

Policies of the University of North Texas	Chapter 11
11.001 Facilities Use Coordination	Facilities

Policy Statement. The facilities of the University of North Texas are intended to be used to the fullest in keeping with the purposes of the University. Use of space should be coordinated to attain maximum benefits to the university community. The facilities are the property of the University and the State of Texas.

Application of Policy. Total University

Definitions.

1. Facilities. The term "facilities" is used to describe all structures and open areas on the campus or in areas under control of the university.
2. Assign. The term "assign" means to give primary jurisdiction over use of a space to a specific using unit for an extended period of time.
3. Schedule. The term "schedule" means to give use of a space to a using group for a limited time period for a specific event or purpose.
4. Commits Space. The term "commits space" means that a department with a primary jurisdiction over a space confirms a scheduling request if the space is available.
5. Applicant. The term "applicant" refers to the programming entity desiring to use university facilities for an event.
6. Initial Planning Office. The term "Initial Planning Office" or ("IPO") refers to the contact point established in each facility for the purpose of handling that facility's scheduling.
7. Event Application. The "Event Application" is an application for use of facilities provided by each Initial Planning Office on which to record specific information about the event which is being proposed.
8. Event Planning Guide. The term "Event Planning Guide" refers to a planning outline which lists potential risks and hazards, procedures which must be followed to mitigate those risks, and any related restrictions, considerations or requirements which have been deemed necessary to hold an event safely and responsibly. Event Planning Guides are event-specific and cover a wide number of event types.
9. Event Safety Committee. The term "Event Safety Committee," refers to the university committee charged with responsibility for overseeing the event planning process and for ensuring that all campus events are conducted safely and responsibly.

10. Event Scheduling Committee. The term “Event Scheduling Committee” refers to the university committee charged with the responsibility for overseeing procedures for facilities use and event scheduling.

Procedures and Responsibilities.

1. Policy.

- A. The facilities of the University of North Texas are intended to be used to the fullest in keeping with the purposes of the University. Use of space should be coordinated to attain maximum benefits to the university community. The facilities are the property of the University and the State of Texas.
- B. All persons should have easy access to information explaining the use of all facilities. The active promotion of the use of facilities is encouraged.
- C. An initial planning office for each area is established for recording the scheduling of all university facilities. The process should be simple and congenial.
- D. Users of facilities will include regents, faculty, administration, students, staff, university-related and non-university related persons and groups. Serving this diverse constituency requires adherence to formal priorities and schedules.
- E. Facilities are **assigned** to organizational units, **classified** for specific University functions such as classroom use, laboratory instruction, departmental offices, conference rooms, student recreation, assembly halls, performance areas, et cetera, and **scheduled** for maximum utilization.
- F. First priority in assigning space within education and general buildings goes to instruction and research programs and their related support activities.
- G. Some areas on campus are assigned to a specific unit and are not available for scheduling. These areas include offices, research areas, laboratories, music practice rooms, lounges, warehouses, stockrooms, shops, general service areas, mechanical rooms, the power plant, and the Health Center.
- H. The following areas may be available for scheduling and included areas in the following facilities: 1) The Coliseum, 2) Main Auditorium, 3) Fouts Field, 4) Athletic Buildings, 5) Physical Education Building, Men’s Gym, 6) The University Union, Lyceum, 7) Shrader Pavilion, 8) Residence Hall Space and Grounds, 9) Goolsby Chapel, 10) Gateway Center, 11) E&G Buildings, 13) University and Studio Theaters, 14) Parking Areas, 15) Environmental Science Building, 16) Outdoor Space, and 17) Student Recreation Center and Stovall 175.
- I. Because certain events that are important to the university community may present significant risks to students, faculty, staff, guests or university facilities,

the University has established minimum standards of order, safety and legality which shall guide the programming of all events held on university property.

