

# ROBERT R. MUNTZ LIBRARY

## LIB 401

### 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 into LIB 401?

Scheduling & Conference Services coordinates the event scheduling functions for LIB 401.

#### Who can Request an Event in LIB 401?

The primary use of LIB 401 is to function, first and foremost, as a meeting space for the faculty, staff, and registered student organizations of UT Tyler. It is the responsibility of Scheduling & Conference Services to maintain that these specific needs take priority.

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

Please note the lead times below. However, **larger events will need more time.** PLAN EARLY! Requests can be made a year in advance.

- 10-day lead time for faculty and staff – requested through [Astra](#)
- 14-day lead time for registered student organizations – requested through [Patriots Engage](#)

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.
- The majority of the time, 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](mailto:eventmgmt@uttyler.edu).

## **LIB 401 Equipment and Features**

The scheduled use of LIB 401 includes 6' rectangle tables, chairs, and the audiovisual equipment below. Round tables are not provided and must be rented from an outside vendor.

- Ceiling-mounted screen
- Ceiling-mounted projector
- HDMI connections
- Lectern
- Hand-held microphone

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

Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment or rooms.

## **Web Conferencing**

Neither teleconferencing nor Zoom/Teams are available in LIB 401.

## **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, university department/school/college, or community organization 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.

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 are expected to leave the space in good order. If LIB 401 is not left as it was found, food and beverage use may be subject to additional cleanup/custodial charges by Facilities.

## 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 Department of Facilities is responsible for setting up the event. [Click for a blank layout of LIB 401](#). Submit the diagram of the event setup no later than two (2) weeks prior to the event date to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

For facility questions or additional information, email [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

Please keep doors closed to the event spaces during the event. If the temperature in the room is uncomfortable, the Physical Plant can be contacted at (903) 566-7030.

## 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 food service is included as part of the event, a porter will be assigned to support with cleanup and maintenance during the event.

## Alcohol

If alcohol is being served at the event, it is mandatory [vbond@uttyler.edu](mailto: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](#).

## Custodial and Setup/Teardown Fees

The Facilities Department provides the setup and teardown of UT Tyler 6' tables and chairs. Round tables will need to be rented from an external vendor.

### **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](#).

### **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.

### **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 registered student organization's sign/flyer/poster or banner is ready for approval.

### **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, LIB 401 cannot be requested by external clientele.