

Policy CO-UF-PO5

Rules and Regulations for Use of Texas Hall

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I. **Special Use Facility**

- A. Texas Hall at The University of Texas at Arlington is designated as a Special Use Facility as authorized by the Board of Regents of The University of Texas System, Regents' *Rules and Regulations* , Rule 80106. Designation as a Special Use Facility does not constitute Texas Hall as a public facility open to use by non-University persons, groups, associations, or corporations on a first come, first served basis. The primary purpose of Texas Hall is for use by the University for activities and events in furtherance of and related to the educational, cultural, recreational, recruitment and athletic programs of the University. The University of Texas at Arlington expressly reserves the right to refuse to enter into a Use Agreement when in the opinion of the Director of Texas Hall an applicant:
 - 1. cannot meet the conditions stipulated in the Use Agreement;
 - 2. would be using Texas Hall for purposes not in conformity with the *Rules and Regulations* of the Board of Regents of The University of Texas System or the University;
 - 3. has failed to comply with the provisions of the Building Use Agreement on one or more prior occasions or has failed to comply with the applicable rules and regulations of the University or the Board of Regents.
- B. Any decision affecting facility use policy for these properties must be in compliance with the Regents' *Rules and Regulations*

II. **Priorities of Users**

For scheduling events in Texas Hall, the following priorities shall apply:

- A. academic and related activities of The University of Texas at Arlington, such as academic classes, commencement and convocations;
- B. men's and women's intercollegiate conference and non-conference basketball and volleyball games;
- C. official events sponsored by The University of Texas at Arlington by academic departments, schools, and colleges;
- D. events presented by The University of Texas at Arlington through EX-CEL and/or the Student Activities or Student Governance and Organizations offices;
- E. events jointly sponsored by UT Arlington with non-University groups with the prior approval of the President or the President's delegate;
- F. events presented by registered student organizations or registered faculty or staff organizations subject to the same conditions as non-University users;
- G. events presented solely by non-University organizations as provided by the Board of Regents of The University of Texas System, Regents' *Rules and Regulations* , Rule 80106.

III. Reservations

Reservations for the use of Texas Hall may be made to the Director or Events Manager of Texas Hall at 272-3101. Mail requests may be sent to Texas Hall at The University of Texas at Arlington, P. O. Box 19192, Arlington, Texas 76019.

- A. Application - Application for use of Texas Hall should be made at least three months prior to the date of the proposed event. Such events must be appropriate to and suited to the size, structure, and/or purpose of the facility. There must be a good reason to expect that the proposed event will attract a substantial number of participants or spectators or that it will require facilities unique to Texas Hall which are otherwise not available on campus. Determination of eligibility for use and priority shall be determined by the Priorities of Users, Section 5-1202.
- B. Reservations - Reservations become confirmed upon receipt of the advance deposit for an outside group or registered student, faculty or staff organization, or upon receipt of an official request in writing from a university department. An event for which a confirmed reservation has been granted will not be preempted by a user of higher priority.
- C. Joint Sponsorship - Only the President of The University of Texas at Arlington or his or her delegate can authorize a joint-sponsorship of a meeting, program, or activity. The joint-sponsorship must be at the invitation of The University of Texas at Arlington; the educational implication of the program or activity must be self-evident and directly supplement the educational purposes of The University of Texas at Arlington; must not result in financial gain to the invited individual, group, association, or corporation; and The University of Texas at Arlington must be responsible for all details of organizing and presenting the meeting, program, or activity including reservation of facilities and the payment of the use fee for the facilities, set-up, audio/visual equipment, and food and

beverages. A registered student, faculty or staff organization cannot enter into a joint-sponsorship for use of a University facility.

- D. Conflict with University Activities - An event shall not be permitted for any purpose that, although in accordance with the provisions of Section 5-1202 and the *Rules and Regulations* of the Board of Regents, is of such character or occurs at such time or in such circumstances that it is likely to interfere or cause major conflict with any University activity, program or event.
- E. Holidays - Texas Hall will not normally be available for use during holidays recognized by the University.
- F. No reservation, tentative or confirmed, shall be assignable in whole or in part.