2. Scheduling Responsibility. Requests to schedule use of a space or facility are to be directed to the Initial Planning Office of each reservable facility. Initial Planning Offices include the following:

1. Dean of Students Department/Student Activities Center – assists in planning and/or schedules all student organization-initiated events, regardless of the facility or grounds in which the event is to be held. Commits space for the Free Speech areas, Campus Green, and the Library Mall.
2. Athletics – commits space for all athletic facilities except the Coliseum.
3. Recreational Sports – commits space for non-academic, recreational use of the Physical Education Building, Men’s Gym and it’s grounds, Stovall 175, the Student Recreation Center, and of recreational sports fields and schedules certain student events.
4. Coliseum – commits space for all non-academic events to be held in the Coliseum and its grounds and in the Main Auditorium. (see Policy 6.3.1)
5. University Union (Business Services) – commits space for Union facilities, grounds, and Gateway Center (see Policies 6.8.8, 6.8.10, 6.8.12, 6.8.13, 6.8.14, 6.8.15 and 6.8.19).
6. Housing - commits space for residence hall space and grounds and schedules certain student events.
7. College of Music – commits space for Murchison Performing Arts Center, Music Building, Music Concert Hall, Music Recital Hall.
8. Department of Dance and Theater Arts – commits space for the Media and Performing Arts Building Theater.
9. Environmental Sciences – commits space for the Environmental Sciences building lecture rooms and other specialized spaces.
10. Academic Deans - through the Registrar, schedule classrooms, lecture halls and other educational space for academic uses. Serve as the IPO for all academic departmental events.
11. Development – schedules events to be held on campus.
12. Center for Continuing Education and Conference Management (CCECM) - facilitates conferences. Conferences that require on-campus housing or residence hall dining service will be arranged through a CCECM program

manager. In addition to scheduling on-campus housing and food service, the program manager may counsel and assist the conference planner regarding meeting space, parking, recreation, entertainment, transportation, and any other special services the University can provide to facilitate a successful conference. The CCECM Facilities Coordinator commits space for classrooms for University departmental meetings and other uses when the classrooms are not in use by academic classes. The Facilities Coordinator provides complete scheduling information to such key campus offices as the University Police, Custodial Services, University Communications and Marketing, the Provost and Academic Deans, the UNT Book Store, the Student Health and Wellness Center, Admissions, University Planning, the Master Calendar, and the President, and may also provide information to such off-campus locations as the Denton Convention and Visitor's Bureau

13. University Police – commits space for parking areas.

S = Schedules Space

C = Commits Space

*for instruction and research programs and their related support activities

3. Priorities for Use of Schedulable Campus Facilities. Generally, space in campus facilities is scheduled according to the following priorities:

- A. Classroom instruction, as scheduled by the academic deans through the Registrar in education and general buildings;
- B. Official university functions in all facilities, including education and general buildings;
- C. Requests by official university groups and individuals;
- D. Requests by non-university groups and individuals.

- 4. Classification of Users and Fees for Public Use Facilities.** The Initial Planning Offices are authorized units to quote rates to departments or organizations reserving facilities. These fees will be reviewed on an ongoing basis by the Committee on Facility Use.

Definition of Costs:

- A. Rental fee: The fee for using the facility.
- B. Fixed Costs: An assessment for custodial services, utilities or reimbursement for cost of property and the administrative fee when applicable.
- C. Variable Costs: An assessment for security, deposit, insurance, set-up, special services, technical equipment (other than normal custodial services) and other costs and fees associated with the event/meeting.
- D. Full Costs: The sum of 2 and 3 above.

Categories of Users:

- A. Commercial users (non-tax exempt) who use university facilities will pay the commercial rental fee, full costs, deposits, and other costs agreed to in the contract.
- B. Activities sponsored by tax exempt non-University organizations or individuals, e.g., Denton Benefit League, church conferences, Denton organizations, etc. Tax exempt activities sponsored by a University related individual (not through a University organization or agency) _ Non-profit rental fee, deposits, and full costs.
- C. Non-credit generating activities sponsored by University organizations and agencies but attended primarily by non-UNT community members, i.e., Department sponsored conferences, meetings/conferences invited by the University --- Full costs. There may be a rental fee for authorized use of E&G and classroom space, including use for Continuing Education activities. Rental charges apply to the use of Auxiliary Services spaces.
- D. Activities sponsored by University Registered/Recognized Student Organizations and other University agencies primarily for members of the UNT University community, i.e., dances, concerts, special presentations, meetings or instructional activities where credit is an option - Full costs, and there may be a rental fee for E&G spaces. Rental charges apply to the use of Auxiliary Services spaces.
- E. Official University income-generating functions presented for the public by the University, i.e., athletic events, Union programs, --- Full costs, and there may be a rental fee for E&G spaces. Rental charges apply to the use of Auxiliary Services spaces.

