

The University of Texas at Tyler

Events Procedure Manual

Scheduling & Conference Services

University of Texas at Tyler

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www.uttyler.edu/event-management

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SERVICE IN ACTION

Events are a great way to showcase our facilities, faculty, and students at UT Tyler. Scheduling & Conference Services is dedicated to providing event coordination for both on-campus and community organizations that result in a successful event.

Why do we have an Events Procedure Manual?

The manual outlines specific guidelines and procedures required for scheduling and holding an event on campus.

Who needs to be familiar with the Events Manual?

Everyone who plans a meeting or event that involves the use of university space and services.

Where can I find a copy?

A copy of the procedures manual can be found on the Event Management website (www.uttyler.edu/event-management) or you can request a copy from eventmgmt@uttyler.edu.

For the success and safety of your event and for the safety of the UT Tyler community, emergency egress routes are reviewed for each event request. Furniture changes (addition of chairs, tables, or moving existing furniture, etc.) should not be assumed.

How can I get specific questions answered?

Email eventmgmt@uttyler.edu

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STATEMENT OF PURPOSE

Scheduling & Conference Services strives to provide high-quality seamless event support to the university and community while providing professional, friendly, and efficient customer service that will result in a successful event.

Scheduling & Conference Services will:

- Consult with customer regarding their meeting/camp/conference.
- Create User Agreement, if necessary, and/or terms and conditions for signature.
- Schedule meeting locations.
- Coordinate
 - catering services for UT Tyler;
 - setups/teardowns with setup team to include layouts, if needed;
 - technology needs; and
 - door unlocks, reserved parking, shuttle bus reservations, approved CDL drivers, onsite police presence, etc.
- Work through event logistics with other University departments
- Create invoice and coordinate payment.

Support from all campus departments is essential in this effort.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

In accordance with the Board of Regents' Rules and Regulations, Rule 10701, "To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by The University of Texas System or any of its institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability."

SECTION 1

HOW TO PLAN CAMPUS EVENTS

Plan early. Many events on the UT Tyler campus are held annually.

Complete Online Event Request Form in Astra

Complete the appropriate Event Request Form as soon as possible to confirm a date no more than one (1) year in advance.

Event Management Coordination Form

For events (see description of an event below), an online questionnaire will need to be completed and approved by UT Tyler Police Department, Environmental Health & Safety, Facilities, and Scheduling & Conference Services before your event is scheduled. Your event request will be placed in a “pending” status to safeguard the space requested.

Your request is considered an event if it meets **one (1)** of the following criteria:

- More than 49 attendees
- Setup/Teardown is required
- Food/Beverages will be served
- Minors will be present

Based on the answers to the questions on the Event Management Coordination form, you will receive an email of ACTION Items and NOTIFICATIONS to help guide you with additional planning. Scheduling & Conference Services will help in the collaboration with other on-campus departments/partners to ensure events are of the highest quality.

Estimate Attendance

You will be asked to consider the estimated attendance in relation to the room you request. Each location has a maximum occupancy capacity that cannot be exceeded.

It is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts your event at risk of being cancelled immediately without being rescheduled.

Consider Your Catering Needs

What type of meal will you like to serve? Sodexo is UT Tyler’s contracted food vendor. Homemade food and food or beverage from another caterer, restaurant or grocery store are allowed if health requirements are met. Refer to Section 10.

Be sure to let Scheduling & Conference Services know if food will be at your event. Food permits and/or temporary vendor permits may be required by Environmental Health & Safety.

Media Production - Audiovisual Equipment

Ornelas Activity Center and Alumni House technology has self-service technology. Limited audiovisual equipment is available for internal clients. External clients are required to use an outside vendor if installed technology does not meet the needs of the event.

Technology Services - Zoom Assistance

Zoom conferencing and recording is requested via [Astra](#) using either the event request form when requesting the event space or by using the Video Conferencing request form. The request should be placed at least five (5) days prior to the date of your event.

SECTION 2

HOW TO REQUEST SPACE

Ad Astra is the scheduling software for UT Tyler. For quick video tutorials on how to complete an Event Request Form in [Astra](#), visit Scheduling & Conference Services' [Event Management](#) webpage and select **Video Tutorials**.

Scheduling & Conference Services - eventmgmt@uttyler.edu

Vicky Bond
Director
903.565.5888
vbond@uttyler.edu

Kyle Stewart
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Call via Skype for Business
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Peggye Mahfood
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pmahfoodt@uttyler.edu

All student organization event requests must first be approved by Student Engagement BEFORE the room request is reviewed.

Locations/Coordination scheduled by Scheduling & Conference Service (SCS).

Location / Service	Event Request Form Name	Contact Information
Academic Space	(1) Academic (2) A Basic Academic Short Form	eventmgmt@uttyler.edu
Alumni House	ALH	
Braithwaite Recital Hall	Braithwaite Recital Hall	
COB Atrium / Lobbies	Academic	
Cowan Green Room	Cowan White Lobby / Green Room	
Longview University	Longview University Center	
Ornelas Activity Center	OAC	
Outdoor Locations	Outdoors	
Patriot Plaza	Outdoors	
Shuttle Buses	Transportation	
University Academy – Tyler	University Academy (for UA staff/faculty only)	
University Center	UC	
Cowan White Lobby	Cowan White Lobby / Green Room	
Zoom Assistance	Video Conferencing	

Locations scheduled by the appropriate departments; Coordinated through SCS.

Location	Event Request Form Name	Contact Information
COB Dean's Event Room	Academic	eventmgmt@uttyler.edu
Academic	Academic	
Conference/Seminar Rooms (Not all reserved via Astra)	Academic	
Physics/Chemistry Labs	Academic	
Ratliff Suites	Academic	

Locations/Coordination scheduled by the appropriate department.

Location / Services	Event Request Form Name	Contact Information
Athletic Fields (not IM Field)	Athletic Venues	jbonnette@uttyler.edu
COB Executive Classroom	Classroom	jhelpers@uttyler.edu 903.566.7360
Cowan Center Vaughn Auditorium (to include White Lobby & Green Room)	Cowan Vaughn	ehutson@uttyler.edu 903.565.5866
Houston Campus	Classroom	christinesmith@uttyler.edu
HPC Locations to include PHE Gym	HPC Recreation	hpc@uttyler.edu
IT Training Room (USC 118)		903.566.7150
Library		903.566.7351
Palestine Campus		903.727.2308
Parking (Blocked)	Parking	dbehee@uttyler.edu 903.565.5840
Pool	Pool Parties	hpc@uttyler.edu
Racquetball Courts	Racquetball Courts	hpc@uttyler.edu
Residence Life (1) Liberty Landing (2) Ornelas Residence Hall (3) Patriot Village (4) Victory Village	Residence Life (Student Organizations only)	903.565.5792 903.565.6406 903.565.5737 903.566.4700
Student Success Conference Rooms (UC 3408 / UC 3322)	UC	903.566.5645 (UC 3408) 903.565.5946 (UC 3322)
W. T. Brookshire Pharmacy Building	WTB Academic (for Pharmacy staff/faculty only)	903.566.6153

Space reservation subject to change upon university requirements.

SECTION 3

WHO CAN REQUEST SPACE?

The following shows who can request which spaces and how they can be requested:

WHO	HOW TO REQUEST	
External Clientele	Astra Event Request Forms	CONTACT DEPARTMENT DIRECTLY
	Alumni House Athletic Venues Braithwaite Recital Hall Herrington Patriot Center Locations Intramural Field Longview University Center Ornelas Activity Center Patriot Plaza	Cowan Center Vaughn Auditorium 903.565.5866
Faculty & Staff	Academic/Classrooms Alumni House Athletic Venues Braithwaite Recital Hall Cowan Center (Vaughn) Cowan Center (Lobby/Green Room) Herrington Patriot Center Locations Longview University Center Ornelas Activity Center Outdoors Parking Transportation University Academy – Tyler University Center W. T. Brookshire Hall Video Conferencing	W.T. Brookshire Hall (non-pharmacy staff) 903.565.6153
Student Organizations	Academic/Classrooms Alumni House Cowan Center Herrington Patriot Center Locations Ornelas Activity Center Outdoors Residence Life University Center	If Event Request Form Not Listed, Contact Student Engagement 903.566.5645

The University of Texas at Tyler (UT Tyler) facilities listed below have been designated by the President as “**Special Use Facilities**” and can be used for public use.

Alumni House	Athletic Fields and Facilities
Braithwaite Recital Hall	Herrington Patriot Center
Ornelas Activity Center*	Patriot Plaza
Vaughn Auditorium and Lobbies	Patriot North Plaza
Longview University Center	

Priority in the reservation and use of the Special Use Facilities shall be given to activities that are in furtherance of, and related to, the educational, cultural, recreational and athletic programs of the institutions. As a lower priority, Special Use Facilities may under some circumstances be reserved and used by non-university individuals, groups, associations or corporations, without necessity of joint sponsorship by UT Tyler. All uses of University facilities shall be in compliance with [UT Tyler Handbook of Operating Procedures Section 4.4.1](#).

***Ornelas Activity Center**

Events held in the Ornelas Activity Center must also have a nexus to the mission, goals, and purpose of the University.

University Center / Academic Rooms

The University Center and academic rooms are not considered Special Use Facilities and, therefore, are only available to recognized student organizations and University departments to use for meetings, events, and university business.

SECTION 4

SCHEDULING PRIORITY

Academic Space

Since course scheduling is not finalized until census date during the fall and spring semesters, **no event request for academic space will be approved** for **any** Monday – Friday before 4:00 p.m. until that time.

After census date, all times can be requested by faculty, staff, and registered student organizations. Space is approved on a first-come-first-served basis.

Cowan Center

The Cowan Center's season must be scheduled prior to any request being received.

Gyms and Fields

Athletics and Recreational Sports schedules their events prior to other events.

Presidential Conference Rooms

Any event placed in the President's conference room may need to be rescheduled if needed by the President.

University Center

<https://www.uttler.edu/mopp/documents/2.6UniversityCenterOperations.pdf>

W. T. Brookshire Pharmacy Building

Pharmacy Faculty/Staff can request the use of Brookshire Hall. All other requests must be approved by the Dean.

SECTION 5

PROPER USE OF CAMPUS FACILITIES TO INCLUDE OUTDOOR LOCATIONS

The University of Texas at Tyler supports free speech [HOP 2.7.1](#) as a right and a value and wants to ensure students, faculty, and other members of the university community the opportunity to meet and to hear and exchange ideas and views, however controversial.

