

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 11.000
<b>11.006 Facilities Use</b>	<b>Facilities and Real Estate</b>

**Policy Statement.** The facilities of UNT Dallas are primarily for use by its students, faculty, administrators, and staff for activities and events that are directly related to fulfilling the educational mission of the University. Additionally, as a public institution, UNT Dallas seeks to engage and be accessible to the larger community. To the extent that space is available, UNT Dallas welcomes individuals and groups not affiliated with the University to use certain UNT Dallas facilities provided there is not a conflict with scheduled university activities or events, and the proposed activity is compatible with the educational mission of the university.

Permission to use campus facilities does not imply endorsement, sponsorship, or support by the University of the views, opinions, or programs of the users or speakers.

**Application of Policy.** This policy applies to requests for temporary use of all or part of a university building, facility or outdoor space for any planned meeting, conference, or event. This policy does not apply to the scheduling of classrooms, laboratories, or office spaces.

**Definitions.**

1. **Affiliated Group** means an officially registered student group or organization, or group or organization funded by and/or sponsored by UNT Dallas, or a group or organization of faculty or other employees. Affiliated groups include any alumni association, booster club, etc., which is organized and operated for the benefit of UNT Dallas.
2. **Campus Facility** means any building, structure or outdoor space which is owned by UNT Dallas or operated under UNT Dallas authority.
3. **Facilities Request Form** means the standard form used to request facility use and related services.
4. **Facility Use Guidelines** means Guidelines developed by the General Services Director to administer the Facilities Use Policy.
5. **General Services Director** means the UNT Dallas official with specific responsibility for administration of the Facility Use Policy.
6. **Official University Function** means all activities, events and programs sponsored by an academic or administrative unit of UNT Dallas.
7. **Literature** means any printed material that is produced in multiple copies for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, newspapers and magazines, but does not include official university publications or official student publications such as the student newspaper.

8. Unaffiliated Groups means groups or individuals that are legally separate from UNT Dallas, even though some of the members or participants may be UNT Dallas personnel, alumni or students; including but not limited to non-profit organizations, for profit organizations, and civic and professional organizations.

## **PROCEDURES AND RESPONSIBILITIES.**

**Administration of Facility Use Policy by the General Services Director.** The UNT Dallas Facility Use Policy will be administered and monitored through the Office of the General Services Director with the assistance of UNT Dallas Event Coordinators. The General Services Director will develop UNT Dallas Facility Use Guidelines which will be consistent with the terms of this policy and will designate:

1. Spaces within campus facilities that are available for use and any limitations that may apply to such use, including limitations on the number of persons who may occupy a particular space based on building regulations, fire codes, and safety standards.
2. Fee structures based on fair market values for:
  - i. Rental of designated spaces, including a procedure for certain unaffiliated groups to seek a waiver of rental fees as designated in this policy.
  - ii. Rental of university equipment including tables, chairs, staging, lights, public address systems and audio-visual equipment and the process for requesting such equipment.
  - iii. Use of campus services including security and other services that may be required as a condition of use approval, and the criteria that will apply to determine campus service requirements.
3. Administrative processes for submission, review and approval or denial of applications for campus facility use.
4. Sound amplification standards consistent with reasonable time, place and manner restrictions.
5. Food and catering standards.
6. Locations of campus bulletin boards.

The General Services Director will designate Events Coordinators who will coordinate the use of university facilities and whose duties should include reserving university facilities, confirming dates, facilities and services for approved uses, coordinating set up for each event based on information submitted via reservation requests; and coordinating requested audio visual equipment.

**Use of Campus Facilities.** Campus facilities will be scheduled through the Office of the General Services Director according to the following priorities:

1. Instructional, research and administrative activities of the University.
2. Programs and activities sponsored and conducted by affiliated groups.
3. Programs or activities sponsored by UNT Dallas alumni that are not in conflict with the operations and activities of UNT Dallas and are compatible with the educational mission of the university.
4. Programs or activities sponsored by unaffiliated groups that are not in conflict with the operations and activities of UNT Dallas and are compatible with the educational mission of the university.

**Requests for Scheduling University Facilities.** Any affiliated or unaffiliated group may request reservation of a campus facility by submitting a Facilities Request Form no less than ten (10) days in advance of an event to the Office of the General Services Director. Employers wishing to reserve university space for the purpose of promoting or providing information on employment or volunteer opportunities, internships, or cooperative education should be directed to the Career Development Coordinator in the Office of Student Life.

