

# ORNELAS ACTIVITY CENTER BALLROOM

## EVENT SCHEDULING GUIDELINES

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### 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 in the Ornelas Activity Center (OAC) Ballroom?

The Office of Scheduling & Conference Services (OSCS) is responsible for scheduling the OAC Ballroom.

### Who can Request an Event in the OAC?

The primary use of the OAC Ballroom is to function, first and foremost, as a learning venue and meeting space for the students, faculty, and staff of UT Tyler. It is the responsibility of the OSCS to maintain that these specific needs take priority before reviewing and approving UT Tyler mission-relevant requests from external clientele.

### How and When to Submit an Event Request?

Events are requested through [Astra](#) and have no lead time for faculty and staff. (There is a 14-day lead time for Student Organizations and a 10-day lead time for External Clientele.)

Upon receipt of a request, OSCS will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation.

- If your request is denied, you will receive email notification stating the reason your event was declined.
- If your request is scheduled, you will receive a confirmation email. This confirmation can be used to document the approved use of the room. Room requests are not approved until the confirmation is issued. Inquiries should be sent to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

### OAC Equipment and Features

The scheduled use of the OAC Ballroom includes 5' round tables, 6' rectangle tables, and chairs. The room comes equipped with the following technology.

- Hand-held Microphone
- Lapel Microphone
- Lectern or Podium
- Projector
- Screen
- VGA Connection for Laptop

A computer is NOT provided, and your laptop MUST HAVE VGA INPUT. Laptops/notebooks or other computing devices connected to University networks must adhere to [UT Tyler IT Policies and Procedures](#).

Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment or rooms.

### Teleconferencing

The OAC Ballroom does 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](mailto: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](#).

### Emergency Closure

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

Events will not be scheduled on official University holidays.

### 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.

The type of activity of the event may not be changed from that requested without prior written approval from the OCSC.

A reservation does not provide event support services such as catering, mandatory after-hours custodial support, after-hours setup/teardown, or security. These items are examples of extra services that may be arranged on a fee-for-service basis. The contact 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 sponsor to deposit charges and/or restriction of space usage privileges.

## Expectations

All users are expected to leave the OAC in good order.

## Decorations

Items may not be affixed to walls, windows, floor or ceiling or other surfaces of the facility with tape, sticky adhesive or any material that will damage the surface or leave markings. Banners or posters are not allowed to be hung on the outside of the building. **Prohibited items include but are not limited to: confetti, glitter, silly string and rice. The use of these items will result in an additional cleaning fee.**

## Facilities Information

If your event is after 5:00 p.m. during the week or on a weekend, it is **mandatory** that someone from AHI Facilities, UT Tyler's external custodial service, be onsite during the course of your event until the area is cleaned and ready for the next day. Please contact AHI at (903) 566-7290 for a quote.

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

## Food Service/Catering

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

## Alcohol

[UT Tyler Policy Regarding Alcohol](#)

## 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

Event setup is provided by AHI. If the event has to be setup after 5:00 p.m. during the week or on the weekend, additional fees will apply. Please contact AHI at (903) 566-7290 for a quote.

## 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.

### Porter Service and Excessive/Late Hours Cleaning

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

### 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 UT Tyler Handbook of Operations, the OAC Ballroom is designated as a "Special Use Facility" by the President and is available for public use but only if it has a nexus to the mission of The University of Texas at Tyler. There is a minimum of 10-days in advance and an allowable max of 365-days in the future for external clientele requests.

External clientele requesting space are required to:

1. Request space using our online scheduling process
2. Sign a Facilities Use Agreement
3. Pay usage fee and additional support services fee, if required
4. Provide to the Risk Manager a certificate of insurance evidencing insurance coverage as indicated in the Facilities Use Agreement.

Upon receipt of a request, the OSCS will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation. An event record will be created in our scheduling software and placed in a "pending" status to remove the room from inventory.

A Facilities Use Agreement will be created and sent to the event contact for review. As soon as the agreement has been executed by both parties, the event status will be changed to "scheduled." An email confirmation will be sent to the event contact. Inquiries should be sent to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

If your request is denied, you will receive email notification stating the reason your event was declined.

### Facility Usage Fee

The facility usage fee is based on estimated attendance for setup. This does not include any audio visual services, after-hours setup/teardown, or mandatory after-hours onsite custodial support. Any additional support service fees will be included in the Facilities Use Agreement.

- 0 – 99           \$325
- 100 – 199       \$425
- 200 – 299       \$500
- 300 – 376       \$575

### Porter Services and Excessive/Late Hours Cleaning

Events involving porter services and excessive or late hours cleaning will result in extra charges. AHI can provide you with a quote. Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

### Security

Under [UTS 170](#), UT Tyler Police Department (UTPD) is the only authorized security provider for the OAC Ballroom. Please contact UTPD at (903) 566-7060 for a quote if onsite security presence is needed.

### Insurance

Questions regarding insurance for external groups should be addressed to the Risk Manager (903) 565-5805. For information about UT Systems' Tenant User Liability Insurance Policy (TULIP), [click here](#).