- F. Official University functions, i.e., Registration, Honors Day, Fine Arts Series, etc. ---Variable costs only for E&G spaces. Rental charges apply to the use of Auxiliary Services spaces.
- G. Events sponsored by departments (e.g., guest speakers). Variable costs only for E&G spaces. Rental charges apply to the use of Auxiliary Services spaces.

5. Insurance Coverage. For University sponsored events, the University is self-insured. The University also participates in a blanket event coverage insurance plan that is available to members of the University community who sponsor events on campus. Departments that sponsor events with a major level of associated risk shall purchase this liability coverage if the University Risk Manager recommends it.

For all events not sponsored by the University, the University shall require a hold harmless and indemnification agreement and a certificate of liability insurance coverage from any persons conducting the event, unless otherwise required by the Risk Manager. Student organizations that do not have a blanket coverage policy may purchase the required coverage from the University's blanket coverage plan by contacting the University's Risk Manager.

6. Types of Events: Definition and Description. All events are classified according to their inherent risk, which is determined by insurance industry standards based on the type of activity and the number of persons in attendance. This policy classifies events into three categories of risk:

Minor:

- Less than 201 persons are in attendance at any one time during the event or the event is an educational conference of less than 501; and
- Event terminates by midnight; and
- No strenuous physical activity or team sports is involved; and the
- Risk Manager has determined that the event would be classified as low or minimum risk based on insurance industry standards; and
- The UNT Police have not identified any security concerns

Regular:

- More than 200 and less than 501 persons are in attendance at any one time during the event; and
- Event and any follow-up activity (e.g., reception, meeting, after party) terminate by 2 AM; or
- One or more security factors have been identified by the UNT Police or the Risk Manager has determined that the event would be classified as medium or average risk based on insurance industry standards.

Major:

- More than 500 persons are in attendance at any one time during the event; and Event and any follow-up activity (e.g., reception, meeting, after party) terminate by 2 AM; or
- One or more security factors have been identified by the UNT Police or the Risk Manager has determined that the event would be classified as increased exposure risk based on insurance industry standards.

The Initial Planning Office is responsible for notifying the University Risk Manager of all planned events so that the risk classification of the event can be ascertained. It shall refer any event classified as a Regular or Major risk event to the Event Safety Committee for review before the event is given final approval and is scheduled. The Initial Planning Office or the Risk Manager may also refer events with minor risks to the Event Safety Committee at their discretion.

If the nature of the event does not unambiguously fall into one of the categories above, the Risk Manager shall consult with the Vice Chancellor and Legal Counsel to determine the appropriate risk classification for the event. The Risk Manager shall also submit all events with major risk identifiers to the Vice Chancellor and General Counsel for review.

Multiple Events of the Same Type: If an Initial Planning Office schedules multiple events of the same risk classification, it need only submit the type of event to the Risk Manager for review, rather than submitting each event. However, the Initial Planning Office will consult with the Risk Manager at least once a year to determine if the risk classification for a type of event is still appropriate. It shall also notify the Risk Manager of any changes in event production that might change the event's risk classification.

- 7. Event Safety Procedures.** The Event Safety Committee (ESC) shall establish and maintain a programming process utilizing event-specific planning guides which contain risk identifiers and parameters to help individuals and organizations identify potential risks and deal effectively with them. This programming process applies to all events held on university property, regardless of sponsor or location. Event Safety procedures are available in each of the Initial Planning Offices. The Initial Planning Office that schedules

an event initiates the event risk assessment procedures at the time that a facility is requested for an event.

The Risk Manager shall convene an Event Safety Committee meeting as circumstances dictate. Representatives from Security, the sponsoring IPO and participant contacts will be present to discuss exposures that require remediation before event planning continues. Event Safety Committee meetings may be delegated by the Risk Manager for specific events; e.g., Student Activities will schedule and preside over Event Safety Committee meetings for all student organizations. However, even if meetings are delegated, the Risk Manager or his designee will attend.

The Event Safety Committee reserves the right to review and reclassify any events if additional risk management concerns are identified. *In cases where reclassification is regular or major, the Risk Manager will notify the committee of these concerns.*

- 8. Security for Special Events.** If an event requires police in addition to assigned duty personnel, as determined during the Event Safety Committee assessment, the costs will be met by the user and billed accordingly. All IPOs will coordinate all security/police/parking needs through the University Police. All other security requirements in conjunction with scheduled events will be coordinated through the office that scheduled the event. The security needs for the events are at the discretion of the University Police.