All individuals and groups must agree to the following:

- Tobacco-Free Campus (HOP 4.4.2): The University of Texas at Tyler prohibits the use of all forms of tobacco products on University property. The University prohibits any advertising or sale, or free sampling of tobacco products on University property. Littering the campus with the remains of tobacco products or any other related waste product is prohibited. This policy is applicable twenty-four (24) hours a day, seven (7) days a week
 - 1) Tobacco Products: All forms of tobacco products, including but not limited to, cigarettes (of any kind including herbal/spice cigarettes), cigars, pipes, water pipes (hookah), bidis, kreteks, electronic nicotine delivery systems (includes electronic cigarettes), smokeless tobacco, snuff, chewing tobacco and any other tobacco product.
 - 2) University Community: Students, faculty, staff, University affiliates, contractors, and visitors.
 - 3) University Property: Property located within the State of Texas that is owned, operated, leased, occupied, or controlled by the University. For purposes of the Tobacco-Free Campus policy, this includes, but is not limited to, all buildings and structures, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the University and all University-owned vehicles.
- Concealed Handguns on Campus (HOP 2.10.1): As provided by law, handgun license holders may carry concealed weapons on The University of Texas at Tyler campuses, except for the excluded areas listed in the policy (link provided below). For events being conducted specifically for persons under the age of 18 who are not enrolled at UT Tyler, a Campus Carry Temporary Exclusion Zone sign must be posted around the areas of the campus that will be used. UT Tyler's concealed handgun on-campus policy can be found in its entirety [here](#).
- Child Protection Training (Section 51.976, Texas Education Code): UT Tyler requires Child Protection training ([Complete Information and a FAQ Section](#)) for all individuals (employees and volunteers) working in a "campus program for minors", which is defined as a program that:
 - 1) is operated by UT Tyler or conducted on UT Tyler's premises; and
 - 2) offers recreational, athletic, religious, or educational activities; and
 - 3) consists of at least twenty (20) minors (youth under the age of 18) who (a) are not enrolled at UT Tyler and (b) attend or temporarily reside at the camp or program for all or part of at least four (4) days (*does not have to be four consecutive days*).

Note that this requirement does not apply to minors who are students enrolled at UT Tyler, or to UT Tyler's charter schools (which are governed by other statutes); this training is only required if your camp or program meets the criteria outlined above (items 1 – 3).

- Fire Code NFPA 101 and NFPA 1
 - 1) The University of Texas at Tyler is a State institution and falls under the purview of the State Fire Marshal Office. Anyone making use of any University premises must comply with all sections of the National Fire Protection Association (NFPA) Life Safety Code 101 and Fire Safety Code 1.
 - 2) Failure to comply with fire code may result in cancellation of an event if appropriate measures to bring the event into compliance cannot be made.
- Possession or use of intoxicants or drugs on the University premises is forbidden.
- Service of alcoholic beverages must receive Presidential approval. (Section 8)
- Food and beverages are not allowed in the Braithwaite Recital Hall, Cowan Center Auditorium, or computer labs.
- Overnight events are not permitted on campus unless using Housing or an exception has been approved by Scheduling & Conference Services.
- All areas used must be left in the same condition as at the start of the event. Teardown of an event must occur in a timely manner. It is mandatory that the area be cleared of food, beverages, containers and trash immediately following the event. A porter/cleaner may be assigned (possibly at an additional cost) to the event in order to ensure the space and surrounding areas are left in acceptable condition. **The user shall be liable for all damage to university property arising out of or connected to user's event(s).**

Outdoor Locations Policy and Procedures

<https://www.uttyler.edu/safety/files/outdoorusepolicy.pdf>

The use of university facilities is denied all individuals and groups for the following purposes:

- Regents Rule 80104 Sec 4.: No person, including a student or employee of an institution, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the U. T. System or any of the institutions if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- Illegal events or activities.
- The University of Texas at Tyler reserves the right to **restrict and/or refuse** use of its facilities to a non-university group.
- Events or sales that advance the personal or financial benefit of any individual.

Designated Amplified Sound Areas

As per the Manual of Policy & Procedures for Student Affairs, The University Center Patio, Harvey Deck, and Patriot Plaza are designated sound areas between the hours of 11:00 a.m. – 1:00 p.m. or after 5:00 p.m. For more information, please refer to <https://www.uttyler.edu/mopp/>.

SECTION 6

SCHEDULING A UNIVERSITY-SPONSORED EVENT

An event or meeting is **university or department sponsored** if a budgeted office, department, or division of the UT System or any of the institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event.

University properties shall be used only in accordance with federal, state, and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.

Priority in the reservation and use of the Special Use Facilities shall be given to activities that are in furtherance of, and related to, the educational, cultural, recreational and athletic programs of the institutions. As a lower priority, Special Use Facilities may under some circumstances be reserved and used by non-university individuals, groups, associations or corporations, without necessity of joint sponsorship by UT Tyler.

University Colleges/Departments

- You are a university or department sponsor if the following conditions set by Regents' Rule 80105 are met:
 - your department, program, or registered student organization is directly involved with the planning and execution of the event and has a University representative (faculty/staff/club member) attend the event;
 - the program or activity is upon invitation by the University;
 - the program or activity directly supplements the educational purposes of the institution;
 - the program or activity is not a political or sectarian gathering;
 - your department, program, or registered student organization will be responsible for all details of the program or activity and has a University representative (faculty/staff/club member) attend the event;
 - the scheduled property or buildings for programs or activities of The University of Texas at Tyler will have priority over the scheduling of jointly sponsored programs or activities; and
 - the fee charged for the jointly sponsored program or activity at a minimum ensures recovery of the cost incurred by The University of Texas at Tyler.
- **You are not a university or department sponsor** if any of the above criteria are not met. A community business or organization that wishes to meet on campus must contact Scheduling & Conference Services (SCS) to discuss availability and rental fees.
- A User Agreement and liability insurance are mandatory. The sponsoring department's Dean/Vice President and Office of Community Partnerships are signers as well as the President's designee. Contact SCS for information.
- See Workflow following Student Organizations.

Student Organizations

- The appropriate student organization event request form must be submitted via [Astra](#) by the student organization sponsoring the event at least 14 days in advance. When the Astra-Engage integration is complete, the student organization will go to Engage to submit their room request.
- The faculty advisor must be aware of the event and will be held responsible for the terms and conditions of the event; however, they are NOT TO SUBMIT THE EVENT REQUEST FORM on behalf of the student organization. It will be declined.
- The event is not approved until the form is processed by Student Engagement and the room approved by the room scheduler.
- Although usage fees will not be assessed; in some cases, there may be other campus services fees.
- Please contact STUDENT ENGAGEMENT with questions.

Joint-Sponsor Workflow

A Joint Sponsorship means that the event is co-branded with UT Tyler/a UT Tyler Department and an outside organization and is a joint effort in terms of planning and execution.

Please note that only spaces on campus designated as “Special Use Facilities” per the [H.O.P. Section 4.4.1](#) are available for public use. This includes the Alumni House, Athletic Fields and facilities, Braithwaite Hall and Meadows Gallery Lobby, Herrington Patriot Center, Ornelas Activity Center, Patriot Plaza, Al and Nancy Jones Auxiliary Gym, Intramural Field, Longview University Center and the Vaughn Auditorium and lobbies. Any other space is unavailable for public use without a Joint Sponsorship.

UT Tyler’s Office of Legal Affairs needs a minimum of 10 days to process and execute the User Agreement.

○ **STEP 1: INITIAL CONTACT**

Joint sponsorships can begin from any of the following:

- Outside group contacts Office of Community Partnerships
- Office of Community Partnerships contacts outside group
- Outside group contacts someone else at the University
 - Event Management
 - College
 - Department

○ **STEP 2: APPROVAL OF JOINT SPONSORSHIP**

In all instances, the Office of Community Partnerships must approve the Joint Sponsorship via e-mail. Please send event details to Brittany Childs at bchilds@uttyler.edu as well as the appropriate Dean, Vice President and/or Department Head.

If the event aligns with the University mission and is a good fit for a Joint Sponsorship, the Office of Community Partnerships will approve the Joint Sponsorship and assign a Stakeholder Category.

If the University is serving as the entity represented in the Joint Sponsorship, the Office of Community Partnerships will serve as the Point of Contact (POC). If a specific University department is the entity represented in the Joint Sponsorship, the department will identify someone to serve as the POC through the entire process.

Point of Contact (POC) = this person will see the Joint Sponsorship process through completion including but not limited to:

- Collect data from organization
- Serve as primary POC for the organization in terms of updates, answering questions, etc.
- Reserve space on campus
- Collect necessary data and fee information from Event Management
- Ensure that User Agreement is sent to organization and signed in a timely manner
- Attend event
- Receive invoice from Event Management at conclusion of event and forward to organization

○ **STEP 3: REQUEST SPACE IN ASTRA**



Once approval has been obtained from the Office of Community Partnerships, the POC will request space on campus through Astra. The event will then be placed in pending status for review. The POC will need general information to complete the Astra request, including but not limited to:

- Date
- Time
- Location
- Is food being served
- # of expected attendees
- Parking information

Since a Joint Sponsorship requires additional information to be processed as an Event, an Event Management Coordination (EMC) form will be sent to the POC to complete.

Sample e-mail received by POC after space is requested in Astra

EVENT PLACED IN PENDING STATUS: More Information Needed for THIS IS A FAKE EVENT - PLEASE APPROVE

 eventmgmt@uttyler.edu
To  Vicky Bond

Thanks for your event request!

Since additional information is needed, your event has been placed in a **PENDING STATUS** and is **NOT SCHEDULED**.

Please complete the **Event Management Coordination Form** (link below) to continue with the scheduling process. If you have any questions, email vbond@uttyler.edu.

[Event Management Coordination Form](#)

You will need your Astra reservation number: 20210824-00117

You can view your Astra event here: [THIS IS A FAKE EVENT - PLEASE APPROVE](#)

○ **STEP 4: COMPLETE EVENT MANAGEMENT COORDINATION FORM (EMC)**



Once the Astra record is placed in a pending status, the Event Management Coordination (EMC) form will be sent to the POC since additional data is needed to complete the Astra record and the Joint Sponsored Facility User agreement. This will include questions including but not limited to:

- Event details
 - Date
 - Time
 - Location
 - # of expected attendees
 - Is food being served?
 - Who is caterer?
 - Do they have a current NetHealth food permit?
 - Is alcohol being served?
 - What type of alcohol will be served?
 - Cash bar or catered?
 - What are the times of alcohol service?
 - Cost center to be charged, budget authority, and name of Admin (contact vbond@uttyler.edu for this information)
- Organization details
 - Contact information
 - Are they a non-profit?
 - Does client have insurance that meets UT Tyler's requirements?
 - Client must provide necessary proof of insurance if already covered
 - If client does not have insurance, a Temporary User Liability Insurance Policy (TULIP) can be purchased from UT Tyler through Event Management (will be indicated in User Agreement)
 - Who will be signing the User Agreement and what is their email address?
- Fee details
 - Is there a sponsorship associated with this event?
 - What amount and benefit does the University receive? This must be collected in writing.

The POC may need to communicate with the outside organization in order to obtain all relevant information pertaining to the event. Once the form is complete in its entirety and submitted, the POC will receive additional instructions about next steps to ensure that the event is successful. This may include further conversations with the UT Tyler Police Department, Environmental Health & Safety, etc.

Sample e-mail received by POC after EMC is completed

EVENT IN PENDING STATUS - THIS IS A FAKE EVENT - PLEASE APPROVE

 eventmgmt@uttyler.edu
To  Vicky Bond

Reply Reply All Forward

Tue 9/7/2021 12:26 PM

Hello!

