

# UNIVERSITY CENTER

## EVENT SCHEDULING GUIDELINES

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### Policies and Procedures

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

### Who Schedules the Events in the University Center (UC)?

Scheduling & Conference Services is responsible for scheduling all locations within the University Center (UC).

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

Any group that is part of a University department can request space through [Astra](#), or a student organization registered with Student Engagement can request the UC through [Patriots Engage](#).

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

Events are requested through [Astra](#) and have a **10-day lead time for faculty and staff**. (There is a 14-day lead time for Student Organizations.)

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

- If your request is denied, you will receive email notification stating the reason your event was declined.
- **The majority of the time, your event will be placed in a *pending* status. You will receive an email stating this with a link to a form you will need to complete asking for more information about your event. Your event will not be approved and scheduled until the form has been completed and approved by Facilities, Environmental Health & Safety, and the UT Tyler Police Department.**
- If your request is scheduled, you will receive a confirmation email. This confirmation can be used to document the approved use of the room. Room requests are not approved until the confirmation is issued. Inquiries should be sent to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

### Emergency Closure

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered canceled. Events will not be scheduled on official University holidays.

### Teleconferencing

The UC Ballroom does not have telephone conferencing capability.

### Web Conferencing (Zoom)

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

### **Event Sponsor/Contact Responsibility**

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

The type of activity of the event may not be changed from that requested without prior written approval from the Scheduling & Conference Services.

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

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

### **Expectations**

All users are expected to read the [University Center Policies](#) as they supersede any scheduling guidelines.

### **Decorations**

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

### **Facilities Information**

The UC Operations team is responsible for setting up your event. If you have any questions or need to provide additional information, email [uc@uttyler.edu](mailto:uc@uttyler.edu).

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

### **Food Service/Catering**

Sodexo is UT Tyler's on-campus food service provider. Click to view [Sodexo's Catering Website](#).

### **Food and Beverages in UC Theatre**

Only bottled water is allowed in the UC Theatre. If your event is having food, the UC Theatre Foyer needs to be reserved for food setup. Event attendees can eat in the Foyer or the food court.

### **Alcohol**

If alcohol is being served at your event, it is mandatory you contact [vbond@uttyler.edu](mailto:vbond@uttyler.edu). Permission must be received in order for alcohol to be served at your event, and UT Tyler Police Department (UTPD) is required to be onsite (additional charge to client). All other requirements found in Section 9 of the [Event Procedure Manual](#) must be followed.

## Smoking

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

## Campus Carry Policy

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

## Porter Service and Excessive Cleaning

At no additional cost, the Facilities department will provide porter service for all events serving food or for large events. Extraordinary cleanup, or any damages incurred from event usage, will be billed to the department.

## ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS

### Student Organization Reservations

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

### Publicity, Signs and Flyers

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

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

### Porter Service and Excessive Cleaning

Extraordinary cleanup, or any damages incurred from event usage, will be billed to the individual student organization. The organization will also be referred to Student Engagement for possible disciplinary action. Scheduling and Student Engagement reserve the right to refuse future use of this venue.

### Insurance

Questions regarding student organization insurance should be addressed to Student Success (903) 566-7018.

## ADDITIONAL INFORMATION FOR COMMUNITY MEMBERS

### Community Member Reservations

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