

UNIVERSITY OF TEXAS PERMIAN BASIN HANDBOOK OF OPERATING PROCEDURES (HOP) SPECIAL USE FACILITY REGULATIONS

9. SPECIAL USE FACILITY REGULATIONS

9.1 Special Use Facility

[Rule 80106](#) of the Regents' *Rules and Regulations* states the President of an institution may designate specific facilities, such as special event centers, conference centers, concert halls, theaters, or auditoria, as Special Use Facilities.

The following areas are designated as Special Use Facilities:

Mesa Building
Library
Student Activity Center
Gymnasium
Pool

Engineering Building
Center for Energy and Economic Diversification
Science & Technology Building
Duck Pond

9.11 Priorities of Users

Priority in the reservation and use of facilities will follow the guidelines and listing set forth in the University of Texas Permian Basin Facility Use Policy. Priority will be given to programs and activities of the University and to the advancement of and related to educational, cultural, recreational, and athletic programs.

9.111 Academic courses scheduled by the Registrar.

9.112 University Anchor Events.

9.113 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.

9.114 University Events that are primarily open to University students, faculty, and staff but may also be open to the public and 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 Affiliate(s) with the prior approval of the President or the President's designee. In effect, joint sponsorship of facility use by non-University Affiliate(s) can only occur upon the invitation of the University.

9.114 The program, meeting, or event is an initiative of a non-University Affiliate(s). The audience consists primarily of guests external to the University.

9.114 University Affiliates and non-University Affiliates will comply with Subsections Rule' [80103](#) & [80104](#) of the *Regents' Rules and Regulations*. Unless authorized by these rules, all solicitation on University property is prohibited.

9.12 Reservations

Events sponsored by non-University Affiliates, as provided by the *Regents' Rules and Regulations* of the Board of Regents of The University of Texas System, Rule 80106 and subject to Special Policies Administrative Use Facility Regulations Approved March 6, 1997 Revised June 2009 to the conditions set below.

9.121 Application for use of University facilities will be made through the Office of Camps and Conferences.

9.122 Eligibility and priority shall be determined by the Office of Camps and Conferences in accordance with The University of Texas Permian Basin Facility Use Policy.

9.123 Once a reservation has been confirmed by the Office of Camps and Conferences, it should not be rescinded in favor of a higher priority user.

9.124 No reservations for use of a University facility may be assigned in whole or in part to any other user or co-sponsor, agent or third party.

9.13 Use Fees

9.131 University Affiliates and non-University Affiliates are not exempt from fees for the use of the University. When use of a University facility by University Affiliate(s) is not an official use by the University, the organizations cannot be permitted to use the facility without payment of a use fee. The University of Texas Permian Basin budgeted units do not pay a use fee, but do pay actual expenses for the use of University facilities and services.

9.132 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 University facilities and equipment is available at the office of Camps and Conferences.

9.133 If a non-University Affiliate charges those attending an event an 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 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 Office of Camps and Conferences within ten (10) days after the event occurs.

9.134 University Affiliates and non-University Affiliates shall be responsible for payment for damage to the University and its fixtures and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted. Non-University Affiliates will be required to provide liability insurance covering injury to persons including those resulting in death, and property damage insurance, including damage to the University in amounts and under policies satisfactory to the Office of Camps and Conferences.

9.14 General Policies

9.141 Signs & Displays - No signs, messages or other materials soliciting the sale or offer for sale of any property or service whether for immediate or future delivery, the purchase or rental of any property, product or service, the support of or request to join an unregistered organization, any gift or contribution or the request that a vote be cast for or against a candidate, issue or proposition appearing on the ballot at any election held pursuant to state or federal law may be posted, displayed, or distributed in or in the immediate vicinity of the University.

9.142 In accordance with the *Regents' Rules and Regulations*, smoking is not permitted on University property.

9.143 Alcoholic Beverages - State laws and regulations regarding the possession, service, or sale of alcoholic beverages must be complied with for all events at the University. Alcoholic beverages may not be served at official University events without the prior written consent of the President.

9.15 Special Policies Applicable to Non-University Affiliates

9.151 Political Organizations and Religious Organizations - A political organization or a religious organization that meets the requirements of Rule 80106 the *Regents' Rules and Regulations* may use University facilities.

9.152 Individual Candidates for Political Office - Individual political candidates and their election organizations are not permitted to reserve University facilities.

9.153 Advertising - All news releases, handbills, advertisements, television and radio announcements or other media used to inform the public of a non-University event to be held at the University must carry a disclaimer 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].