9. Procedures for Event Scheduling and Risk Assessment.

Recurring events of the same type: If an event is routinely sponsored by and scheduled by the same Initial Planning Office that is responsible for the location where the event will be held, such as concerts in Music and performance productions in Dance and Theater Arts, the Initial Planning Office shall consult with the Risk Manager annually to review and assess the risk level of the various types of events that it produces. Following this review, the Initial Planning Office shall also submit to the Event Safety Committee for review a list of all planned events for the year (or a list of the types of events if there are a large number of individual events), with a brief summary of individual events or of types of related events. However, the Initial Planning Office need not submit each individual event to the Event Safety Committee for review unless a particular event is substantially different in nature, scope, or audience size from events routinely produced.

Events scheduled by student organizations: All student organizations are required to submit an Event Application for any events scheduled in university facilities. The Student Activities Center is the Initial Planning Office for all student organization events. The student organization is required to complete an Event Application and Event Planning Guide 10 days prior to the event. The Student Activities Center representative will

review the Event Application and complete the Event Management Risk Assessment prior to approving the event. If the event type is categorized as Regular or Major based upon the Risk Assessment the event will be referred to the Event Safety Committee for further review and approval. The IPO may also refer events with minor risks to the Event Safety Committee at their discretion. Additional information regarding student organization events may be found in the Student Organization Handbook.

- A. Stop by the Student Activities Center, the Initial Programming Office (IPO) for student organizations, to pick up an event application and ask any questions you may have.
- B. Complete and submit the UNT Event Application (and Planner) at least TEN working days prior to the event. The application must have signatures of the president and the advisor prior to the signature of the facility representative. This is an initial approval to continue planning.
- C. Have application reviewed and approved by the facility where the event is being held. The facility representative signature is required.
- D. The Student Activities Center representative will then review the event application and complete the Event Management Risk Assessment Guidelines. If the event meets University guidelines categorizing it as a regular or major event, the event will be referred to the Event Safety Committee for further review within the ten-day period. The Event Safety Committee will meet with the organization to outline safety requirements for the event.
- E. After all areas have signed and reviewed the event application, it is returned to the Student Activities Center for final signature and distribution of the event application to the parties involved.
- F. If each area approves the event, a pre-event orientation meeting may be scheduled to discuss the event safety goals set by the Event Safety Committee (ESC).
- G. Event occurs. No follow-up is necessary unless an issue of safety or responsibility arises. (See Event Evaluation below.)

Event Referrals to the Event Safety Committee:

- A. The event may be referred by the Student Activities Center representative to the ESC for planning. The Student Activities Center will inform the organization representative of the date and locating of the planning meeting. The organization representative will meet the Event Safety Committee, which will create in writing any stipulations the event staff (originators or planners) must follow in order to schedule and execute an event. An event may not take place unless the planners comply with all requirements set

forth by the Event Safety Committee. A record of non-compliance may inhibit your ability to schedule future events. Signatures from the IPO and other ESC members giving final approval must be obtained before the event may take place.

- B. If it is the decision of the ESC to deny permission for an event, that decision will be based on a conclusion, after discussion with the event planners, that there is no feasible way to reduce the risks. If differences between the planners and the ESC cannot be reconciled, the decision may be appealed to the vice President of the division of the University in which the IPO operates.

Event Evaluations.

- A. At the request of the ESC or IPO, a meeting of the individual and/or offices involved in the event shall be held to discuss their observations regarding the event. The ESC will compile and disseminate the final event evaluation to the offices and individuals involved.
- B. Violations – Student organizations found violating the policies and procedures of the University shall be referred to the Center for Student Rights and Responsibilities for disciplinary action according to the Student Code of Conduct.

