



# THE UNIVERSITY OF TEXAS PERMIAN BASIN

## FACILITY USE POLICY

### REASON FOR THE POLICY

The following policy governs the use of University Facilities, also known as academic and non-academic spaces, for both University and non-University affiliates. This policy sets priorities for University Facility usage and establishes authority for determining scheduling procedures and relevant charges.

### SCOPE AND AUDIENCE

This policy applies to University and non-University affiliates including University staff, faculty, students, volunteers, contractors, and visitors who use or rent University facilities.

### POLICY STATEMENT

Priority for the use of University facilities will be given to activities that advance the mission and purpose of the University to the greatest degree. To the extent that resources are available, the University also serves the larger community by permitting non-University affiliates to utilize its facilities for purposes compatible with the University mission, as provided in [Rule 80106](#) of the Regents' *Rules and Regulations*. These requests will not be given priority over University operations, classes, activities, programs, or meetings. The non-University affiliates and the event purpose should not contradict the University's mission and vision.

The University will provide a fee schedule, guidance, and oversight to the types and times of University facility use and University resources, such as, technology equipment and assistance, security, set-up, catering, and other event support resources.

Virtual events hosted on University platforms involving the use of the University's name and resources should generally follow the principles and policies applicable to in-person events.

Any event(s) involving minors will also adhere to the Youth Protection Program Policy and its procedural guidance. Minors attending University Interscholastic League (UIL) programs and events are excluded from the Youth Protection Program Policy.

No office, department, or college of the University outside the Approving Authority (or designee) has the authorization to commit the use of University facilities or to process, evaluate, or act upon a request from non-University affiliates.

Exceptions to this policy include academic courses scheduled by the Registrar's Office, Student Organizations' events, which are governed by Student Life, and the Wagner Noel Performing Arts Center and The Basin Sports Complex that are both managed by external, contracted companies. Relevant policies for Student Organizations can be found in the Student Organization Handbook, available on The University of Texas Permian Basin website. The Wagner Noel Performing Arts Center and The Basin Sports Complex websites offer information on bookings and events.

### DEFINITIONS

#### Academic Space

Includes, but is not limited to, lecture halls, classrooms, laboratories, dance and fine arts studios, theatres, and seminar rooms used for credit-bearing, instructional purposes, including research.

### Non-Academic Space

Includes indoor and outdoor spaces, but is not limited to residence halls, dining areas, athletic fields, gymnasiums, the Duck Pond, staff offices and meeting areas, walking trail, and gathering spaces.

### Minors

Persons who are under the age of 18 and not enrolled as students at the University. Prior to extracurricular program participation, those who are under the age of 18 and are enrolled as dual credit students at the University are also subject to a review of the Youth Protection Policy requirements.

### Approving Authority

The Approving Authority is the President of the University and/or the President's designee(s). The designee is a Director-level administrator (or above) who has event scheduling and planning authority at the University.

### Anchor Events

Anchor events are designated by the President's office and are priority University programming (i.e., commencement, opening convocation). Events cannot be scheduled that conflict with anchor events. Classes scheduled by the Registrar's Office are the only scheduling exception to anchor events. Supplements to class, such as lectures and events should not be scheduled during anchor programming.

### Event Coordinator

Each event will have a designated Event Coordinator that assumes complete responsibility for the scheduling of the event, all event arrangements, and attending and monitoring the event while it is in progress or designating a person to be responsible for the same. The Event Coordinator or designee must be accessible in advance of and during the event to address any concerns that may arise.

When University affiliates involve the participation of outside individuals, the Event Coordinator is responsible for ensuring the outside participants comply with applicable University policies.

When a third-party provides services in conjunction with or in support of an event, the Event Coordinator is responsible for complying with University Policy and Procedure.

### University Affiliate(s)

Individuals or groups that exist for the sole purpose of advancing the University and that have been formally recognized by the University.

### Non-University Affiliate(s)

Individuals or groups other than University departments, University affiliated groups, or registered student organizations.

All requests for use of The University of Texas Permian Basin facilities by a non-University affiliate must be submitted to the Office of Camps & Conferences.

Non-University affiliate's events will not be approved to occur on an official University holiday, except in extraordinary circumstances, as determined by the Approving Authority.

### External Event

Any event, meeting, conference or the like that is hosted by a non-University affiliate.

External Events that are not consistent with the interests and purpose of the University include, but are not limited to: for-profit business seminars, workshops, or classes; recurring meetings or events; and fundraising events that do not meet Rule 80103 Regents' *Rules and Regulations*. Not all University facilities are available for use for External Events (see Special Use Facilities).

External events should be revenue neutral or generate net positive revenue for the University. The University should not be expected to provide a subsidy while hosting an external event.

#### Facility(ies)

Buildings and the grounds, academic and non-academic spaces, that are owned and operated by The University of Texas Permian Basin.

#### Restricted Space

Areas determined by the President that are only available for University and University-sponsored use. Restricted spaces are not available for use by non-University Affiliate(s) and are outlined in the *Special Use Facility Regulation*.

#### Special Use Facility

According to Rule 80106 of the Regents' *Rule and Regulations*, the University President may designate specific facilities as Special Use Facilities. Special Use Facilities can be reserved, on a space available basis, for individuals, groups, associations, or corporations without the necessity of joint sponsorship by the University.

#### Ad Astra

The software platform used for scheduling, planning, and calendaring all internal and external events requiring a reservation as well as University classes and schedules.