You are receiving this email because **Vicky Bond** completed the Event Management Coordination form for their upcoming event: **THIS IS A FAKE EVENT - PLEASE APPROVE.**

This event is currently in a PENDING status.

In order for this event to be final approved, please see the list of Action items below as well as the Notifications section, which provides additional information.

Action Items

- **Alcohol at Event:** Via the Event Management Coordination form (just completed), your request to serve alcoholic beverages has been sent to both the UT Tyler Chief of Police and President. You are not allowed to serve alcohol until you receive email approval. Please contact eventmgmt@uttyler.edu if you have any questions.
- **Alcohol at Event - Mandatory Police Presence:** Information regarding this event has been sent to UTPD. Please ensure you receive a quote from Sgt. Kennedy.
- **50+ Attendees in an Assembly Space:** Determine who will serve as your Certified Crowd Manager, have them take the recommended course (www.crowdmanagers.com/training), and send completed certification email to eventmgmt@uttyler.edu.
- **Off-Campus Food Vendors:** Provide a copy of the current NETHealth Food Permit to foodsafety@uttyler.edu BEFORE the event occurs. Vendors from outside of the NETHealth district must obtain a Temporary Food Vendor permit from NETHealth prior to serving food on campus. Temporary permit paperwork must be filed no later than 2 weeks before the event.
- **External or Joint Sponsored Event - Liability Insurance:** If external client has their own insurance, please make sure it meets the requirements set forth by UT System (see Notifications below). If a TULIP is needed, please email eventmgmt@uttyler.edu.
- **Setup/Teardown Needed:** Provide a layout of your event to Event Management. If a blank layout of your location is needed, Event Management can provide one as a starting point.
- **Police Presence Requested:** Information regarding this event has been sent to UTPD. Please ensure you receive a quote from Sgt. Kennedy.

Notifications

- **Requirements to Serve Alcohol on UT Tyler Property**
Approval must be granted by UT Tyler Police Department and the President, or his designee at least one (1) month prior to the date of the event. Requirements are below:
 - UTPD onsite security is mandatory (additional fee).

○ **STEP 5: SCHEDULING & CONFERENCE SERVICES TO DETERMINE FEES**

Depending upon the nature of the event, there will likely be fees associated with the Joint Sponsorship that the outside entity will be responsible for paying.

Potential fees associated with events:

- Administrative Fee = fee for Event Management services
- Rental Fee = fee that would normally be charged to reserve space for outside groups
- Overhead Costs = costs associated to maintain the space per Facilities
- Service Solutions (SSC) = required for events with food, large number of attendees, etc.
- Certified Crowd Manager (CCM) = a CCM is required if the event has 50 people. At 250 attendees, two (2) CCMs are required; 500 people, three (3) CCMs are required; etc.
- UTPD = required if alcohol is being served or 500+ attendees
- Insurance (TULIP) = must be purchased if outside organization does not carry required liability insurance coverage

It is possible to waive some fees associated with events.

If the Office of Community Partnerships will communicate with the Event Management to determine the Stakeholder Level that may be applied towards the reservation fees.

In any scenario that requires them, the outside organization must pay the following:

- Service Solutions Fees
- Crowd Manager Fees
- UTPD Fees
- TULIP Insurance (if organization is unable to provide proof of insurance that meets requirements)
- Any other hard cost associated with the event

For groups that fall under Stakeholder Level 3 (strategic stakeholders and/or students K-12) and for which the host College/Department determines it is beneficial for the University to do so, the host College/Department may be able to offset those costs on behalf of the organization. Only self-generated funds and/or donor/gift funds may be used for this purpose. Tuition and fee or state funds may not be used for these situations.

○ **STEP 6: CONFIRM DETAILS AND CREATE USER AGREEMENT**

For the User Agreement to be created, the POC will ensure Event Management has:

- Stakeholder Level per The Office of Community Partnerships
- Sponsorship level information and associated benefits (if applicable)
- Organization's proof of insurance (if applicable) is required the Monday prior to the first date of event

Event Management will collect official quotes, create the User Agreement, and send it to all parties via DocuSign. DocuSign routing:

Office of Community Partnerships → Vice President/Dean →
POC to initial and notify outside organization → Outside Organization → UT Tyler Legal →
(via email) Event Management → (via email) Organization

At this point, the POC will make sure that all other details are communicated to the outside group in preparation for the event/program, including:

- Any additional information in terms of setup
- Parking information
 - Send campus map
 - Are temporary parking passes needed?
- Is a planning meeting needed with members of Event Management, Environmental Health & Safety, etc.?

○ **STEP 7: INVOICE AND RECEIPT OF PAYMENT**

Event Management will invoice the outside organization and send with the executed User Agreement. Payment is due prior to the first date of the event. The POC is to ensure the invoice is paid in a timely manner.

○ **STEP 8: PRESENCE AT EVENT**

The POC or appropriate delegate must be present at the event to troubleshoot, answer questions, etc.

This may include but is not limited to:

- Welcoming group to campus
- Ensuring space is set up correctly
- Assisting with equipment (if applicable)
- Notifying Physical Plant if space is too hot/cold

SECTION 7

SCHEDULING A NON-UNIVERSITY EVENT

A **non-university** event is one where the primary contact is not a university employee. Or, the university employee is involved in the event outside his/her assigned university function. Non-university events will be charged a rental fee according to the current fee schedule, and, at a minimum, must ensure recovery of the cost incurred by The University of Texas at Tyler.

The university permits rental of its special use facilities to non-university users engaged in legal activities in accordance with [The University of Texas System Rules and Regulations of the Board of Regents Rule: 80104](#).

Depending on the event activities, there may be other campus services fees (porter/cleaning charges, onsite security, etc.). Please contact Scheduling & Conference Services for questions and/or a quote.

The University of Texas at Tyler reserves the right to decline an event or change the location of the event.

Contact Scheduling & Conference Services at 903.565.5888 or eventmgmt@uttyler.edu to see if the event meets university requirements and to check meeting space availability.

A **Facilities User agreement** will be initiated once the online event request form has been submitted*. The agreement must be signed by a representative of the organization who has signature authority to assume full responsibility for payment of charges associated with the event.

- Final payment of usage fee due by invoice due date.
- Organization's proof of insurance (if applicable) is required the Monday prior to the first date of event. If needed, UT System offers a competitive rate for a Temporary User Liability Insurance Policy (TULIP). Contact Event Management for a quote.
- The University of Texas at Tyler reserves the right, at its sole discretion, to enter the facility during the event to assure appropriate use and security of facilities.

**Cowan Center does not use an online form for external clientele.*

SECTION 8

ALCOHOLIC BEVERAGES

Pursuant to [Regents' Rules and Regulations, Rule: 80102](#), alcoholic beverages are prohibited on property and in buildings owned or controlled by The University of Texas System and any of the institutions. However, the President of an institution may waive this prohibition with respect to any event sponsored by the UT System or any of the institutions. An event is sponsored if

- A budgeted office, department, or division of the U. T. System or any of the institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event.
- Such an event is still considered to be sponsored even if an outside entity pays for the food and beverages at the event.

Meetings or events organized and presented by registered faculty, staff, or student organizations are not considered sponsored events.

Alcoholic beverages may be served in a Special Use Facility being used by a non-institutional individual, group, association, or corporation for purposes permitted by the [Regents' Rules and Regulations, Rule 80106](#).

No alcohol is allowed on campus without the approval of the President, or his designee.

If an event meets the above criteria and the Event Management Coordination has already been submitted prior to knowing about alcohol service, a *Permission to Serve Alcoholic Beverages* (Appendix A) form can be obtained from Scheduling & Conference Services and must be completed and approved by the President, or his designee, and UT Tyler Police Department (UT Tyler Police) at least one (1) month prior to the date of the event. The form requirements are as follows:

- UTPD onsite security is mandatory (additional fee).
- There is a maximum of four (4) hours of alcoholic beverage service time.
- It is mandatory that a TABC-licensed alcohol provider (to be paid for by event host) serve alcohol.
- Food and non-alcoholic beverages must be made available when alcoholic beverages are served.
- Liquor liability Insurance* that covers seller's liability for the service of alcohol under a Liquor Liability policy, or endorsed onto a Commercial General Liability policy, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate is required. The University of Texas System Board of Regents, UT System, and UT Tyler should be named as additional insureds with a waiver of subrogation in UT Parties' Favor under the company's liquor liability policy. (*Required for any Contractor that will be selling or serving alcohol.)

State law relating to alcoholic beverages is always strictly enforced.

SECTION 9

AUDIOVISUAL / INFORMATION TECHNOLOGY (IT) SUPPORT

Audiovisual Equipment/Assistance for a University-Sponsored Event

For events held in the Cowan Center Auditorium, audiovisual equipment, setup, and staffing are provided by the Cowan Fine Arts Center. Additional fees may apply.

For events held in the University Center, audiovisual equipment, setup, and staffing are provided by the University Center Operations Team.

For events held in the Herrington Patriot Gym and outdoor locations, such as the Plaza, an off-campus vendor can be recommended by Media Production.

The audiovisual equipment in the Ornelas Activity Center and Alumni House has self-service technology. If troubleshooting assistance is needed, contact Media Productions.

It is the responsibility of the requester to ensure that university audiovisual and technology equipment is used in accordance with laws related to the display of motion pictures and/or other copyrighted material. (Section 22)

Information Technology (IT) Assistance for a University-Sponsored Event

Free guest WIFI is available in most buildings using PatriotAir. Note that Cowan Center and the Herrington Patriot Center DO NOT have wireless access available.

The University of Texas at Tyler relies heavily on networked computers and the data contained within those systems to achieve its missions. The [Acceptable Use Policy](#) is to protect these resources in accordance with state law and Regents Rules. Any individual needing access (guest login) to UT Tyler Information Technology is governed by state law and Regents Rules, specifically UTS 165, UT System Information Resources Use and Security Policy and must sign and return a copy of this Acceptable Use Policy to the Department of Information Technology.

Audiovisual Equipment/Assistance for a Non-University Event

- Cowan Center Event

All non-university customers in need of audiovisual assistance/training and technology equipment must make their technology needs known to the Cowan Center scheduler at the time of their request. Cowan Center and Media Services staff will determine if they are able to provide audiovisual assistance/training and equipment (possible additional fee) during regularly scheduled work hours contingent upon the availability of staff and equipment.

- All Other Locations

Media Production can aid by recommending an outside vendor.

SECTION 10

FOOD SERVICE – CATERING / FOOD TRUCKS / SCENARIOS

Net Health Food Safety Guidelines

<https://www.mynethealth.org/services/environmental-health/rules-regulations/>

UT Tyler Food Safety Checklist

<http://www.uttyler.edu/sll/studentorganizations/forms.php>

Definitions

- Food - anything consumed by mouth – ice, water, popcorn, cotton candy, drinks, etc.
- Catered Event – food cooked at an off-campus vendor’s location for a set number of people. A health permit for the location of where the food is cooked needs to be provided to The University of Texas at Tyler’s Office of Environmental Health & Safety 14 days prior to the date of the event.
- Closed Event – an event not open/advertised to the public. No health permit is needed (e.g., department potluck; student organization watching movie with popcorn).
- Food Deliveries – food ordered and being delivered/dropped off. No health permit is needed (e.g., pizza delivery).