All other events: Because each Initial Planning Office handles different types of events, the process of scheduling individual events may be different in each IPO. All events should be scheduled at least 60 calendar days before the event is proposed to be held. Some IPOs may require more than 60 days for event planning, depending on the type and complexity of the event. The following is an example of the steps that shall be followed in planning and scheduling all events on the UNT campus or sponsored by the University, other than those described in the previous paragraph. They assume a time window of 60 days from the start of the process to the end of the process:

1. Applicant contacts the Initial Planning Office. This day starts the 60-day window for event approval. Initial instructions and application forms will be provided, a coordination meeting will be arranged, or referral to another office will be made. The applicant shall provide detailed information on the nature of the proposed events, when and how it will be conducted, the number of participants, and any other information that the Initial Planning Office shall require.
2. Applicant will complete any forms provided by the Initial Planning Office and will return these to that office no later than 5 business days after the initial contact.
3. Applicant attends coordination meeting scheduled by the Initial Planning Office no later than 5 business days after the initial contact. Guidelines for the particular type of event will be discussed. For applicants who are not

members of the University community, information needed to draw up a contract will be discussed.

4. Initial Planning Office determines at the coordination meeting or within two business days of the meeting whether the event can reasonably be conducted and scheduled. Deposits may be required from external customers. The applicant shall pay any advance payment required by the Initial Planning Office within three business days of initial event scheduling.
5. The Initial Planning Office shall consult with the University Risk Manager and classify the event risk as minor, regular, or major. In cases where the Initial Planning Office and the Risk Manager disagree on the nature of the risk associated with the event, the Risk Manager shall prevail.
6. The Initial Planning Office shall refer all regular and major risk events to the Event Safety Committee for review. The Risk Manager may also refer any minor risk events to the Event Safety Committee.
7. The applicant and a representative of the Initial Planning Office shall attend a meeting of the Event Safety Committee normally no later than 15 calendar days after the initial contact. If the Event Safety Committee approves the event and assigns its risk level, the applicant shall sign the acknowledgements and forms required for this type of event. The applicant shall also provide an event application with original signatures and proof of insurance (not required for University sponsored events unless recommended by the University Risk Manager). If the applicant does not have insurance, the applicant shall meet with the University Risk Manager to arrange to obtain the required insurance coverage.
8. The Initial Planning Office shall forward a packet of all applicable documents, signed and dated, to the Office of Vice Chancellor and General Counsel for review no later than 20 calendar days after the initial contact. This packet shall include a facility rental contract signed by the applicant if a contract is required. It also shall include a waiver of liability; a certificate of insurance can be included or, when the planning time is more than 60 days, it must be presented 30 days prior to the start of the event. The packet will be returned to the Initial Planning Office, normally within ten business days, either approved as is or with concerns noted.
9. Within 30 calendar days of the initial contact, the Initial Planning Office shall resolve any issues identified by the Office of Vice Chancellor and General Counsel. This may include scheduling a second meeting of the Event Safety Committee and repeating Step 7 above.
10. If issues cannot be resolved in accordance with Step 9 within 30 days of the initial contact, the event will be referred to and reviewed by an Appeals

Committee that consists of the following members: Director of Police and Traffic Services, Director of Business Services, Dean of Students, a representative of the Office of Vice Chancellor and General Counsel. The committee shall have five business days to hear the appeal and deliver a decision. A final appeal, if necessary, may be made to the Vice President to whom the Initial Planning Office reports. The Vice President will have five business days to consider the appeal and deliver the final finding.

11. The applicant shall pay whatever percentage of rental and use fees is required by the Initial Planning Office no later than the date specified in the facility use and rental contract, or whenever the event receives final approval, whichever date is later.
12. The Office of Vice Chancellor and General Counsel shall review any required contract and forward the final version to the Office of the Vice President for Finance and Business Affairs for signature no later than 45 calendar days after the initial contact.
13. The Initial Planning Office shall submit the countersigned contract to the applicant no later than 50 days after the initial contact.
14. The applicant shall promptly pay any fees required after the completion of the event and reimburse the University for any damage caused by the event, following the guidelines set by the Initial Planning Office or as specified in the contract, if a contract is required.
15. If this process concludes with the event not being approved due to no fault of the applicant, the University shall promptly refund the applicant any advance payment that the applicant has made. If the event is not approved due to failure of the applicant, the University shall refund all payments except any administrative fee specified by the Initial Planning Office in its guidelines or in the contract that the applicant may have been required to sign.
16. If the applicant cancels the event before it is held, the Initial Planning Office may retain whatever portion of an advance payment that is specified in its guidelines or in the contract that the applicant may have been required to sign.

References and Cross-references. N/A

Forms and Tools. N/A

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