

SECTION 8

JOINT-SPONSORED EVENTS

What is a Joint-Sponsored Event

If the event in question is primarily “owned” by a community organization and they are inviting UT Tyler to participate, it qualifies as a Joint Sponsorship. All spaces on campus, including classrooms, are only available for public use with Joint Sponsorship, fees may apply.

If the event is primarily ‘owned’ by UT Tyler and you are inviting a community organization to participate (like a guest speaker or participant), it is **NOT** considered a Joint Sponsorship and does not need to go through this process.

University or Department Sponsor

- 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; and
 - the program or activity is upon invitation by the university; and
 - the program or activity directly supplements the educational purposes of the institution; and
 - the program or activity is not a political or sectarian gathering; and
 - 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; and
 - 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.
- A Joint Sponsor Use Agreement and liability insurance are mandatory. The sponsoring department’s Dean/Vice President and Office of Community Engagement are signers as well as the President’s designee. Contact SCS for more information. **This process could take up to two (2) months. Start early!**
- **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. “Special Use Facilities” listed in [H.O.P. Section 5.14](#) are available for a fee for public use without a joint sponsor use agreement.

Student Organization Sponsor

- An authorized representative for the approved student organization must submit their request via [UT Tyler Patriots Engage](#), preferably 14 days in advance.
- The event is not approved until the form is processed by Student Engagement and Scheduling & Conference Services.
- Although usage fees will not be assessed; in some cases, there may be other campus services fees.
- Please contact the Department of Student Engagement at getconnected@uttyler.edu with questions.

Joint-Sponsor Process

In accordance with [Regents' Rules and Regulations, Rule 80105](#), UT Tyler has created a Joint Sponsor process.

UT Tyler's Office of Legal Affairs needs a minimum of 10 days to process and execute the Use Agreement.
PLAN EARLY!

Refer to the [Joint Sponsorship Process](#)
for detailed requirements at each step!

Below is just a portion of the process.

STEP 1: Initial Contact

STEP 2: Approval of Joint Sponsorship

- [Joint Sponsorship Approval Form](#)

Please use the [Joint Sponsorship Approval](#) form found in DocuSign and communicate, if needed, with the Office of Community Engagement to ensure that the timing of your request aligns with the Sponsorship Committee meeting date, so they can review the request in a timely manner.

- [UT Tyler Point of Contact \(POC\)](#)

- The college, school, or department will designate a UT Tyler employee to serve as the Point of Contact (POC) for this event throughout the entire planning process. Event Management is available to assist in the coordination; however, it does not act as the event planner.
- The designated POC will be responsible for overseeing the Joint Sponsorship process through completion including, but not limited to, the remaining steps below.

STEP 3: Collect Data from Community Organization

- [Reserve Space on Campus Through Astra](#)

- [Complete the Event Management Coordination Form \(EMC\)](#)

When the email with the link has been received from eventmgmt@uttyler.edu, complete the EMC in a timely manner.

STEP 4: 30-Minute Meeting with Event Management

- It is essential that Event Management and the POC maintain communication throughout the event planning process.
- A [Checklist and Timeline](#) has been developed to assist with the process. The POC needs to email pmahfood@uttyler.edu to schedule a 30-minute meeting to review POC responsibilities and the timeline.
- Event Management has found that this meeting significantly contributes to a smooth process and the overall success of the event.

STEP 5: Actively Be Involved in Planning and Communication

- [Answer Questions that May Arise](#)

- The [Event Procedure Manual](#) addresses most questions that arise during the planning process. However, if additional clarification is needed or an answer cannot be found, the POC should email pmahfood@uttyler.edu for assistance.

- At least three (3) weeks prior to the event, the POC needs to confirm all final event and setup details with Event Management. This information is critical to ensure the success of the event. Last-minute changes may not be accommodated.
- Collect Fee Information from Event Management
Fees associated with Joint Sponsorships may be waived or significantly reduced. The community organization is responsible for payment of any fees that cannot be waived, including, but not limited to:
75 Certified Crowd Manager Fees
 - UT Tyler Police Department Fees
 - Insurance (TULIP) Fee
 - Other Hard Costs

It is possible to waive some fees associated with events.

STEP 6: Ensure Joint Sponsor Use Agreement is Signed in a Timely Manner

- Event Management will upload the use agreement into DocuSign.
- It is the responsibility of the POC to coordinate with both UT Tyler and the community organization signatories, and to address any questions related to the DocuSign process.

STEP 7: Attend the Event

- The POC or their delegate must be present at the event to troubleshoot, answer questions, etc.
- If the event has 50+ attendees, the POC will assign a Certified Crowd Manager to attend the event. Requirements and link to receive certification can be found in [Section 6 of the Event Procedure Manual](#).

STEP 8: If Required, Ensure Payment is Received in a Timely Manner

Refer to the [Joint Sponsorship Process](#) for detailed requirements at each step!

SECTION 9

NON-UNIVERSITY EVENTS

The university permits rental of its [Special Use Facilities](#) to non-university users engaged in legal activities in accordance with [Regents' Rules and Regulations, Rule: 80106](#).

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.

Priority to 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.

There may be other campus services fees (porter/cleaning charges, onsite security, etc.) associated with the event. 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 Use 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 the usage fee is due by the invoice due date.
- Organization's proof of insurance (if applicable) is required prior to the date of the event. If needed, UT System offers a competitive rate for a Tenant User Liability Insurance Policy (TULIP). Contact Event Management for a quote.

**The Cowan Center does not use an online form for external clientele. Please email cowan@uttyler.edu.*