Due to the population of our University, NET Health has informed us that a campus-wide event to include all faculty, staff, and students is **NOT** considered a closed event.

- Temporary Event - a temporary event is not a closed event, and proof of a “Coordinator Application for a Single Event or Celebration” must be provided to The University of Texas at Tyler’s Office of Environmental Health & Safety (EH&S) 14 days prior to the date of the event.

As an example, a party with multiple vendors advertised to campus community is considered a temporary event and will require a “Temporary Food Establishment” permit if out-of-district vendors are used or if food is prepared by the campus community (e.g. chili cook off). Proof of application for this permit must be provided to EH&S 14 days prior to the date of the event. When applying for the Coordinator Permit, NET Health will dictate the food handling and sanitations requirements.

Requirements for a Coordinator Application or Temporary Food Establishment Permit can be found on [Net Health's website](#).
Net Health needs a 30-day notice.

On-Campus Vendors

Sodexo is UT Tyler’s contracted food service vendor. Along with Sodexo, on-campus vendors include Chick-fil-A, Subway, Einstein Bros Bagels, Slice of Life, Wholly Habaneros, and the Swoop & Go Store. Sodexo has a health permit on file with the Office of Environmental Health & Safety and is fully insured for all their operations.

The General Manager of Sodexo and/or the Catering Manager will work with the event contact directly to accommodate food-related needs. Catering details, including payment, must be discussed directly with Sodexo.

Orders must be received by Sodexo between 8:00 a.m. and 5:00 p.m. three (3) business days prior to the event. This does not include weekends or holidays.

- **Final guest count:** Must be given five (5) business days (not including weekends or holidays) prior to the event. Changes to the number of attendees after the final count has been given will be accepted at the discretion of the Catering Manager of Sodexo. Cancellations must be made three (3) business days prior to the event to avoid any charges – unless food has already been purchased by Sodexo. In that case, reimbursement of food purchase will be required.
- **Delivery fee:** A delivery fee will be assessed for events held outside the University Center building.
- **Payment:** The final cost will be calculated before the event. Texas sales tax is charged where applicable. Campus departments can only charge to cost centers for which they have signature authority or have received permission from the fiscal office.
- **Linens:** Linens are not provided by UT Tyler but can be rented from Sodexo.

Approved Off-Campus Caterers and Food Delivery

It is not required that Sodexo be used. However, no caterer/restaurant is allowed on campus unless they have a contract with UT Tyler and a current health food permit on file with Environmental Health & Safety.

- A UT Tyler department must use a purchase order for catered events. (A university-issued credit card cannot be used for payment.)
- Insurance for a UT Tyler-Catered Event: A caterer is considered a contracted vendor. Therefore, the off-campus food vendor is required to provide a certificate of insurance (COI) that at a minimum shows evidence of general liability, commercial auto, and worker's compensation coverage. (Exhibit F).
- Food Permit: Environmental Health & Safety (EH&S) must have the off-campus food vendor's current permit on file. It is the responsibility of the event requester to ensure they have a current copy 14 days prior to the date of the event.
- Temporary Food Establishment Permit: If food is cooked in the Ornelas Activity Center (OAC) kitchen or an outdoor campus location, a Temporary Food Establishment Permit is needed for the facility and a food permit for the vendor. If food is not prepped in the OAC kitchen, only a food permit is needed.
- Any vendor that is not from within the NET Health District (meaning they do not have a NET Health permit) must apply for and obtain a Temporary Food Establishment Permit in order to serve food on campus. This applies to ALL types of events including caterers and food trucks. This process must be started no later than 14 days in advance of the event.
- No cooking of food is allowed in the Alumni House kitchen.
- Food served at catered events **MUST** be handled and served (or monitored in the case of self-serve hors d'oeuvres) by catering staff to ensure proper food service and handling guidelines are maintained. UT Tyler staff, faculty, and students are not allowed to act as food servers without a food handler's license.

The only catered foods allowed to be “self-served” are hors d’oeuvres where catering staff monitor appropriate food handling and utensil use and are able to promptly remove any contaminated utensils or dishes. The ONLY exceptions to this rule are delivered pizza, prepackaged boxed lunches, and prepared single serve foods such as cookie platters, donuts, bagels, etc. Other exceptions MAY be made at the discretion of EH&S on a case by case basis.

Outdoor Events with Food

- Outdoor events serving any food item that is not prepackaged in its original container must observe the following requirements:
 - All areas of food service must be covered by tents – no exceptions
 - If food is being cooked on site, and not contained within a food truck, the vendor must obtain a temporary food establishment permit
 - Three-bin wash disk sinks with hot water must be supplied
 - Separate hand-wash sinks must be supplied
 - In-building wash facilities are not allowed to be used in lieu of hand-wash sinks
 - A finished floor must be provided – food cannot be cooked in grassy areas
 - Vendors bringing food that has been prepared off site must be permitted as noted under the “Food Permit” section under Off-Campus Caterers and Delivery above.
 - Vendors are responsible for providing any hot or cold holding equipment needed to keep their food at a safe serving temperature.
 - All food service personnel must wear gloves

Food Trucks

Food trucks are allowed on UT Tyler property if

1. permission has been granted to them by Sodexo, UT Tyler’s contracted food service provider;
2. they are an approved vendor and in good standing with the State;
3. they have current NET Health permit; and
4. food being provided has been
 - a. **pre-purchased** by a UT Tyler department and/or
 - b. is being sold to customers in only an athletic parking lot

NO food can be sold on campus unless PRIOR approval has been received
by UT Tyler’s Purchasing Department.

Bake Sales and Potluck Meals

Organization/Department potlucks are allowed. Potlucks meals must be limited to members of the specific organization or department and cannot be opened to other groups or the campus community under any circumstances. It is recommended that any foods that may contain common allergens (e.g. eggs, dairy, shellfish, nuts, etc.) be marked as containing such.

Bake Sales are not allowed unless all foods are purchased from a NET Health permitted facility and are prepackaged in their original containers. Home-cooked baked goods may not be sold or otherwise distributed to the campus community unless the preparer adheres to all aspects of the Texas Cottage Food Law. Details and guidance can be found here: <https://texascottagefoodlaw.com/>. Bake Sales must be reviewed and approved by EH&S to determine appropriate compliance with these requirements.

SECTION 10A

FOOD SERVICE SCENARIOS

UT Tyler Catered Events

- Event will have prepackaged chips/sodas/cookies etc. purchased at a grocery store in their original manufacturer packaging
 - No permits required
- Event will have pizza (or box lunches) delivered
 - Vendor Health Permit for pizza location required
- Event will have a vegetable or fruit tray prepared by and purchased at a grocery store
 - Vendor Health Permit for grocery location required
- Event will have a vegetable or fruit tray that is prepackaged from a grocery store but not prepared by the store (the sealed trays are delivered to the produce section by a third party)
 - No Health Permit required
- Event held for a specific organization/department (not the entire campus) who will be cooking on the grill
 - Vendor Health Permit not required
 - Temporary Food Establishment permit not required
 - Environmental Health & Safety (EH&S) regulations must be followed
- Campus-wide event held outdoors (Sodexo Managed Catering – No Cooking)
 - EH&S food service regulations must be followed
- Campus-wide event held outdoors (single **off**-campus vendor – No cooking or contained in food truck)
 - Vendor Health Permit required
- Campus-wide event held outdoors (multiple off-campus food vendors, or if cooking outdoors)
 - “Coordinator of a One Time Event Application” MUST be submitted to NET Health
 - Temporary Food Establishment permits required for any outdoor cooking and may be required by NET Health no matter
 - Follow all NET Health guidance once Coordinator Application is submitted
- Event held at the OAC (**off**-campus vendor)
 - Vendor Health Permit required
 - Temporary Food Establishment Permit required if food will be cooked or warmed in kitchen
- Event held at the OAC (on-campus Sodexo-managed vendor)
 - Temporary Food Establishment permit required if food will be cooked or warmed in kitchen

These scenarios are purely examples of potential food service situations for events. These scenarios are not representative of all possible scenarios and are purely examples to help provide guidance. If your event differs from these scenarios, or if you have any doubts or questions, contact EH&S or Event Management.

Food Service Scenarios are continued in Section 10b.

SECTION 10B

FOOD SERVICE SCENARIOS

Non-UT Tyler Catered Events

- Event will have prepackaged chips/sodas/cookies etc. purchased at a grocery store in their original manufacturer packaging
 - No permits required
- Event will have pizza (or box lunches) delivered
 - Vendor Health Permit for pizza location required
- Event will have a vegetable or fruit tray prepared by and purchased at a grocery store
 - Vendor Health Permit for grocery location required
- Event will have a vegetable or fruit tray that is prepackaged from a grocery store but not prepared by the store (the sealed trays are delivered to the produce section by a third party)
 - No Health Permit required
- Event held for their specific group (e.g., Boy Scouts – not the entire campus) who will be cooking on the grill
 - Vendor Health Permit not required
 - Temporary Food Establishment permit not required
 - Environmental Health & Safety (EH&S) regulations must be followed
- Event held for UT Tyler or general public outdoors (Sodexo-managed catering – no cooking)
 - EH&S food service regulations must be followed
- Campus-wide event held outdoors (single **off**-campus vendor – no-cooking or contained in food truck)
 - Vendor Health Permit required
- Event held for UT Tyler or general public outdoors (multiple off-campus food vendors, or if cooking outdoors)
 - Coordinator of a “One Time Event Application” MUST be submitted to NET Health
 - Temporary Food Establishment permits required for any outdoor cooking and may be required by NET Health no matter
 - Follow all NET Health guidance once Coordinator application is submitted
- Catered Event held at the OAC
 - Vendor Health Permit required
 - Temporary Food Establishment Permit required if food will be cooked or warmed in kitchen
- Reception held at the Meadows Gallery Lobby (prepackaged food)
 - No Health Permit needed
- Reception held at the Meadows Gallery Lobby (cake purchased at a bakery and bottled beverages)
 - Vendor Health Permit required for bakery

These scenarios are purely examples of potential food service situations for events. These scenarios are not representative of all possible scenarios and are purely examples to help provide guidance. If your event differs from these scenarios, or if you have any doubts or questions, contact EH&S or Event Management.

SECTION 11

DECORATIONS AND EQUIPMENT

- **Do not affix anything to painted surfaces or to windows/door glass.** Any club or department that damages paint, glass, etc. is responsible for the cost of cleanup or repair. Complete information can be found in the Posting Policy. (Section 18)
- **No Glitter.** If glitter is used, there will be an additional cleanup cost.
- **Platform, Stage and/or Dance Floors:** An outdoor event request needing a stage should provide as much notice as possible. It is mandatory for a dance floor to be used for dances at the Alumni House.

Inside stage and/or dance floor must be of a type that does not damage the floor surface. A dance floor can be requested from Student Engagement using the UC event request form in [Astra](#). If rented from an outside company, the requestor is responsible for making the reservation and payment.

