.

Teleconferencing

General purpose classrooms do not have telephone conferencing capability.

Web Conferencing (Zoom)

Zoom offers video conferencing that unifies HD video conferencing, mobility and web meetings together as a free cloud service. It works across desktop, tablet, mobile and room systems. It is available for Mac, Windows, iOS, Android, PSTN and H.323/SIP room systems.

For more information, contact itsupport@uttyler.edu. You can also watch the YouTube video to [Learn More about Zoom](#) or [Sign Up](#) for your free account today. Campus Computing Services (CCS) can help with your Zoom conference – just complete the [Zoom Conferencing Request Form](#).

Catering

Sodexo is UT Tyler's on-campus food service provider. Check out what they have to offer at [Sodexo's Gatherings: Perfected](#).

If academic space is not left as it was found, food and beverage use may be subject to additional cleanup/custodial charges by AHI Facilities.

Alcohol

[The UT Tyler Policy regarding alcohol on campus](#)

Smoking

As of August 2016, the University of Texas at Tyler will be a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property. For more information, please refer to [UT Tyler - Tobacco-Free Campus](#).

Campus Carry Policy

For UT Tyler's Concealed Handgun Policy, Effective August 1, 2016, click [Campus Carry Policy](#).

Custodial and Setup/Teardown Fees

Custodial and after-hours setup/teardown fees may apply to your event. These fees are established by AHI Facilities. A quote can be received from them after creating your Event Request Form.

ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS

Student Organization Reservations

Only registered student organizations are allowed to request space on campus. Please refer to the [Student Organization Guidelines](#) for additional details. There is a 14-day lead time for requests.

Innovation Academy (IA) Facilities Information

IA Cafeteria and IA Auditorium are available for use weekdays after 3:30 p.m. beginning the first day of the semester. There is no furniture in the auditorium and only cafeteria tables with attached stool-chairs in the cafeteria. These rooms are as is and should be left EXACTLY as found.

Excessive Cleaning

Events involving excessive cleaning will result in extra charges. Extraordinary cleanup, or any damages incurred from student organization event usage, will be billed to the individual student organization. The organization will also be referred to SL&L for possible disciplinary action. The OSCS and SL&L reserve the right to refuse future use of any facility.

Publicity, Signs and Flyers

All signs, posters, and fliers must be approved by the Department of Student Life and Leadership unless they are posted on a bulletin board or other designated location that is occupied and controlled by an academic or administrative unit per chapter 6, section 6 -506. Please refer to [UT Tyler's Student Organization Handbook](#) for bulletin board posting locations.

[Posting Guidelines](#) will help determine if your student organization's sign/flyer/poster or banner is ready for approval.

Insurance

Questions regarding insurance for student organizations should be addressed to Student Affairs (903) 566-7018.

ADDITIONAL INFORMATION FOR EXTERNAL CLIENTELE

External Clientele Reservations

As outlined in the VT Tyler Handbook of Operations, only facilities designated as "Special Use Facilities" by the President are available for public use. Therefore, academic space cannot be requested by external clientele.