### **SCHEDULING PRIORITIES**

When considering reservation requests, the University will follow the following list of priorities for facility use:

1. Academic courses scheduled by the Registrar's Office.
2. University Anchor Events.
3. University Events that are created or developed for the sole benefit of their students, faculty, and/or staff. The programming is open exclusively to University students, faculty, and/or staff and is NOT open to the public or non-University guests. There is no partnership associated with the event.
4. University Events that are primarily open to University students, faculty, and staff but may also be open to the public or non-University guests. These events meet the requirements of Rule 80105 of the Regent's *Rules and Regulations* and are jointly sponsored by The University of Texas Permian Basin with non-University groups with the prior approval of the President or the President's designee. In effect, joint sponsorship of facility use by non-University users can only occur upon the invitation of the University.
5. The program, meeting, or event is an initiative of a private company, a non-profit organization, or an individual. The audience consists primarily of guests external to the University.

### **APPROVALS & RESERVATIONS**

- Application for use of University property will be managed by the following offices based on user type:
  - A. Student Organization Events: Student Life Office
  - B. Colleges/Departments/Programs/Faculty/Staff: University Events
  - C. Non-University Groups: Camps and Conferences
- All reservations will be initially requested by the proposed user with an approved University form.
- Reservations are reviewed and approved by the aforementioned offices based on user type and are scheduled in Ad Astra.
- Priority for reservations will follow the criteria set under *Scheduling Priorities*.
- Non-University affiliates must comply with the University's Policies and Procedures along with complying with the *Reservation & Agreement Form*. Non-University affiliates will be responsible for all costs associated with the fee schedule.

### **USE FEES**

- University affiliates do not pay rental fees but do pay for the costs incurred to the University for the event. Non-University affiliates pay the rental fee and related costs associated with the event (including overtime fees), if any, for the event, including, but not limited to:
  - A. Facilities Services for space set-up arrangements
  - B. University Police Department for security and parking needs

- C. Housekeeping to request routine or special cleaning
- D. Information Technology Services for audio-visual equipment and technicians
- E. Current Food Service Provider for food and beverage services (see next bullet)
- University and Non-University affiliates are expected to use the campus Food Service Provider for all food and beverage services unless an exemption is provided by the Food Services Provider. For University-sponsored events with alcohol on-campus the Presidential Alcohol Waiver Form may be required.
- Use fees for non-University affiliates are assessed at rates which will ensure recovery of that part of the operating cost of the facility that is attributable directly or indirectly to such non-University use. A schedule of fees for the use of facilities and equipment is available from the Director of Camps and Conferences.
- If a non-University affiliate charges those attending an event any admission or registration fee, or accepts donations from those in attendance, those funds collected which exceed the actual cost of the event must be remitted to The University of Texas Permian Basin as an additional use fee. A complete accounting of all funds collected and of the actual cost of the event shall be submitted to the Director of Camps and Conferences within ten (10) days after the event occurs.
- All University affiliates and non-University affiliates will be responsible for payment for damage to University facilities and its fixtures and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.
- Non-University affiliates of The University of Texas Permian Basin facilities are required to provide liability insurance covering injury to persons including those resulting in death, and property damage insurance, including damage to the University facility in amounts and under policies satisfactory to the Director of Camps and Conferences.

#### **SPECIAL POLICIES, RESTRICTIONS & CONDITIONS APPLICABLE TO UNIVERSITY AFFILIATED GROUPS AND NON-UNIVERSITY AFFILIATES GROUPS**

The views and opinions of speakers and the use of the University's facilities or online platforms in no way implies any endorsement by the University.

- The University reserves the right to terminate, cancel, reschedule and/or relocate a speaker or event and to limit attendance at an event, including members of the campus community, due to inability to hold the event as intended, weather-related events and emergencies, or natural disasters.
- An invitation to speak or permission to hold an event at The University of Texas Permian Basin or through its online platforms does not authorize any unlawful activity; activity that endangers or threatens to endanger the health, safety, or welfare of any member of the community; activity that damages or threatens any of the University's facilities; or activity that disrupts or is reasonably anticipated to disrupt the University's operations.
- Failure to comply with a request by a University official, such as a campus police officer or administrator, may result either in removal from the event or termination of the event itself. Disciplinary actions against members of the University community may also be warranted in such cases.
- Unless specifically authorized by Rule 80103 of the Regents' *Rules and Regulations*, all solicitation on University facilities is prohibited.
- All events involving partisan or non-partisan political activity, or religious organizations must meet the requirements of Rule 80106 the Regents' *Rules and Regulations*. Individual political candidates and their election organizations are not permitted to reserve space.
- Once the event is approved, existing logistical plans and arrangements may not be changed within four (4) business days of the event.
- Event promotion may not proceed until written confirmation of approval for the event is received. Event promotion must carry a disclaimer approved by the University to the effect that use of The University of Texas Permian Basin facilities does not imply endorsement of the event or the sponsoring organization by the University. ***[Name of event] is presented by [name of presenting organization] and is not an official or sponsored event of The University of Texas Permian Basin. The views and opinions expressed are solely those of the speakers and other contributors of [Name of event].***
- In accordance with the Tobacco-Free Campus Policy, no tobacco or smoke product use is permitted.
- Alcohol use and service is only allowed in accordance with Rule 80102 of the Regents' *Rules and Regulations*. For sponsored events with alcohol use, a Presidential Waiver must be submitted no less than 2 weeks prior to the event and follow the protocols according to Administrative Policies.
- The University recommends the inclusion of language in promotional materials about accommodations for event attendees.