All temporary stages are subject to inspection by Environmental Health & Safety. Lack of proper staging is reason to shut down an event. All costs caused by such closing shall be paid by the group coming on campus.

- **Pipe and Drape:** While pipe and drape are allowed, all setups are subject to inspection and approval by Environmental Health & Safety. If the setup violates any fire codes, instructions will be given on how to achieve compliance with codes. Refusal to comply with fire code is reason to shut down an event. All costs caused by such closing shall be paid by the group coming on campus.
- **Per Fire Codes NFPA 1 and 101**
 - No open flames, candles, or incense are allowed in any building.
 - Decorations and equipment, including “pipe and drape” must not directly cover or obstruct the view or function of any fire alarm notification devices, fire alarm pulls, sprinkler heads, or exit signs.
 - Decorations must not block or obscure any egress pathway, corridor, stairway, or doors.
 - Decorations must not cross doorways or walkways in a way that will create a tripping hazard.
 - Equipment cords that run across the floor must be taped down as to not create a tripping hazard. If tape cannot be used, cable protectors must be used.
 - All drapery-style decorations must comply with NFPA 701 fire ratings.
- **Mechanical games/rides/experiences:** Mechanical rides/games/experiences (e.g. zip line, carnival rides) may be allowed on campus at the discretions of the Office of Facilities Management and EH&S. Rides must bear a current Texas Department of Insurance compliance sticker. Rides that do not bear this sticker will not be allowed to set up on campus.
- **Fireworks/pyrotechnics on university property:** The sale of fireworks on university property is forbidden. The possession and/or use of fireworks on university property is forbidden without prior approval from Student Success.

Use of laser lighting equipment before, during, or after an event must be first approved as to the equipment and use in writing by the State Health Department, Occupational Safety and Radiation Division, and the Director of The University of Texas at Tyler's Office of Environmental Health & Safety (EH&S). This condition applies not only to the type of equipment utilized but also to the manner in which it is used. The use of devices that are of an explosive or flammable nature must also have prior written approval the Director of EH&S.

- **Shoe policy for varsity basketball court:** Only non-marking rubber soled shoes are allowed on the Herrington Patriot Center varsity, recreational, and racquetball courts. Hard soled shoes and high heels will damage the floor and are not permitted. You or your club/institution will be responsible for any or all damage that occurs.
- **Popcorn Machine/Snow Cone Machine/Cotton Candy Machine:** Student Engagement schedules use of these machines. They are reserved via the UC event request form in [Astra](#), and training on how to use this equipment will be required. Gloves must be worn when serving.

SECTION 12

FUNDRAISING / INFORMATION TABLES

Fundraising Policy

Subject to constitutional and statutory restrictions on the use of State property for religious or political purposes, a students' association; a registered student, faculty, or staff organization; or an officially recognized alumni association whose fundraising activities are dedicated to the benefit of UT System or The University of Texas at Tyler may reserve and use buildings, grounds, and facilities owned or controlled by the UT System or The University of Texas at Tyler.

- Student organizations must register with Student Engagement.
- For-profit student organizations may hold no more than one (1) fundraiser a month to be exempt from paying taxes (per Texas State regulation).
- Non-profit student organizations (those that are registered as 501(c)(3)) may fundraise for no more than 14 days per fiscal year.
- Student organizations raising funds on behalf of a 501(c)(3) non-profit organization can do so for no more than 14 days per fiscal year.
- Individual persons are not allowed to solicit for personal gain.
- Profit-making corporations or organizations may not use campus organizations to advertise or sell their products.
- Only authorized representatives, advisors, and members may raise funds on behalf of the student organizations.
- All student organizations fundraising activities must be included on the Student Organization Registration Form.
- All raffles must be in compliance with the Charitable Raffle Enabling Act found on [The Attorney General of Texas](#) website.
- Student organization fundraising must be approved by Student Engagement using the [Fundraiser/Solicitation Approval Form](#).
- Please review [Rule 80103](#) of the UT System Regents' Rule.

Information Tables

Along with several buildings and outdoor locations, the University Center (UC) provides information table locations for faculty, staff, and registered student organizations. Please submit your request using the appropriate event request form in [Astra](#).

SECTION 13

GRILLING

The University of Texas at Tyler (UT Tyler) reserves the right to restrict any person or persons from grilling on campus.

Locations

Designated grilling zones are at Victory Village, Liberty Landing, Patriot Village, Harvey Deck, UC Patio, and Parking Lot 16. If a different space is desired, approval must be obtained from Environmental Health & Safety prior to the event.

Requests

- Must be submitted using the correct location-specific event request form (Residence Life, Outdoors, or Parking) 14 days in advance of the event.
- If a student organization, a Risk Assessment Plan must be submitted and approved by Student Engagement.

Grills

- Need to be placed 15 feet from all buildings and 10 feet from all sidewalks.
- Must be used in the open air and not placed under any covering.
- Should not be left unattended at any time.
- Only gas grills may be used for grilling – no charcoal. A maximum of a 20-pound propane cylinder can be used for grilling.
- Only one (1) gas grill is permitted to be used per request.
- Open flame fires, including fire pits, are prohibited on campus.
- All food-handling procedures must be followed

UT Tyler Rules and Regulations

- No alcohol
- UT Tyler is a tobacco-free campus (<http://www.uttyler.edu/human-resources/wellness/tobacco-cessation/index.php>)
- All trash and recyclable materials must be picked up and disposed of properly. A mandatory porter(s) is provided by UT Tyler's contracted environmental service at their current rates and is the responsibility of the person/persons grilling.
- Absolutely no staking or sticking anything into the ground. No tarps are allowed on the grass.

Individuals who violate the above rules and regulations will be asked to leave the property and be subject to fines, charges, university sanctions, and/or legal penalties. Individuals who enter a grilling area and violate university policies (i.e. drinking alcoholic beverages, smoking, etc.) must be asked to leave. If individuals violating university policy refuse to leave or continues the behavior, The University of Texas at Tyler Police Department (UT Police) should be called. If UT Tyler Police sees violations occurring in the grilling area, they will ask everyone to leave and may hold the approved griller responsible for violations.

SECTION 14

INSURANCE REQUIREMENTS / LIABILITY WAIVERS

For specific questions, please contact Risk Management at safety@uttyler.edu.

All non-university organizations and non-university sponsored events are required to provide a valid certificate of insurance, naming as additional insured. User shall purchase, provide, and keep in effect during the use period licensed by this Agreement a general liability insurance policy, or rider to an existing policy, naming as additional insured "The University of Texas at Tyler, its officers, employees, and agents", which will provide coverage in the minimum amounts of \$300,000.00 for property damage and \$1,000,000.00 per person and \$1,000,000.00 per occurrence for personal injury (including death) and \$10,000.00 per person for medical. Coverage provided by such policy or rider must apply to the death or injury of any person and the damage to property that result, directly or indirectly, from the intentional or negligent act or omission of User or User's officers, agents, employees, guests, or invitees during the use or occupancy of UT Tyler's premises for purposes of this Agreement. Such insurance shall be with an insurance company or companies authorized to do business in Texas and under policy or policies acceptable to UT Tyler. No later than the first day of the Event, User must provide UT Tyler with a *Certificate of Insurance* attesting the existence of a policy or policies providing coverage described hereinabove, or, if requested, with a certified copy of said policy or policies. If a policy contains deductible provisions, User shall be responsible for payment of the deductible amount for any claim(s) or the pursuit of any claim(s) or asserted claim(s) against UT Tyler, its agents, employees or representatives.

In addition to the foregoing, Liquor Liability Insurance will be required if alcohol will be sold or served at the Event. User, or the entity serving alcohol on behalf of User, shall provide Liquor Liability Insurance that covers liability for the sales or service of alcohol under a Liquor Liability policy, or endorsed onto a Commercial General Liability policy, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and naming as additional insured "The University of Texas at Tyler, its officers, employees, and agents." (Appendix B)

UT System's Tenant User Liability Insurance Policy (TULIP)

Purchase of TULIP coverage is only needed if a tenant user cannot provide their own liability coverage naming The Board of Regents of The University of Texas System and The University of Texas at Tyler as additional insureds. The policy is written through United States Fire Insurance Company with the following terms and conditions:

TULIP provides the following insurance coverage:

Each Occurrence	\$1,000,000
Aggregate	\$2,000,000
Damage to Premises Rented to You (Any one premises)	\$ 300,000
Med Expense (any one person)	Excluded
Personal & Advertising Injury	\$1,000,000
Products-Completed Operations	\$1,000,000
Liquor Liability (if applicable)	\$1,000,000
Terrorism Coverage	\$1,000,000

A minimum of 10 days lead time is required once you have submitted your application to receive a certificate of insurance prior to the event. Class 2 events will require individual acceptance and underwriting by the carrier and may take additional time to bind coverage.

UT System's Camp and Clinics Policy Guide

Per [UTS 192 Youth Protection Policy](#), camp coverage is required for all university camps with minor children. This program provides Excess Accident and General Liability coverage for enrolled, UT-Tyler owned camps and clinics held throughout the year. Coverage is available for both sport- and academic-focused camps. More information can be found on [UT System's Risk Management Systemwide Insurance Programs](#) webpage.

Contact Scheduling & Conference Services for a Program/Camp Insurance application at least seven (7) business days prior to the start of camp. It will take at least three (3) business days to receive a certificate of insurance.

Liability Waivers for Non-University and University-Sponsored Events

If the event involves participants who are registering for the event (i.e., fun runs, camps, pool party), it may be appropriate to include a waiver or release of liability as part of the registration (Appendix D). Please contact the Office of Risk Management for questions.

To obtain a TULIP or PROGRAM/CAMP quote for your event, please email eventmgmt@uttyler.edu.

SECTION 15

EVENT PARKING

[Parking and Traffic Information](#)

Special RESERVED spaces are marked with either the job title of the person, the department name, or other specific wording that indicates authorization to occupy those spaces. Violators will be cited and are subject to booting and/or towing and any fees associated with enforcement.

Zone violations (no parking, fire hydrant, fire lane, disabled spaces) are always enforced.

A complete copy of the [2017/2018 Traffic, Parking and Safety Regulations](#)

Visitor Parking Pass

Visitors are welcome to the campus, and special parking spaces are provided for them. A Visitor Parking Pass must be obtained from the hosting on-campus department via <https://uttyler.edu/mc> or by contacting UT Tyler Police Department Parking Divisions at 903.566.7300.

The Visitor Parking Pass should be placed on the vehicle dashboard so that it is completely visible. This permit identifies the person as a visitor of the campus and prevents the inconvenience of a citation being issued for not having a permit. Legitimate visitors who do not have a visitor permit displayed on their vehicle may be issued parking citation.

Reserved (Blocked) Parking

Reserved (blocked) parking for your campus event can be requested by faculty and staff via our online event scheduling system, [Astra](#). The University of Texas at Tyler Police Department is the scheduler of this resource and reserves the right to decline/approve requests.

There is a 10-day lead time for requests to reserve blocked parking.
For the first two (2) weeks of each fall/spring semester, NO reserved parking requests will be approved.