IV. Facility Use Charges

- A. University Events - Official events of the University, its academic departments, schools, and colleges will be furnished necessary spaces, house equipment, and classified full-time Texas Hall staff services at no charge. The user will only be charged for 'out of pocket' expenses such as: consumable materials and supplies and equipment rental from external vendors, and special personnel expenses incurred by Texas Hall in the presentation of the event. No charge will be made for commencement.
- B. Academic Department Use - Official University events of the University academic departments, schools or colleges will be scheduled, and no user fee charged.
- C. Texas Hall Sponsored Events - The current approved user fee schedule is available in the office of the Director of Texas Hall and is utilized in determining the user fees.
- D. University Organization Events - Fees for University organization users, including registered student, faculty, or staff organizations of the University, are established at rates which will, at a minimum, ensure recovery of that part of the operating cost of Texas Hall that is attributable directly or indirectly to such use. The current approved user fee schedule is available in the office of the Director of Texas Hall.
 - 1. Deposit - An advance deposit, as determined by the Director of Texas Hall and based on the user fee schedule, is required for confirmation of reservations for an event presented by a University organization.
 - 2. Insurance and Performance Bond - Registered student, faculty, or staff organizations shall be required to provide liability insurance covering injury to person, including those resulting in death, and property damage insurance, including damage to Texas Hall, in amounts and under policies satisfactory to the Director of Texas Hall. These users may also be required to provide a contract performance bond.

V. Financial Rules

- A. University Departments - Excess income over expenses including reimbursable expenses to Texas Hall for the use of the facility derived from a University event may be retained by that department or agency to further their activities and programs. If the event does not produce enough income to cover expenses, those expenses must be covered by the department.
- B. Registered Student, Faculty or Staff organizations and Non-University Organizations Users - If a registered student, faculty or staff or non-University user charges those attending an event any admission or registration fee, or accepts donations from those in attendance, the user shall make a complete account of all funds collected and of the actual cost of the event. If the funds collected exceed the actual cost of the event, the user shall be required to remit such excess funds to The University of Texas at Arlington as an additional charge for the use of Texas Hall. A certified accounting of all funds collected and of the actual certified cost of the event shall be submitted to the Director of Texas Hall at the conclusion of the event. The University reserves the right to audit all records pertaining to income and expenses, to prescribe methods of collection, and to participate in audits of funds at the point of receipt.
- C. Payment for damage - All users shall be responsible for payment for damage to Texas Hall and its fixtures and equipment whether caused by the user or persons attending an event; ordinary wear and tear is expected.

VI. Religious and Political Organizations

- A. Religious Organizations - A religious organization may apply for use of Texas Hall for the purpose of a conference or convention, provided it can submit written evidence from the Internal Revenue Service that the Organization has been granted an exemption from taxation under Section 501(c)(3) of Title 26 of the United States Internal Revenue Code.
- B. Political Organizations - A political organization may apply for use of Texas Hall for the purpose of a conference or convention provided it can present written evidence that the organization had candidates for either state, district or local offices listed on the ballot at the last general election.
- C. Individual Candidates for Political Office - Individual political candidates and their election organizations are not permitted to reserve Texas Hall. Such candidates may be invited as guest speakers by registered student, faculty, or staff organizations provided that the organization extending the invitation is responsible for reserving Texas Hall and meeting all costs relating to the event and the event is in compliance with all requirements of the Board of Regents, Regents' *Rules and Regulations* , Rule 40501.

VII. Public Safety

Each user of Texas Hall must conduct its activities with regard for public safety and will observe and abide by all applicable regulations and standards of the University and duly authorized governmental agencies. If the Director of Texas Hall or other official representative determines that a proposed event poses a potential hazard to public safety, that portion constituting a hazard shall be omitted or eliminated or the event may be canceled.

VIII. **Concessions**

The use of Texas Hall does not entitle the user to control concessions and/or catering. Sales and distribution of food, beverages, souvenirs, or other concession items are reserved for the University or its concessionaires.