Campus facilities will be reserved on a first-come, first-serve basis unless a conflict involving a higher priority user occurs. In the event a university function is scheduled which conflicts with a previously scheduled activity of a lower priority, the official university function will have priority. In such circumstances, a lower priority user may be required to change facilities, times, or dates of an activity.

A request for reservation of campus facilities will not be denied based on the content of the proposed activity unless the proposed activity is not compatible with the educational mission of the university. A request for reservation of campus facilities may be denied for any of the following reasons:

- i. the requested facility has been reserved for an official university function or the requested facility is no longer available for use due to a conflict with an official university function;
- ii. the appropriate deposit has not been made in accordance with the payment schedule established for the event;
- iii. the certificate of insurance has not been tendered or is expired or otherwise invalid;

- iv. the Facilities Request Form has not been completed accurately or has not been signed by an individual with authority to commit the necessary resources for an unaffiliated group.
- v. the applicant has outstanding debts to the University; or
- vi. the use or activity intended by the applicant is prohibited by law or university policy or procedures.
- vii. the use or activity is of such a nature or duration that it cannot reasonably be accommodated in the particular area for which application is made. In such an event, clarification of the use or activity will be requested and an alternative on-campus site, if available will be proposed.
- viii. the use or activity creates or would create a danger or dangerous condition impacting the health, safety and welfare of others.

The General Services Director will ordinarily notify an applicant regarding a reservation request in writing no later than two (2) business days prior to the scheduled event. Additional review time may be necessary if an application involves a large-scale or unusual event.

If an application is denied, the applicant will be provided with a brief written explanation of the basis for the decision. An appeal of an application denial may be submitted within five (5) business days to the CFO/Vice President for Finance and Administration. The decision of the CFO/Vice President for Finance and Administration will be final.

**Use by Affiliated Groups.** Affiliated groups will not be charged a facilities use fee but will be charged a fee for requested technical services in accordance with the Facilities Use Guidelines. Any damage to rooms, furnishings, or equipment will be billed according to the cost of repair or replacement.

University faculty and staff may not use their status as UNT Dallas employees to reserve facilities for individuals and groups not affiliated with the University.

**Responsible Party:** Events coordinators; General Services Director

**Use by Unaffiliated Groups.**

1. Unaffiliated groups using campus facilities will be required to provide the following in accordance with specific requirements as determined by the General Services Director:
  - i. An adequate advance deposit and fees to secure a reservation; and
  - ii. Proof of adequate insurance.
  
2. Unaffiliated groups will be charged a facility use fee in accordance with the fee structure established by the General Services Director. The facility use fee may be waived upon approval of the General Services Director for events that:
  - i. are free and available to the public; and,
  - ii. serve a civic, charitable, or humanitarian purpose; and
  - iii. are held by an organization that has been granted 501(c)(3) status by the Internal Revenue Service.

Facilities use fees may not be waived for events when participants are charged admission fees.

3. Any waiver of facilities use fees will not affect the organization's obligation to comply with the requirements of this policy, such as providing adequate insurance or paying any fees for additional services provided by UNT Dallas.
  
4. Any 501(c)(3) organization with any outstanding debt to the University will be ineligible for any facilities use fee waiver until the outstanding debt is paid in full.
  
5. Any 501(c)(3) organization that fails to comply with university policies and procedures will be ineligible for subsequent facilities use fee waivers for a period of at least one (1) year.

Responsible Party: General Services Director

**Reasonable Accommodation.** Any individual seeking to participate in a university event or activity may request reasonable accommodation by contacting the Accommodations Coordinator in the Office of Student Life. The Accommodations Coordinator in consultation with the sponsoring department will make decisions regarding accommodation for university events and activities.

Responsible Party: Accommodations Coordinator

**Relocating Events.** As a general rule, once university space has been reserved and confirmed, the event will not be rescheduled or moved. However, in rare circumstances, events may be relocated to other areas by the General Services Director under the following circumstances:

- i. The noise generated by the event disrupts an official university function or substantially interferes with official university activities (e.g., the activity is too close to an academic building);
- ii. The location does not safely accommodate the number of participants;
- iii. The number of individuals participating in or attending the event creates unsafe conditions for vehicular or pedestrian traffic, parking or blocks the ingress or egress to buildings or official university events;
- iv. The space has been reserved for an official university function, has been reserved in accordance with this policy, or a reserved location is needed to accommodate the needs of an official UNT Dallas function; or,
- v. The activity creates a health or welfare hazard, such as interfering with fire, police, or emergency services.