How Do I Request Reserved Parking?

- In conjunction with an event/space request: Complete the appropriate event request form in [Astra](#) answering all questions pertaining to your parking needs.
- Event already scheduled in Astra or only parking lot needed: Log into [Astra](#) and use the Parking request form. A quick video tutorial on how to complete this form can be found [here](#).
- For a student organization: Contact Student Engagement with your request and have them email the approval to eventmgmt@uttyler.edu.

Events in Parking Lots MUST stay clear of fire lanes.

SECTION 16

STUDENT TRAVEL AND OFF-CAMPUS ACTIVITIES

The University of Texas at Tyler sponsors numerous off-campus activities involving student travel. The liability risk to the university for such activities is significant. To effectively manage these activities, the Office of Student Success has developed guidelines that can be viewed in [Chapter 13](#) of the Manual of Policies and Procedures for Student Affairs (MOPP). Required forms that must be completed prior to travel can also be found in Chapter 13 or in DocuSign.

Transportation to the off-campus location can be requested via [Astra](#) using the Transportation request form.

- There is a 30-day lead time for requests.
- The request is for the shuttle bus only and not the driver.
- The driver MUST be a certified CDL driver who has been processed through Human Resources and certified through UT Tyler Police Department.
- No students can drive the shuttle.
- Transportation requests can be denied if forms are not approved prior to your travel date.
- No overnight stays.
- No cost for the shuttle bus.
- Driver cost is approximately \$25/hour/driver plus the cost of fuel.

For any questions, contact eventmgmt@uttyler.edu.

SECTION 17

POLITICAL EVENTS

As a state-supported public university with a tax-exempt status under Sections 115 and 501 (c) (3) of the U.S. Internal Revenue Code, The University of Texas at Tyler (UT Tyler) may not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political campaign.

Any political event should receive approval from the Provost's Office.

SECTION 18

POSTINGS

UT Tyler encourages intra-campus posting of information in the interest of enhancing student and campus life and expanding opportunities for learning and cultural enrichment. Students, faculty, and staff are free to express their views subject only to rules necessary to preserve the equal rights of others and the other functions of the university.

Director of Student Engagement may withhold approval for any poster in violation of this policy. Have your student, faculty, or staff ID when you bring the sign/flyer/poster or banner to UC 3400 for approval. Be prepared to leave a copy of your sign/flyer/poster or banner with Student Engagement with your name and contact information.

Materials Posted on Campus Must be Submitted by

- a registered faculty, staff, or student organization
- an administrative or academic department
- an individual student, faculty, or staff member

Acceptable Reasons for Posting

- Advertisement by individual students, faculty or staff for roommates, subleases, or sale of personally owned and used property
- Event or fundraiser hosted by faculty, staff or student organizations that benefits:
 - The faculty, staff or student organization
 - An off-campus, tax-exempt organization

Advertisements for an off-campus group will NOT be approved for posting.

Size Requirements

A sign/flyer/poster should be no larger than half of a regular poster board (14 in. x 22 in.). This is necessary to allow all students, faculty, and staff an opportunity to advertise in limited areas.

Posting Duration and Location

- **Signs/flyers/posters**, when approved, may be posted for 14 days.
- **Banners**, when approved, may be posted for one week and may be renewed for one additional week. Banner space should be reserved ahead of time to guarantee availability.
- **Bulletin Boards Only** - Approved signs/flyers/posters must be posted on bulletin boards ONLY, except for RBS and RBN, where they may be taped to the glass around the stairwells until bulletin boards are placed in the building. Signs/flyers/posters in unauthorized locations are in danger of being discarded.
- Signs/flyers/posters should be **removed within 24 hours of an event** by the posting organization/individual.

T-Stand Advertising

- T-stand flyers will be displayed for one week at a time and must be for events that are NOT in the upcoming 7 days.
- Flyers must be submitted to Student Engagement by 5:00 pm Friday for placement the following Monday.
- Flyer placement is available for faculty, staff, or student organizations or for administrative or academic departments.
- Available T-stands will be evenly divided between all organizations that submit flyers for the week, except for events hosted by Student Engagement.

A-frames and T-stands MUST not block egress.

As a UT Tyler representative, it is important to follow The University of Texas System's and UT Tyler's policies. If you are unsure or need further information/clarification on these policies, please consult the Manual of Operating Policies and Procedures, [Chapter 6](#), or [UT System Regents' Rules](#)

Questions about this policy can be directed to Student Engagement at (903) 565-5645.

SECTION 19

YOUTH PROGRAMS / CAMPS

Scheduling & Conference Services and the Youth Protection Program Committee is currently creating a Youth Protection Program (YPP) Policy for UT Tyler. Our purpose is to promote the safety of minors participating in youth programs on the University premises or participating in those programs sponsored or supported by the University. This policy also supports compliance with federal and state law.

The policy will provide oversight and training for youth programs held on University premises or operated by the University which have recreational, athletic, religious, or educational activities for the attendees. This includes all camps or programs covered by Texas Education Code, [Chapter 51, Section 51.976](#), as well as any camp, program, internship, mentorship, event, or activity held on UT owned or controlled premises, or sponsored or supported by a UT institution that offers recreational, athletic, religious, or educational activities to Youth Participants which includes online programs.

This policy does not apply to university course-based academic service learning or research approved by the Institutional Review Board ("IRB").

This policy applies to University employees, affiliates, student workers, volunteers, contractors, and visitors and to all campus programs for minors (youth programs) held on University property, as well as those programs sponsored by the University.

UT System's Camp and Clinics Policy Guide

Per [UTS 192 Youth Protection Policy](#), camp coverage is required for all university camps with minor children. This program provides Excess Accident and General Liability coverage for enrolled, UT-Tyler owned camps and clinics held throughout the year. Coverage is available for both sport- and academic-focused camps. More information can be found on [UT System's Risk Management Systemwide Insurance Programs](#) webpage.

Contact Scheduling & Conference Services for a Program/Camp Insurance application at least seven (7) business days prior to the start of camp. It will take at least three (3) business days to receive a certificate of insurance.

If you have a youth program, please contact eventmgmt@uttyler.edu for more information.

SECTION 20

ACCIDENTS / INJURIES / SEVERE ILLNESS ON CAMPUS

During events, accidents, injuries, or serious illnesses can occur. In the event of any accident, injury, or serious illness involving anyone on campus during an event, the University Police Department should be immediately notified at 903.566.7300; and an officer will respond to assess the situation and notify emergency services. If the situation is life-threatening, dial 911; they will dispatch University Police and other emergency services.

Once the situation is under control, paperwork will have to be completed to document the incident and begin a cause investigation.

- For injuries involving a student or visitor on campus, complete the “Student and Visitor Report of Injury Form”. Contact safety@uttyler.edu.
- For injuries involving an employee performing duties related to their job during an event on campus, complete the “Employee Report of Injury” and “Supervisors First Report of Injury” forms. Contact safety@uttyler.edu.

SECTION 21

SECURITY

All requests needing onsite security (e.g., prom, dance) must be received at least sixty (60) days prior to the event date via an [Astra](#) event request. Requests will be reviewed and security requirements, if any, will be solely decided by UT Tyler Police (UTPD).

Security is provided by UTPD. If outside security personnel are also preferred, UTPD must be contacted for approval under UTS 170. If approval is granted, any additional security personnel will report to the UTPD officer in charge of the security operations.

If the attendance to an event exceeds that communicated on the contract, or if the safety code capacity is reached, UTPD will require the event sponsors to cease admitting guests or terminate the event.

Events that are planned to extend beyond normal building hours must be authorized by Scheduling & Conference Services, so arrangements are made for securing the venue and the building.

Hours for the University Center (UC) are online at <http://www.uttyler.edu/uc/hours.php>.

Maps referencing emergency locations are on each floor of each university building.

SECTION 22

CROWD MANAGER

The National Fire Prevention Association (NFPA) created code requirements for management plans and crowd control measures for certain types of events in assembly occupancies. The Office of Environmental Health & Safety (EH&S) serves as the local Authority Having Jurisdiction (AHJ) relative to NFPA 101 Life Safety Code, 2012, compliance for all the University of Texas at Tyler (UT Tyler) facilities and property.

- **What is assembly occupancy?** Chapter 13 – Existing Assembly Occupancies, Section 3.3.178.1 of the code defines assembly occupancy as: “an occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar use; or (2) used as a special amusement building. “
- **What types of areas at UT Tyler are considered assembly occupancies?** Fire Code gives examples of assembly occupancies. Those applicable to UT Tyler include, but are not necessarily limited to, the following areas: assembly halls, auditoriums, college and university classrooms, gymnasiums, theaters, and restaurants. At UT Tyler, certain locations are frequently used as assemblies:
 - Alumni House (ALH)
 - Cowan Center Vaughn Auditorium
 - Herrington Patriot Center (HPC)
 - Irwin Ballpark
 - Ornelas Activity Center (OAC)
 - Outdoor Locations (e.g., Patriot Plaza, Patriot Plaza North, Harvey Deck, etc.)
 - Physical & Health Education (PHE)
 - University Center (UC)
- **When am I required to have an Event Management Plan?** Approved plans are required for events with **50** or more people in attendance that are generally not expected to be familiar with the facility. Some examples of events requiring a plan include:
 - Convocation, commencement, non-UT Tyler graduation ceremonies, large banquets, political candidate speeches, events to which the public is invited, and summer camp activities
 - A lecture or performance open to an audience that is not likely to be familiar with the venue
 - Special athletic events such as basketball or volleyball playoffs
 - Expositions - events which the display of products or services is organized to bring together the provider and user of products or services and include trade shows, job fairs, vendor fairs, poster board educational displays in association with a conference, etc.

Exit egress impediments such as curtains, poster boards, stanchions, etc. require a deployment plan approved by the AHJ or must be removed. Reference NFPA 101: 7.5.2 – Impediments to egress.

- **Do I need a new Event Management Plan every time I hold an event in an assembly occupancy?** No. Once a plan is approved for a specific type event in a specific venue, then a previously approved crowd management plan may be used without further consultation with EH&S. A new plan is not necessary.

