

# Manual of Policies and Procedures for Student Affairs

## Subchapter 2.8 University Center Operations

### Subchapter 2.8-100. General Provisions

#### Sec. 2.8-101. Purpose

a. The purpose of the University Center at the University of Texas at Tyler is to contribute to the social, recreational, cultural, and educational well-being of the students, faculty, staff, alumni, and guests through programs conducted within the University Center.

b. The University Center's primary responsibility is to provide services and facilities to University groups that are direct affiliates of the institution: student organizations, faculty, staff, and members of the campus community. In addition, the University frequently has the opportunity to serve off-campus organizations with which it has no direct affiliation. The University Center and the University benefit by appropriately extending their facilities, services, and programs to the greater community.

c. All policies concerning the use of the building are consistent with general University policies and are subject to all provisions of Chapter 7 of the Manual of Operating Policies and Procedures and The University of Texas Regents' Rules as well as applicable federal, state, and local laws and regulations. For safety and security reasons, minors must be supervised at all times while in the University Center.

d. In order to maintain the proper balance of users, the University Center develops policies that focus on services to the primary stakeholders, as identified in Sec. 2.8-104.

#### Sec. 2.8-102. Definitions

As used in this chapter,

- a. "Student organization" means a student group holding a valid registration.
- b. "Student" means a person currently enrolled in residence at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus.
- c. "University" means The University of Texas at Tyler.
- d. "Campus community" means a current employee, student, or alumnus/alumna of The University of Texas at Tyler.
- e. "Faculty or staff" means a current employee of The University of Texas at Tyler.
- f. "Alumnus/alumna/alumni/alumnae" means a graduate(s) of the University of Texas at Tyler.
- g. "Guests and greater community" mean individuals invited to or visiting the campus for a specific purpose and who are abiding all university policies.

#### Sec. 2.8-103. Introduction

The University Center contains conference rooms, dining areas, open/lounge areas, and recreation space, all of which may be used by the campus community. Rooms within the University Center are available for University departments and recognized student organizations to use for meetings, events, and University business.

#### Sec. 2.8-104. Application

The following list includes the groups and/or individuals in priority order for use of the University Center while recognizing the mission, goals, and purpose of the University and more specifically,

the University Center, and to the importance of both academic and co-curricular programs. Facilities are made available on a first-come, first-served basis.

- First Priority:** UT Tyler students
1. Registered student organization meetings and events
  2. Major student events
  3. Student(s) seeking space for student group use (non-classroom related)
- Second Priority:** UT Tyler faculty, staff, and departmental programs
- Third Priority:** Alumni groups and programs associated with the educational mission of UT Tyler
- Fourth Priority:** All other groups and individuals

### **Subchapter 2.8-200. Administration**

#### **Sec. 2.8-201. Building Oversight**

- a. Responsibility for the University Center is maintained by the Division of Student Affairs, specifically the Office of Student Life and Leadership. This Office supervises the day-to-day operations of the University Center and is charged with developing, implementing, and interpreting all University Center policies and procedures with the assistance of the University Center Advisory Committee.
- b. In those instances where exception to policy is requested, or in the absence of a policy statement in regard to a specific set of circumstances, it is understood that the Director of Student Life and Leadership has the authority to assess the situation and make decisions regarding building use.
- c. All University Center policies may be viewed in the Office of Student Life and Leadership.

#### **Sec. 2.8-202. Hours of Operation**

- a. The University Center maintains regular hours of operation during regularly scheduled class days and final exams. The University Center has limited hours of operation during academic breaks and/or University holidays. Hours are posted at all entrances to the building.
- b. The University Center may stay open later for scheduled events when requested and approved through the Office of Student Life and Leadership. When the University Center closes, everyone must leave the building. The person representing the University Center will secure all doors. Anyone who is found in the University Center after hours and is not authorized to be in the building after hours will be charged with trespassing. Anything missing from the facility will become the responsibility of offending parties, and they will be prosecuted. At no time will anyone be allowed to spend the night in the University Center.
- c. Regular office hours for all administrative units in the University Center are Monday - Friday, 8:00 a.m - 5:00 p.m.
- d. The hours of individual retail and services units within the University Center may vary. Hours of operation for retail units are posted on or near the premises of each individual unit.

### **Subchapter 2.8-300. University Center Resources and Services**

#### **Sec. 2.8-301. Building Services**

The University Center provides resources and services through many of its regular operations, which are under the direction of and operated by the Office of Student Life and Leadership. These include:

a. Conference and meeting rooms - the University Center has a variety of meeting and conference rooms available for university departments and registered student organizations to use for meetings, events, and University business. Policies and procedures for reserving space can be found in Chapter 7 of the Manual of Operating Policies and Procedures.

b. Lounge/open areas - the University Center has a variety of open areas and lounge spaces available for studying, relaxation, television viewing, and casual conversation.

c. The Patriot Zone - the Patriot Zone game room is available to students for recreation and social gathering weekdays during regularly scheduled class days and limited hours during finals week, breaks, and/or holidays. The Patriot Zone offers a variety of recreational equipment that can be checked out for use in the Patriot Zone with a student ID. This equipment includes:

- Video game systems (X-Box, Playstation) and games
- Ping pong/table tennis equipment
- Billiards equipment
- Air hockey
- Foosball
- A variety of board games and cards

### **Sec. 2.8-302. Offices and Administrative Units**

A variety of offices and administrative units occupy space within the University Center. These groups do not currently pay rent for the use of their space; however, they are expected to obtain written approval for all structural and/or permanent changes to their space from the Director of Student Life and Leadership and may not make changes to any type of signage, permanent display, or postings without the written approval of the Director of Student Life and Leadership.

The administrative units maintaining offices within the University Center include:

a. **Academic Advising** – The Academic Advising Office is dedicated to helping students reach their academic and career goals.

b. **Career Services** - Career Services is a centralized office providing career resource tools to current students and alumni as they pursue career development and the job search process in the world of work.

c. **Office of Residence Life and Judicial Affairs** - UT Tyler is “home” to more than 800 resident students who live in Ornelas Hall, Patriot Village, or University Pines. Each student residence is designed especially with UT Tyler students in mind and offers first-class living arrangements. The Residence Life office coordinates all aspects of student housing from room assignments to discipline.

d. **Office of Student Life and Leadership** – In addition to providing oversight and administration of University Center operations, the Office of Student Life and Leadership coordinates a variety of programs, including campus activities, community relations, fraternity and sorority life, new student programs, and student organization registration.

e. **Student Government Association** - The Student Government Association (SGA) is the official voice of the student body in the University decision making process. SGA acts as the students' representative before the local, state, and national governments on issues that affect the student population. Since its inception, SGA has served to communicate student needs, desires, and demands to UT Tyler administrators, the Board of Regents, and the Texas Legislature. SGA also serves to maintain a pleasant and exciting environment for student life.

f. **Student Services** - Student Services are available to all currently enrolled students at The University of Texas at Tyler. The Student Services department is the umbrella for several offices

including Disability Support Services, Health Services, Student Counseling Center, Testing Services, and Wellness and Prevention Education.

### **Sec. 2.8-303. Auxiliary Services**

Several operations housed within the University Center are administered through Business Affairs. Although Business Affairs maintains control of these units, the groups occupying these spaces are expected to comply with other University Center policies and procedures just as other offices and administrative units within the building are. They are also expected to work with the Office of Student Life and Leadership when establishing hours of operation in order to make sure the University Center will be open. Auxiliary services within the University Center include:

a. Dining Services - The University Center Dining Services offer a wide variety of products and services to members of the campus community, as well as visitors to the University. From grab-n-go options to made-to-order meals, Starbucks coffee, tea, and specialty drinks, dining has something to satisfy every appetite. The dining options currently housed in the University Center are:

- Subway sandwich shop and the Grille Works
- Blends and Brews coffee shop

b. Convenience Store - The C<sup>3</sup> Convenience Store offers a variety of products from quick snacks and beverages to supplies for making quick meals at home.

c. University Bookstore - The University Bookstore offers a large selection of general and reference books and a wide variety of UT Tyler apparel and souvenirs, student and art supplies, and gifts and stationery.

### **Subchapter 2.8-400. Catering**

Any food purchased with University funds and used within the University Center is expected to be catered by Aramark, the dining services provider on campus. This includes food purchased by academic and administrative units, the Student Government Association, and student organizations that have obtained funding for their event from an academic or administrative unit or the Student Government Association.

If an academic or administrative unit or an organization is found to be in violation of this policy, they will be issued a written warning by the Director of Student Life and Leadership for the first offense. Should they violate the policy a second time, they will not be allowed to reserve space within the University Center within that particular academic year.

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