

CLASSROOMS/ACADEMIC SPACE

EVENT SCHEDULING GUIDELINES

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 into Academic Space?

Scheduling & Conference Services coordinates the event scheduling functions for all academic space. Until after census (around the 12th day of each fall and spring semester), events can only be scheduled into academic space on weekends and after 4:00 p.m. See *Room Assignment Priority for Events* below.

Who can Request an Event in Academic Space?

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](#).

Most academic space is not classified as a special use facility and therefore cannot be reserved by community organizations unless there is a joint sponsorship with a UT Tyler entity.

Events that can or cannot be scheduled into Academic Space.

Classrooms are used for class instruction, study, or other like activities. Events in academic space must be compatible with the academic nature of classrooms and academic buildings. Non-class events are welcome, but they must not have an adverse impact on the classroom, its contents, or the surrounding area.

Activities that are not compatible with academic space include amplified music, dances, dinners, parties, or events that require re-furnishing of rooms or removal of equipment. Non-compatible events include any event that adversely impacts the classroom directly or that impacts research, study, or other academic pursuits in areas adjacent to classrooms.

The campuses have other venues that can support events that are not well suited to academic space.

How and When to Submit an Event Request?

Because courses have priority in academic spaces and course scheduling is not finalized until the 12th day of each fall and spring semester, event requests Monday through Friday between 8:00 a.m. – 3:59 p.m. will **not** be scheduled in academic spaces until AFTER the 12th class day. Additionally, requests for academic space are only scheduled for the current semester.

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

- If the request is denied, an email notification stating the reason will be sent to the event contact.
- There are times that faculty and staff events will be held in a *pending* status. The event contact will receive an email stating this along with a **link to the Event Management Coordination (EMC) form that needs to be completed**. This will provide Event Management with additional information about the event. **The 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 the request is scheduled, a confirmation email is sent to the event contact. This confirmation can be used to double-check event information and resources and 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.

Room Assignment Priority

Below is the scheduling priority for academic space. Event requests will be processed in the order in which they are received. Weekend requests and requests after 4:00 p.m. can be scheduled prior to the 12th class day of each fall and spring semester.

Registrar's Office will Open Course Scheduling

1. Academic courses
2. Academic Success: SI Sessions, PASS Tutorials

Approximately Two (2) Weeks Prior to the Start of School

3. Student organizations can request **weekends and weekdays only after 4:00 p.m.**

After Census Date

4. General-use meetings and other events (departments, student organizations, etc.)
5. Joint-sponsored events

Final Exams Week (fall and spring semesters)

No general meetings, weekly tutorials, etc. will be scheduled for final exams week until the Registrar's Office has completed the final exam schedule. Even then, events will be held to a minimum with only tutorials, SI Sessions, etc. being scheduled.

Summer Scheduling

1. Summer Camps
2. Joint-sponsored events
3. General-use meetings and other events
4. Courses (If a course **MUST** have a particular room [supplies stored in closet, etc.] and that room is already scheduled for a large event, please contact eventmgmt@uttyler.edu.)

There are no "guaranteed" spaces except for credited academic courses and their final exams. Requests for specific rooms or spaces will be honored when possible. If a specific room is no longer available, Scheduling & Conference Services reserves the right to reassign space when necessary and to identify suitable alternative space for the original reservation.

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.

Event Sponsor/Contact Responsibility

The sponsoring registered student organization or department is responsible for the information provided. When making a reservation, a designated contact person responsible for the proper conduct of the event is required.

The type of activity(ies) at the event may not be changed from that requested without prior written approval from the Scheduling & Conference Services. Specifically, an event may not be changed from those identified above as compatible to those listed as non-compatible.

Transferring, loaning, or sub-leasing a reservation or misrepresenting the intended use of the room is a serious matter that may result in immediate suspension of a group's eligibility to use academic facilities. Requests to change or cancel an event must be communicated to Scheduling & Conference Services in a timely fashion using [Event Change/Cancelation Form](#).

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 event sponsor/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 event sponsor to pay for damages and/or restriction of space usage privileges.

Expectations

All users of academic space are expected to leave the space and its equipment in good order – tables and chairs straightened, electronic equipment shut off, and taking away or disposing of everything one came in with, such as soda/food containers, newspapers, etc. Users are also expected to take extra care that no damage is done to the academic space, furniture, or equipment and that the room is returned to a class-ready condition. If possible, the room needs to be locked upon leaving.

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

Rooms are provided in "as is" condition. If furniture is rearranged, it must be placed back in its default setting.

There are several lobbies available in Astra to reserve. Setup of tables in these public spaces is provided by UT Tyler Facilities and must be requested on the Event Request Form. Any use of hallways should not restrict the access to the classroom or interfere with any other areas.

If the temperature in the room is uncomfortable, the Physical Plant can be contacted at (903) 566-7030.

Classroom Equipment and Features

The scheduled use of the room includes seating space and use of any lectern-mounted microphone, accessible projectors, and other accessible equipment. Each classroom has Zoom video conferencing capabilities.

All classrooms have technology and support equipment permanently installed. Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment. Classroom storage, equipment rooms, and projection booths are **not** included in the reservation and entry into these areas is not authorized. Teaching assistants and graduate students who have access to the locked equipment for course usage and support are not authorized to access the locked areas for event usage.

Laptops/notebooks or other computing devices connected to University networks must adhere to [UT Tyler IT Policies and Procedures](#).

Teleconferencing

General purpose classrooms do not have telephone conferencing capability.

Web Conferencing

Teams and Zoom offer video conferencing. They work across desktop, tablet, mobile and room systems.

Blocked Parking

For the first two (2) weeks of each fall and spring semesters, NO blocked parking requests will be approved by Parking and Transportation. Parking spaces on Tuesdays and Thursdays are extremely limited and may not be approved depending upon the number of spaces requested. Please consider Monday, Wednesday, or Friday.

Blocked parking can be requested Monday – Friday from 8:00 a.m. – 2:00 p.m. Requests after 2:00 p.m. and weekends will not be approved.

Food Service/Catering

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

If academic space is not left as it was found, food and beverage use may be subject to additional cleanup/custodial charges by Facilities.

Alcohol

If alcohol is being served at the event, it is mandatory vbond@uttyler.edu be contacted. Permission via the Event Management Coordination (EMC) form must be received in order for alcohol to be served at the event, and UT Tyler Police Department (UTPD) is required to be onsite (additional charge to client). All other requirements found in Section 10 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 properties. 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 a porter service for all internal events serving food or for large events. Extraordinary cleanup, or any damage incurred from event usage, will be billed to the department.

ADDITIONAL INFORMATION FOR REGISTERED STUDENT ORGANIZATIONS

Registered 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 a student organization's sign/flyer/poster or banner is ready for approval.

Porter Service and Excessive Cleaning

Extraordinary cleanup or any damage incurred from event usage will be billed directly to the student organization responsible. Additionally, the organization may be referred to Student Engagement for potential disciplinary review. Scheduling and Student Engagement reserve the right to deny future use of this venue based on these circumstances.

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.