- **When do I need Crowd Managers?** Section 13.7.6.1 – Crowd Managers in NFPA 101 Chapter 13 – Existing Assembly Occupancies states: “Assembly occupancies [**50 or more persons**] shall be provided with a minimum of one **trained** crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manger or supervisor for every 250 unless otherwise permitted...” as in note 2 of that section:
 - “(2) The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant. “
- **What is the cost of a Certified Crowd Manager?** Contact Scheduling & Conference Services for a quote.
- **I am a faculty member / instructor who routinely teach in one of the lecture halls / large classrooms. Do I need to have an event management plan and crowd managers?** No. An event management plan and crowd managers are not necessary for regular classes if you comply with the classroom use and seating capacity limits approved by Facilities and EH&S. Student occupants should be familiar with the space after basic instruction on exiting during emergencies and restroom locations given during the initial class period.
- **Who can serve as a Crowd Manager or Crowd Supervisor?** Certified crowd managers may be faculty, staff, instructors, coaches, or other individuals who have taken a crowd manager training course – to include ushers, guards, and police officers who are familiar with the facility and can assist with maintaining clear exit pathways and directing occupants to safe exit egress from the building in case of emergency.
 - EH&S can provide some safety training; however, it is recommended that a Crowd Management training course be taken by anyone who will be a Crowd Manager/Supervisor. <https://crowdmanagers.com/registration>
 - The University of Texas at Tyler Police Department (UT Tyler Police) staff can also assist with emergency management and security training, if necessary, for events where security is of greater concern.
 - UTPD can provide guards or police officers to assist with events. Event operators will incur a service fee.
 - A *Pre-Event Checklist for Crowd Managers* is provided in Appendix D.
- **How do I get my Event Management Plan approved?** Contact EH&S at safety@uttyler.edu or call 903.566.7011 or 903.566.7496.
 - Please allow at least 2 weeks’ notice prior to the event for enough time to review and approve the plan.
 - There is no cost to UT Tyler departments for EH&S AHJ review and approval of Event Management Plans.

SECTION 23

SHOWING MOVIES ON CAMPUS

Most movies¹ are protected by copyright law, which gives exclusive rights to the copyright owner, including public performance rights. The law also provides some exemptions.

Any movie shown in a public place (including an auditorium or meeting room) or to any “substantial” group beyond the normal circle of family and friends is considered a public performance. Whether or not there is a charge to view the movie does not matter.

The law includes some important exceptions. Section 110 of the Copyright Act provides a specific exemption to the licensing of what is clearly a public performance – face-to-face teaching.

- Performances and displays of audiovisual works must be made from legitimate sources, such as pre-recorded videocassettes. Copies made from legitimate sources or broadcasts are not allowed.
- Performances and displays must be part of the systematic course of instruction and not for entertainment, recreation, or cultural value. The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus. The course does not have to be a credit course but must be one recognized by the institution and for which students must register.
- The instructors or pupils must give performances and displays from the same location in which it is viewing screened; no broadcasting from outside sources (such as closed-circuit television) is allowed.
- Performances and displays must be given in classrooms and other places devoted to instruction; library screening rooms, residence hall lounges, rathskellers, and cafeterias **do not** qualify. Performances must take place during the scheduled class time.
- Performances and displays must be a part of the teaching activities at a non-profit educational institution. Businesses that conduct educational seminars and certain technical schools do not qualify.
- Attendance is limited to the instructors, pupils, and guest lecturers. Only students registered for the class may attend the screening. No fee specific to the screening may be charged.
- There may be certain other circumstances in which Section 110(1) would permit a movie to be publicly shown without permission from the copyright owner. The circumstances are narrow, however, and **no such showing should occur without prior consultation with the Office of Legal Affairs.**

Some movies are not protected by copyright and may be shown without restrictions. Movies that are either in the public domain (generally those published before 1923) or created by the U.S. government may also be viewed publicly without obtaining permission. Additionally, there are some copyright owners who explicitly make their work available with few restrictions.

Unless mentioned above, ALL other showings of movies require permission from the copyright holder before they can be shown. It is the responsibility of the sponsoring department or organization to secure permission or pay a license fee for any public showing. Permission is usually granted only after paying a licensing fee which generally ranges from \$200 - \$500. Some films will cost more. If the request for performance rights is denied or not received prior to the scheduled showing, the movie cannot be shown on campus.

¹ This document uses the term “movies” to include motion pictures and other audiovisual works in all formats. For more information, see the UT Tyler Copyright Guidelines webpage available [here](#).

How to Secure Performance Rights

In many cases, obtaining performance rights is easy and the cost is reasonable. However, in some cases, it is difficult or impossible and/or prohibitively expensive. Therefore, any department or organization wishing to show a specific film is advised to begin the process early. Contact Student Life & Leadership with the name of the movie and how it will be used.

As the University Center frequently shows movies, they are a good resource to see what is and what is not needed.

One of the easiest ways to get performance rights is to obtain a movie available from one of the companies who license movies on behalf of the film companies. (It is sometimes possible to obtain the movie locally and just pay one of these companies the licensing fee.) Some of the primary licensing companies include, but are not limited to, the following:

- [Swank Motion Pictures](#)
- [Criterion Motion Pictures](#)
- [Kino International Corporation](#)
- [Milestone Film and Video](#)
- [Motion Picture Licensing Corporation](#)
- [New Yorker Films](#)
- [Movie Licensing USA](#)

FYI: A license dated September 11, 2013, for a public performance license of a documentary cost \$99.00. A license dated September 18, 2003, for a one-time showing of the films Ordinary People and A Beautiful Mind cost \$331.00 per film for a total cost of \$662.00.

If a movie is not available from one of these companies, permission may sometimes be granted directly from the copyright holder. The movie's website or the package that contains the movie will indicate the copyright holder. In most cases, this will be the movie studio.

Information on how to contact the company can usually be found on the company's website. The copyright holder may request information regarding the name of the organization who will be showing the movie, the title and format of the requested movie, where and when the movie will be shown, the anticipated size of the audience, whether there will be an admission charge, and contact information.

As noted above, if the copyright owner grants performance rights, it will generally be for a fee; and performance rights must be received prior to the showing of the movie.

For more details about how to secure permission, see the University of Texas Libraries' Getting Permissions webpage [here](#).

Please remember that whenever paying an outside vendor, as in the case of obtaining public performance rights, UT Tyler's purchasing procedures must be followed. More than likely, **a contract may need to be signed by Legal.**

SECTION 24

SUPPORT SERVICES

Scheduling

- Room and setup (tables, chairs, podiums, etc.) requests are via [Astra](#).
- The University of Texas at Tyler Police Department (UT Tyler Police) provides door unlock assistance. Please indicate on the [Astra](#) event request form that you need the door unlocked – if needed, detailing specific building entrance doors in the Setup Details portion of the form.
- Reserved (blocked) parking is reserved via [Astra](#). Please indicate on the [Astra](#) event request form or complete the Parking request form located in the [Astra](#).
- Video conferencing is reserved via [Astra](#). Zoom videoconferencing assistance is provided by Technology Support (TS). Please indicate on the [Astra](#) event request form or complete the Videoconference request form located in the [Astra](#). There is a **mandatory 5-day lead time** for this request. TS reserves the right to decline the request if not submitted within 5 days of the event date.
- Porter (Housekeeping) services are reserved via Astra.
- Shuttle buses and drivers are reserved via Astra. Please complete the Transportation request form located in the [Astra](#).
- Most items associated with an event are scheduled via Astra. Contact Scheduling & Conference Services for any questions at eventmgmt@uttyler.edu.

Event Setup

- In cases of large scaled events, an Operational Plan is required to be completed by the hosting department and meetings must be scheduled for all departments involved, to include Physical Plant, Environmental Health & Safety, Scheduling & Conference Services, UT Tyler Police, Risk Management, Purchasing, setup team, and any other department that could be affected by the event (e.g., HPC, Cowan Center).
- It is **mandatory** that the Physical Plant be onsite for any deliveries to the inside of campus (e.g., furniture delivery to the Plaza) as a “walker” may be needed to safeguard pedestrians.
- The University of Texas at Tyler uses contracted onsite setup and housekeeping teams.
- Non-UT Tyler events requiring setup outside of normal business hours (before 7:00 a.m. and after 4:00 p.m.) and on the weekends will be required to pay an overtime fee to cover associated costs. To obtain a quote, contact eventmgmt@uttyler.edu.
- The University Center Operations staff handles setups inside the University Center.

- Nonstandard setups should be coordinated with Scheduling & Conference Services (SCS). A layout needs to be submitted to SCS and Environmental Health & Safety (EH&S) for approval. Once approval has been given, the layout cannot be changed without prior approval from EH&S.
- All setups must comply with fire code room capacity and egress requirements. All events must meet the Americans with Disabilities Act (ADA) accessibility guidelines.
- A rental company's name and date/time of delivery/pickup must be provided to the event setup team.

It is a violation of Fire Code to add chairs or to stand in any room with fixed seating.
Doing so endangers attendees and puts your event at risk of being cancelled
immediately without being rescheduled.

Porter/Housekeeping Services

The University of Texas at Tyler uses a contracted onsite environmental services support team. The number of porters to work an event and the number of hours worked is at their discretion.

- **Faculty/Staff/Student Organizations:** To safeguard UT Tyler's facilities, events serving food anytime, events of more than 100 persons, or events occurring outside of normal business hours may require an onsite porter.
- **Cowan Center:** Porter services are mandatory for any event held in the Vaughn Auditorium, White Lobby, or Green Room.
- **External Clientele:** Event porter services may be charged for a joint-sponsored or external-client event. A quote can be obtained by contacting Scheduling & Conference Services.

Feel free to contact eventmgmt@uttyler.edu to obtain a quote for porter services.

SECTION 25

MARKETING & COMMUNICATIONS

Brochures and Printed Materials

Marketing and Communications (M&C) coordinates the design and production of brochures, posters and various other publications and printed materials used by departments for recruitment or general awareness of the university.

Design services are available through M&C; however, the university community is not restricted to its services. Outside designers may be used; however, **ALL materials should be reviewed by M&C during the production process and prior to being printed.** This is to maintain compliance with the graphic and editorial guidelines.

If photographs are needed, please complete the online Images Request form found at <https://request.uttyler.edu/>.

UT Tyler Logos and Registered Trademarks

The official logos and the name of The University of Texas at Tyler are trademarked, and each use **must** be approved to ensure compliance with UT System and university policies.

Promotion of Your Event

Marketing & Communications (M&C) provides promotional support for upcoming events. News releases, newspaper advertising, and the use of The University of Texas at Tyler's name and logo must be approved by M&C. The university website and university social media are also available for promotion of your event through M&C.

Video Recording and Photography on Campus

Several state laws, Regents' Rules, and The University of Texas at Tyler policies govern photography or filming on campus, including a Regents' Rule that provides requirements for filming television productions on campus (Rule 80107). For more specific information on television productions, see the *Lights, Camera, Action, Lawyer!* article at [Lights, camera, action... scripting internal audit for a ... - UT System](#).

There may be a requirement to

- obtain a permit for filming or photography,
- obtain insurance, and
- obtain releases from persons who may appear in the photograph or film.

Some campus images, such as the Riter Millennium Carillon Bell Tower and the Turtle, are iconic images and permission must be obtained from Marketing & Communications (M&C) if to be used professionally.

No photography or filming for a political advertisement can occur on campus, nor the use of any institutional logos or trademarks in political advertisements. If unsure about the intended use of the photograph or film, ask for clarification from the candidate or officeholder.

