

## Policy CO-UF-PO6

### Rules and Regulations for Use of The University Center

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#### I. **Special Use Facility**

- A. The University Center at The University of Texas at Arlington has designated certain rooms as 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 the University Center 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 the University Center is for use by the University for activities and events in furtherance of and related to the educational, cultural, recreational, and recruitment 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 Assistant Director of the University Center an applicant:
  - 1. cannot meet the conditions stipulated in the Use Agreement;
  - 2. would be using the University Center 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 Board of Regents of The University of Texas System or the University.
- B. Any decision affecting facility use policy for these properties must be in compliance with the Regents' *Rules and Regulations* .

#### II. **Priorities of Users**

Reservation and use of the available facilities of the University Center are subject to the following priorities:

- A. Meetings, programs, and activities of registered student organizations.
- B. Meetings, programs, and activities of UT Arlington's Departments of Student Activities and Student Governance and Organizations that are consistent with the duties and missions of those departments.
- C. Meetings, programs, and activities of UT Arlington and its colleges, schools, departments, and agencies that are in furtherance of and related to the educational and cultural programs of UT Arlington.
- D. Meetings, programs, and activities of registered faculty or staff organizations or an alumni association officially recognized by UT Arlington whose fund raising activities are dedicated to the benefit of UT Arlington and that qualifies under the [Regents' Rules and Regulations , Rule 80103, Section 2, Subsection 2.9](#) .
- E. Meetings, programs, and activities jointly sponsored by UT Arlington in accordance with the [Regents' Rules and Regulations , Rule 80105](#) .
- F. Meetings, programs, and activities used under Special Use guidelines (please see the [Regents' Rules and Regulations , Rule 80106](#) ).

### III. Reservations

All requests for the use of facilities in the University Center are made and approved by the University Center Conference Coordinator in the Operations Office, located in the lower level of the University Center (817-272-2929). The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

- A. Requests - Requests for use of the University Center should be made at least five class days prior to the date of the proposed event. Such requested events must be appropriate to and suited to the size, structure, and/or purpose of the facility. Determination of eligibility for use and priority shall be determined by the Priorities of Users, Section 5-2702. More detailed information on requests can be found in the University Center Guidelines Chapter II.
- B. Reservations - All reservation requests are considered in the order received and on the basis of the Priorities of Users, Section 5-2702. When a reservation request has been approved by the Conference Coordinator, a confirmation form will be prepared. In order to finalize a reservation by a registered student, faculty, or staff organization, an authorized officer of the organization must sign the Confirmation Form at the Operations Office and will receive a copy of the Confirmation Form and the Statement of User Responsibility. UT Arlington colleges, schools, departments, and other budgeted agencies will receive a copy of the confirmation form and Statement of User Responsibility. For an outside agency Reservations become confirmed upon receipt of the advance deposit and completion of a Special Use Agreement. 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 5-2702 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 - The University Center 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. Academic Department Use - Official University events of the University academic departments, schools or colleges will be scheduled, and no user fee charged.
- B. University Organization Events - University organization users, including registered student, faculty, or staff organizations of the University, are not charged a user fee.
- C. The University Center Sponsored Events - The current approved user fee schedule is available in the office of the Conference Coordinator and is utilized in determining the user fees.
  - 1. Deposit - An advance deposit, as determined by the Conference Coordinator and based on the user fee schedule, is required for confirmation of reservations for an event presented by a University Center Sponsored organization.
  - 2. Insurance - Insurance shall be required to provide liability insurance covering injury to person, including those resulting in death, and property damage insurance, including damage to the University Center, in amounts and under policies satisfactory to the Assistant Director of the University Center.

#### V. Financial Rules

- A. Non-University Organizations - If a 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 the University Center. A certified accounting of all funds collected and of the actual certified cost of the event shall be submitted to the Assistant Director of the University Center 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.

- B. Payment for damage - All users shall be responsible for payment for damage to the University Center 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 the University Center 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 the University Center 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 the University Center. 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 the University Center and meeting all costs relating to the event and the event is in compliance with all requirements of the Board of Regents' *Rules and Regulations*, Rule 40501 .

#### VII. **Public Safety**

Each user of the University Center 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 Assistant Director of the University Center 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 the University Center 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.