

# Manual of Policies and Procedures for Student Affairs

## Chapter 7. Use of University Property, Rooms, and Spaces

### Subchapter 7-100. General Provisions

#### Sec. 7-101. Purpose

- a. The University permits the orderly use of rooms and spaces on its property, as provided in this chapter, to further the educational process. The University does not endorse any statement or activity that does not represent official University action.
- b. This chapter authorizes and regulates the reservation of University rooms and spaces; the identification of persons present on University property; and the use of alcoholic beverages on University property. Speech, assembly, and expression by students, faculty members, and staff members on University property are further protected and regulated in Chapter 6, Speech, Expression, and Assembly.
- c. No person or organization may use a University facility for any purpose other than in the course of the regular mission of the University or The University of Texas System unless authorized by the Regents' Rules and Regulations. Any authorized use must be conducted in compliance with the provisions of the Regents' Rules and Regulations, the approved rules and regulations of the University, and applicable federal, state, and local laws and regulations.
- d. For safety and security reasons, children and young teens should be supervised at all times while on the campus property.

#### Sec. 7-102. Definitions - Categories of Speakers and Users

As used in this chapter, unless the context requires a different meaning,

1. "Academic or administrative unit" means any office or department of the University.
2. "Faculty member and staff member" includes any person who is employed by the University.
3. "Registered student, faculty, or staff organization" includes a registered student organization under Chapter 2, Subchapter 2.7, a faculty or staff organization under the Regents' Rules and Regulations (Series 40201), and Student Government and any unit or subdivision thereof.
4. "Registered student organization" includes a student organization registered under Chapter 2, Subchapter 2.7; the phrase also includes Student Government Association and any subdivision thereof.
5. "Student" means a person who is currently enrolled in residence at the University, or who is accepted for admission or readmission to the University, or who has been enrolled at the University in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the University while that person is on campus.

#### Sec. 7-103. Other General Definitions

As used in this chapter,

1. "director" means the Director of Student Engagement or designee;
2. "room or space" includes any room or space, indoors or outdoors, owned or controlled by the University;
3. "University" means The University of Texas at Tyler;

4. "weekday" means Monday through Friday except for official University holidays; "day" means calendar day; and
5. "institutional representative" is any Regent, executive officer, administrative officer, attorney, peace officer, or security officer of the University or of The University of Texas System.

#### **Subchapter 7-200. Reservation of a Room or Space on University Property**

##### **Sec. 7-201. Permission to Use**

a. Academic and administrative units, and registered student, faculty, and staff organizations, may reserve the use of a room or space on University property for purposes permitted by the Regents' Rules and Regulations. Academic and administrative units of the University shall have priority in reserving the use of rooms and spaces, except within the University Center as outlined in Chapter 2, Subchapter 2.8 and except that they shall not have priority in the use of weekday amplified sound areas defined in Chapter 6-802.

b. An organization with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the room or space promptly at the beginning of its reserved time.

c. Reservations are not required but are strongly encouraged. A person or organization planning to use a room or space without a reservation may find the facility locked or in use by another person or organization.

##### **Sec. 7-202. Application for use by registered student organizations**

a. All registered student organizations wishing to reserve a room or space, including space controlled by an academic and administrative units, shall apply to the director on a form through the process prescribed by the director.

b. The director shall maintain, on a Web site or on a flyer or pamphlet conveniently available at the Department of Student Engagement.

1. the procedures for reserving rooms or spaces, or for registered student organizations reserving general purpose classrooms, and any additional rules applicable to such reservations; and
2. a list of general purpose classrooms.

##### **Sec. 7-203. Consideration of Application from a registered student organization**

a. The director shall approve a properly completed application to reserve a room or space, and shall facilitate a properly completed application to reserve a general purpose classroom, unless the director finds that

1. the proposed use of the room or space would violate one or more of the general rules in Chapter 6, Subchapters 6-200 and 6-300;
2. another event or exhibit has been scheduled for the proposed time and location, or so near that there is a practical conflict;
3. the room or space requested is inadequate to accommodate the proposed use;
4. the proposed use of the room or space would violate reasonable and nondiscriminatory fire, health, or safety standards;
5. the proposed use of the room or space would constitute an immediate and actual danger to students, faculty members, or staff members, or to the peace or security of the University that available law enforcement officials could not control with reasonable effort;

6. the applicant is under a disciplinary penalty prohibiting reserving the use of a University room or space, or prohibiting the proposed use of the room or space; or
7. the applicant owes a monetary debt to the University and the debt is considered delinquent by the crediting agency.

b. If the director does not approve an application under subsection (a), upon request he or she shall give the applicant a written statement of the grounds for refusal within five weekdays.

### **Subchapter 7-300. Regulations Applicable to University Property**

#### **Sec. 7-301. Identification**

a. Any person shall identify himself or herself when requested by an institutional representative while on any property or in any building owned or controlled by the University or The University of Texas System. A person identifies himself or herself by

1. giving his or her name and complete address substantiated by a current driver's license, voter registration card, or other official documentation; and
2. stating truthfully whether he or she is a student or employee of the University or University of Texas System.

b. Any person who refuses to identify himself or herself in accordance with subsection (a) may be convicted of a misdemeanor punishable by a fine of not more than \$200.

c. Any student, faculty member, or staff member who refuses to identify himself or herself in accordance with subsection (a) is subject to disciplinary action, including expulsion from the University in the case of a student.

#### **Sec. 7-302. Use of Alcoholic Beverages**

The use of alcoholic beverages is prohibited on property and in buildings and facilities owned or controlled by the University or The University of Texas System. However, the chief administrative officer of the University or the System may waive this prohibition with respect to any specific event sponsored by the University or The University of Texas System. Meetings or events sponsored by registered faculty, staff, or student organizations are not events sponsored by the University or The University of Texas System. State law relating to alcoholic beverages will be strictly enforced at all times on property controlled by the System and its component institutions.

### **Subchapter 7-400. Appeal**

#### **Sec. 7-401. Procedures for Appeal**

a. A person or organization wishing to appeal a decision under this chapter may do so by giving written notice to the director on or before the fifth weekday after the day the decision is announced. The notice may be informal but shall contain the appellant's name and mailing address, a concise description of the decision complained of, the appellant's reasons for disagreeing with the decision, and the date the decision was announced.

b. When timely notice of appeal is received, the director shall prepare and send to the chief student affairs officer a copy of the written statement of the reason given for the director's decision. The chief student affairs officer shall provide the appellant with an opportunity for a hearing and the organization shall be notified at least one weekday before the date of the hearing.

c. The chief student affairs officer will provide a written response to the appeal within one weekday of a hearing.

**Sec. 7-402. Further Review by Petition**

The director or the appellant may petition in writing to the president of the University to review the decision being appealed. The president reviews appeals solely at his or her discretion; if the president does not review the petition the decision of the chief student affairs officer will stand.

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