For more information and approval, please contact Marketing & Communications at web@uttyler.edu

APPENDICES

Appendix A

Permission to Serve Alcoholic Beverages

Appendix B

Certificate of Liability Insurance Sample Form

Appendix C

Liability Waiver Sample Form

Appendix D

Pre-Event Checklist for Crowd Managers

WEBSITE LINKS FOR POLICIES

Alcohol Policies

<http://www.utt Tyler.edu/wellness/alcoholpolicies.php>

Campus Carry Policy

<http://catalogs.utt Tyler.edu/en/UTTyler/HOP/Series-200-General-Policies-and-Procedures/2-10-1-Concealed-Handguns-on-Campus>

Freedom of Expression

<https://www.utt Tyler.edu/mopp/> - Chapter 6

Guidelines for Political Campaign Invitations, Events, and Activities

<http://catalogs.utt Tyler.edu/en/UTTyler/HOP/Series-400-Business-Affairs/4-4-1-Use-of-University-Facilities>

Insurance Requirements for Contractors and Outside Groups

<http://www.utt Tyler.edu/finserv/insurance-faq.php>

Manual of Policies and Procedures for Student Affairs

<https://www.utt Tyler.edu/mopp/>

Programs Involving Children

<http://www.utt Tyler.edu/compliance/child-protection.php>

<https://www.utsystem.edu/sites/policy-library/policies/uts-192-youth-protection-policy>

Solicitation on Campus

<http://catalogs.utt Tyler.edu/en/UTTyler/HOP/Series-500-Student-Affairs/5-6-1-Student-Organizations>

Tobacco-Free Campus

<http://catalogs.utt Tyler.edu/en/UTTyler/HOP/Series-400-Business-Affairs/4-4-2-Tobacco-Free-Campus>

APPENDIX A

PERMISSION TO SERVE ALCOHOLIC BEVERAGES

<http://www.utt Tyler.edu/wellness/rightsresponsibilities.php>

The University of Texas at Tyler Permission to Serve Alcoholic Beverages

Requester Information	Date Submitted
<input type="text"/>	<input type="text"/>
Title and Name of Organization	Phone Number
Requester Signature	
<input type="text"/>	

Event Name (and Astra Reservation #)	Event Date
<input type="text"/>	<input type="text"/>
Description of the Event	
<input type="text"/>	
Reservation Made For	
<input type="checkbox"/> A University-Budgeted Office <input type="checkbox"/> A Non-University Group, Individual, Association, or Corporation	
Who will be Attending the Event?	<input type="text"/>
Expected # of Attendees	<input type="text"/>
Event Location	<input type="text"/>

Alcoholic Beverage Service Time (maximum of 4 hours)	<input type="text"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	Click for End Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
TABC Licensed Alcohol Provider (mandatory)	<input type="text"/>			
Security Provider (mandatory)	The University of Texas at Tyler Police Department (mandatory)			
Type of Beverage Served	<input type="checkbox"/> Wine <input type="checkbox"/> Beer <input type="checkbox"/> Champagne <input type="checkbox"/> Mixed Drinks			
Type of Service Required	<input type="checkbox"/> Cash Bar <input type="checkbox"/> Catered Beverages			
Food to be Served*	<input type="text"/>			

**NOTE: Food and non-alcoholic beverages must be made available when alcoholic beverages are served.*

Liquor Liability Insurance (Require if a third party is selling or distributing alcohol at an event. Require coverage from a caterer if one is under contract. Require limits of no less than \$1,000,000 per occurrence. This coverage can be endorsed onto a commercial general liability policy or purchased separately. The Board of Regents of UT System and the component institution should be named as an additional insured and given a waiver of subrogation.

<input type="text"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Date	<input type="text"/>
Signature of Chief of Police			
<input type="text"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Reject	Date	<input type="text"/>
Signature of President or Designee			

APPENDIX B

Certificate of Liability Insurance Sample Form



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
mm/dd/yyyy

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SOUTHWEST SPECIAL RISK INSURANCE 3116 W. 5 TH ST. STE 106 FORT WORTH, TX 76107-2140	CONTACT NAME:	
	PHONE (A/C, No, Ext): ###-###-####	E-MAIL ADDRESS:
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS The Board of Regents of the University of Texas System; TULIP 504 Lavaca Street Austin, TX 78701	INSURER(S) AFFORDING COVERAGE	
	INSURER A: United States Fire Insurance Company	NAIC # SAMPLE
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** USS311713 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			SAMPLE	05/31/2016 12:01 AM	05/31/2017 12:01 AM	EACH OCCURRENCE \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/CP AGG \$
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS						CONTRD SINGLE LIMIT (Per accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 DETAILS of EVENT INSURANCE IS ISSUED FOR

CERTIFICATE HOLDER The University of Texas Tyler 3900 University Blvd. Tyler, TX 75799	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Southwest Special Risk Insurance</i>
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ACORD 25 (2010/05)

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APPENDIX C

Liability Waiver – Minors

RELEASE AND INDEMNIFICATION AGREEMENT FOR MINORS

PARTICIPANT: (Name and Address) _____ _____	INSTITUTION: The University of Texas _____ _____
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DESCRIPTION OF ACTIVITY OR TRIP: _____

LOCATION: _____ **DATE(s):** _____

I am the Parent/Guardian of the above named Participant who is under 18 years of age and am fully competent to sign this Agreement. I give permission for Participant to participate in the above-referenced Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose Participant to hazards or risks that may result in Participant's illness, personal injury, or death and I understand and appreciate the nature of such hazards and risks.

In consideration of Participant being permitted to participate in the Activity or Trip, I hereby accept all risk to Participant's health and of his/her injury or death that may result from such participation.

I hereby release the above named Institution, its governing board (The University of Texas System Board of Regents), officers, employees and representatives, in their individual and official capacities, from any liability to Participant, Participant's personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to Participant's property and for any and all illness or injury to Participant's person, including his/her death, that may result from or occur during Participant's participation in the Activity or Trip, WHETHER CAUSED BY NEGLIGENCE OF THE INSTITUTION, ITS GOVERNING BOARD, OFFICERS, EMPLOYEES, OR REPRESENTATIVES, OR OTHERWISE.

I further agree to indemnify and hold harmless the above-named Institution and its governing board (The University of Texas System Board of Regents), officers, employees, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from Participant's negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR PARTICIPANT'S INJURY OR DEATH OR DAMAGE TO PARTICIPANT'S PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY PARTICIPANT'S NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

_____ Signature of Parent/Guardian	Date: _____
_____ Address (if different from Participant's)	
_____ Witness	Date: _____

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APPENDIX C

Liability Waiver - Adults

RELEASE AND INDEMNIFICATION AGREEMENT FOR ADULTS

PARTICIPANT: (Name and Address) _____ _____ _____	INSTITUTION: The University of Texas _____ _____
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DESCRIPTION OF ACTIVITY OR TRIP: _____

LOCATION: _____ **DATE(s):** _____

I, the above named participant, am 18 years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury, or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation.

I hereby release the above named Institution, its governing board (The University of Texas System Board of Regents), officers, employees and representatives, in their individual and official capacities, from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, WHETHER CAUSED BY NEGLIGENCE OF THE INSTITUTION, ITS GOVERNING BOARD, OFFICERS, EMPLOYEES, OR REPRESENTATIVES, OR OTHERWISE.

I further agree to indemnify and hold harmless the above-named Institution and its governing board (The University of Texas System Board of Regents), officers, employees, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

_____ Signature of Participant	Date: _____
_____ Witness	Date: _____

Rev. 10/2011

APPENDIX C

Liability Waiver - Adult Students

RELEASE AND INDEMNIFICATION AGREEMENT FOR ADULT STUDENTS

STUDENT: (Name and Address) _____ _____	INSTITUTION: The University of Texas _____ _____
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DESCRIPTION OF ACTIVITY OR TRIP: _____

LOCATION: _____ DATE(s): _____

I, the above named student, am 18 years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury, or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation.

I hereby release the above named Institution, its governing board (The University of Texas System Board of Regents), officers, employees and representatives, in their individual and official capacities, from any liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, WHETHER CAUSED BY NEGLIGENCE OF THE INSTITUTION, ITS GOVERNING BOARD, OFFICERS, EMPLOYEES, OR REPRESENTATIVES, OR OTHERWISE.

I further agree to indemnify and hold harmless the above-named Institution and its governing board (The University of Texas System Board of Regents), officers, employees, and representatives, in their individual and official capacities, from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

_____ Signature of Student	Date: _____
_____ Witness	Date: _____

Rev. 10/2011

APPENDIX D

Pre-Event Checklist for Crowd Managers

Pre-Event Checklist for Crowd Managers

Name of Facility: _____

Address: _____ City: _____

Date: _____ Time of Inspection: _____

Occupant Load: _____ Number of Crowd Managers on Duty: _____

*(List names, certification numbers on back of form,
1 for each 250 occupant load)*



EXITS	YES	NO
<i>Are all exit doors unlocked?</i>		
<i>Are all exit doors operational?</i>		
<i>Are any exit doors chained closed?</i>		
<i>Is there a clear path from the exit door to a public way, i.e. no storage or parking blocking egress routes?</i>		
<i>Are all exit signs visible and illuminated</i>		
<i>Is emergency lighting functional?</i>		
<i>Are all exit ways, aisles, corridors, stairways, etc. clear of any obstructions?</i>		
FIRE ALARM SYSTEM		
<i>Has the system been inspected by an approved contractor within the past year? Date of inspection: _____</i>		
<i>Does the system have power? (Green light glowing)</i>		
<i>Does the system show any trouble signals? (Yellow light glowing)</i>		
<i>Is the system in alarm? (Red light glowing)</i>		
Note: No lights should be illuminated other than the power light; if other lights are illuminated, contact fire alarm maintenance company.		
<i>If the system has pull stations, are they unobstructed and available for use?</i>		
<i>Is the voice evacuation (if equipped) system available for emergency announcements?</i>		
<i>Are there any issues with smoke detectors, heat detectors, etc.?</i>		

FIRE PROTECTION SYSTEMS	YES	NO
<i>Is the sprinkler control valve(s) open?</i>		
<i>Is the sprinkler valve accessible?</i>		

<i>Are there any issues with individual sprinklers (painted, obstructed, etc.)?</i>		
<i>Has the sprinkler system been inspected by a licensed contractor in the last 12 months?</i>		
<i>Has the kitchen hood system been inspected by a licensed contractor in the last 12 months?</i>		
PORTABLE FIRE EXTINGUISHERS		
<i>Are fire extinguishers available, visible, and ready to use?</i>		
<i>Have fire extinguishers been inspected by a licensed contractor in the last 12 months?</i>		
SPECIAL CONDITIONS		
<i>Have pyrotechnics use been approved by the fire marshal?</i>		
<i>Have any flame effects been approved by the fire marshal?</i>		
<i>Are all decorations flame resistant or treated with an approved flame retardant?</i>		
<i>Is inclement weather expected?</i>		
OUTDOOR EVENTS		
<i>Is Emergency Access clear of obstructions?</i>		
<i>Have any large tent installations been approved by proper authorities?</i>		
<i>Are cooking fires (charcoal, propane) located outside or in a separate tent from attendees?</i>		
<i>Is the event overcrowded? (Is there less than 10 square feet of space per person?)</i>		
<i>Is there any indication of contraband items in the location?</i>		
NOTES AND COMMENTS		

NAME OF CROWD MANAGERS ON DUTY	CERTIFICATION EXP. DATE

Name of person completing report (Print): _____

Signature: _____