Responsible Party: General Services Director

**University Police Presence for Certain Events.** The University may require the presence of University Police Officers as a condition of holding certain events on campus to assure the safety of persons or property. The decision to require the presence of officers and the determination of the number of officers will be determined based on standards as set forth in the Facilities Use Guidelines.

Responsible Party: University Police; General Services Director

### **GENERAL CONDITIONS OF USE.**

**Conduct.** Any person or group using campus facilities must adhere to all federal and state laws and all applicable UNT Dallas policies and procedures during the period of their use. Failure to comply with applicable law, policies or procedures, or a specific directive of the General Services Director or other campus official may result in termination of a reservation and any future eligibility for use of campus facilities.

**Event Promotion and Publicity.** Only approved events may be publicized and/or listed on the university calendar. Nonaffiliated groups may use the UNT Dallas name to advertise the location of an approved event as long as the use is not misleading with regard to sponsorship. UNT Dallas trademarks may only be used in accordance with UNT Dallas policy and with the specific approval of the Executive Director of Marketing and Communications.

**Food and Beverages.** For the purposes of maintaining food safety and control as well as reducing risk liability, all food and beverages served for events in university facilities must be provided by vendors approved by the University.

**Responsible Party:** All users of university facilities; Event Coordinators

**Alcoholic Beverages.** All events where alcohol is served must comply with the university's Alcoholic Beverages Policy (11.003).

**Responsible Party:** All users of university facilities

**Smoking and Tobacco Use.** Smoking and tobacco use of any kind are prohibited on campus, as set forth in UNTD Policy 11.002.

**Gambling.** Gambling in any campus facility is prohibited.

**Animals.** No animals are permitted in campus facilities, except for service animals providing assistance to individuals with a disability and animals approved in advance as part of an official university function.

**Bulletin Boards.** The use of campus bulletin boards is limited to students, faculty, staff and affiliated groups and for official use by UNT Dallas. Use of bulletin boards by nonaffiliated groups or individuals may be approved on a space available basis as outlined in this policy or specific bulletin board policies. Materials may not be posted on any surface other than campus bulletin boards including but not limited to: walls, windows, benches, elevators, and doors.

Bulletin boards may be designated for use by specific groups, organizations, or individuals such as faculty, students, or registered student organizations. The following information will be posted on each bulletin board and will control use of the bulletin board: those groups, organizations, or individuals authorized to use a bulletin board, the types of materials which may be posted on a bulletin board, the maximum size, duration of any notice, and any other special conditions.

UNT Dallas generally requires prior approval for the use of any bulletin board on campus. Use of a bulletin board may be denied on the basis of one or more of the following:

- i. The person or group is not authorized to use the board.
- ii. The material is not the type authorized for the board in question or fails to meet special conditions as posted on the board.
- iii. The material is obscene or otherwise violates a federal or state law or university policy.
- iv. There is insufficient space available for the material on the bulletin board due to the previous posting of other material.

Responsible Party: General Services Director; Office of Student Life

**On-Campus Digital Signage.** The use of digital signage is limited to UNT Dallas departments, auxiliary services, and registered student organizations. Digital signage also may be used on a limited basis for sponsorship announcements associated with university events and for events and programs hosted by unaffiliated groups for the benefit of UNT Dallas students. Paid advertising on the digital signage is addressed in separate university guidelines.

Digital signage must follow procedures developed by the Office of Marketing and Communications.

Responsible Party: Executive Director of Marketing and Communications

**Sanction.** Non-compliance with this policy may result in denial of subsequent requests for the use of university facilities and, where appropriate, other action by the University.

**References and Cross-references.**

UNTD Policy 11.002, Smoking and Tobacco Products

UNTD Policy 11.003, Alcoholic Beverages

**Forms and Tools.**

Facilities Request Form

Facilities Use Guidelines

Approved: 10/26/2011

Effective: 10/26/2011

Revised: