

## 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](mailto: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

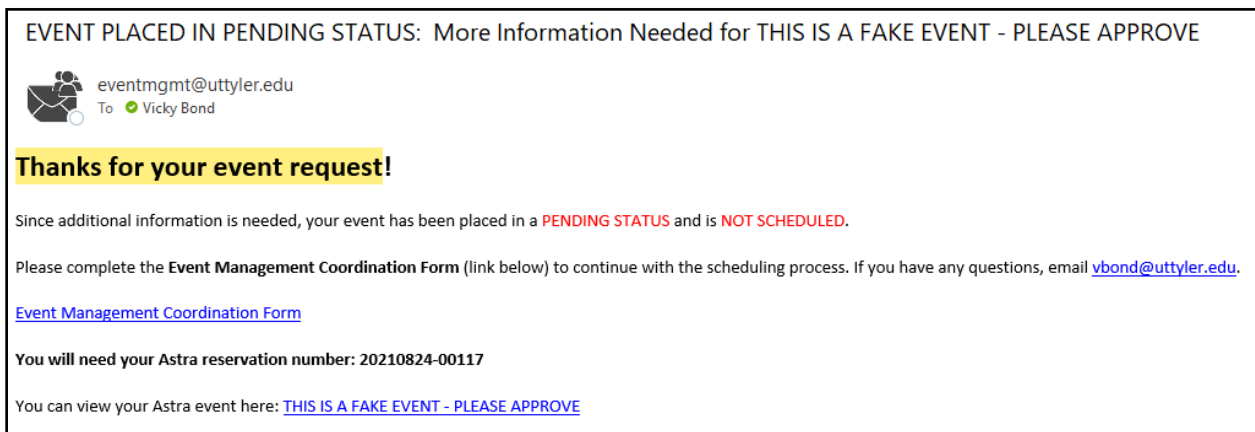
○ **STEP 3: REQUEST SPACE IN ASTRA**

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**



○ **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](mailto: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](mailto: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](http://www.crowdmanagers.com/training)), and send completed certification email to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).
- **Off-Campus Food Vendors:** Provide a copy of the current NETHealth Food Permit to [foodsafety@uttyler.edu](mailto: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](mailto: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