

UT TYLER ALUMNI HOUSE

EVENT SCHEDULING GUIDELINES

Policies and Procedures

Please note these are only scheduling guidelines as each venue may have additional policies and procedures for its particular area.

Who Schedules the Events in the Alumni House (ALH)?

Scheduling & Conference Services is responsible for ALH scheduling.

Who can Request an Event in the ALH?

The primary use of the Alumni House is to function, first and foremost, as a meeting space for the faculty, staff, and alumni of UT Tyler. It is the responsibility of the Scheduling & Conference Services to maintain that these specific needs take priority before reviewing and approving requests from external clientele. Registered student organizations are allowed to host special events in the Alumni House but not weekly/monthly meetings.

How and When to Submit an Event Request?

Events are requested through [Astra](#) and have a 10-day lead time with an allowable max up to one (1) year.

Upon receipt of a request, Scheduling & Conference Services will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation.

- If your request is denied, you will receive email notification stating the reason your event was declined.
- **The majority of the time, your event will be placed in a *pending* status. You will receive an email stating this with a link to a form you will need to complete asking for more information about your event. Your event will not be approved and scheduled until the form has been completed and approved by Facilities, Environmental Health & Safety, and the UT Tyler Police Department.**
- When your request is scheduled, you will receive a confirmation email. This confirmation can be used to document the approved use of the room. Room requests are not approved until the confirmation is issued. Inquiries should be sent to eventmgmt@uttyler.edu.

ALH Equipment and Features

The scheduled use of the rooms inside the ALH include round and rectangle tables, chairs, and the audiovisual equipment below.

The [Ralph Spence Board Room](#) has a fixed conference table to include approximately 20 executive-style chairs. The following technology is available:

- Ceiling-mounted screen
- Ceiling-mounted projector
- Laptop with wireless mouse and keyboard
- Lectern

Personal laptops/notebooks or other computing devices connected to University networks must adhere to [UT Tyler IT Policies and Procedures](#).

Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment or rooms.

The Rod and Merle Mabry Dining Room comes equipped with comfortable seating for 80 people. The following technology is available.

- Ceiling-mounted screen
- Ceiling-mounted projector
- Laptop with wireless mouse and keyboard
- Lectern
- Lapel Microphone
- Hand-held microphone

Personal laptops/notebooks or other computing devices connected to University networks must adhere to [UT Tyler IT Policies and Procedures](#).

Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment or rooms.

Teleconferencing

Teleconferencing is available in the Ralph Spence Board Room only. To request a VOIP phone, email ITSupport@uttyler.edu.

Emergency Closure

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered canceled.

Events will not be scheduled on official University holidays.

Event Sponsor/Contact Responsibility

When making a reservation, the college/department will be required to designate a University Point of Contact (POC). The POC's responsibilities can be found [here](#).

The type of activity of the event may not be changed from that requested without prior written approval from Scheduling & Conference Services.

Arrangements for food service, DJs, rentals, etc. are made by the event contact and not Scheduling & Conference Services. The contact is responsible for the planning and coordination of all event-related arrangements. Under no circumstances is furniture or other property to be removed from the room or removed from other rooms. The sponsor is responsible for any extra cleanup fees or damages to the facility incurred during the course of the event or during the event setup and/or take-down. Any items brought in for the event should be removed promptly and the room returned to its original arrangement.

Failure to adhere to these policies may subject the sponsor to deposit charges and/or restriction of space usage privileges.

Expectations

The Alumni House is an executive meeting space and should be treated as such. All users are expected to leave the space in good order.

Decorations

Items may not be affixed to walls, windows, floor or ceiling or other surfaces of the facility with tape, sticky adhesive or any material that will damage the surface or leave markings. Banners or posters are not allowed to be hung on the outside of the building. **Prohibited items include but are not limited to confetti, glitter, silly string, and rice. The use of these items will result in an additional cleaning fee.**

Facilities Information

Porter services are provided by the Facilities Department. Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

If you find the temperature in the room uncomfortable, you can contact the Physical Plant at (903) 566-7030.

Blocked Parking

For the first two (2) weeks of each fall and spring semesters, NO blocked parking requests will be approved by Parking and Transportation. Parking spaces on Tuesdays and Thursdays are extremely limited and may not be approved depending upon the number of spaces requested. Please consider Monday, Wednesday, or Friday.

Blocked parking can be requested Monday – Friday from 8:00 a.m. – 2:00 p.m. Requests after 2:00 p.m. and on weekends will not be approved.

Parking is to the right of the Alumni House adjacent to the building.

Food Service/Catering

Sodexo is UT Tyler's on-campus food service provider. Click to view [Sodexo's Catering Website](#).

Alcohol

If alcohol is being served at your event, it is mandatory you contact vbond@uttyler.edu. Permission must be received in order for alcohol to be served at your event, and UT Tyler Police Department (UTPD) is required to be onsite (additional charge to client). All other requirements found in Section 9 of the [Event Procedure Manual](#) must be followed.

Smoking

As of August 2016, the University of Texas at Tyler will be a smoke- and tobacco-free campus. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property. For more information, please refer to [UT Tyler - Tobacco-Free Campus](#).

Campus Carry Policy

For UT Tyler's Concealed Handgun Policy, Effective August 1, 2016, click [Campus Carry Policy](#).

Custodial and Setup/Teardown

Event setup is provided by UT Tyler Facilities, and setup details should be provided on the Astra event request form when requesting your room.

ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS

Student Organization Reservations

Only registered student organizations are allowed to request space on campus. Please refer to the [Student Organization Guidelines](#) for additional details. Special events (not weekly/monthly meetings) are allowed to be held in the Alumni House. **There is a 14-day lead time for requests through [Patriots Engage](#).**

Porter Service and Excessive Cleaning

Extraordinary cleanup, or any damages incurred from event usage, will be billed to the individual student organization. The organization will also be referred to Student Engagement for possible disciplinary action. Scheduling and Student Engagement reserve the right to refuse future use of this venue.

Publicity, Signs and Flyers

All signs, posters, and fliers must be approved by Student Engagement unless they are posted on a bulletin board or other designated location that is occupied and controlled by an academic or administrative unit per chapter 6, section 6 -506. Please refer to [UT Tyler's Student Organization Handbook](#) for bulletin board posting locations.

[Posting Guidelines](#) will help determine if your student organization's sign/flyer/poster or banner is ready for approval.

Insurance

Questions regarding student organization insurance should be addressed to Student Success (903) 566-7018.

ADDITIONAL INFORMATION FOR COMMUNITY MEMBERS

Community Member Reservations

As outlined in the UT Tyler Handbook of Operations, the Alumni House is designated as a "Special Use Facility" by the President and is available for public use. There is a minimum 10-day lead time.

Community Members requesting space are required to:

1. Request space using our online scheduling process
2. Sign a Facilities Use Agreement
3. Pay usage fee and additional support services fee, if required
4. Provide to the Risk Manager a certificate of insurance evidencing insurance coverage as indicated in the Facilities Use Agreement.

Upon receipt of a request, Scheduling & Conference Services will send an email acknowledgment that your event request has been received. This acknowledgment is not a confirmation. An event record will be created in our scheduling software and placed in a "pending" status to remove the room from inventory.

A Facilities Use Agreement will be created and sent to the event contact for review. As soon as the agreement has been executed by both parties, the event status will be changed to "scheduled." An email confirmation will be sent to the event contact. Inquiries should be sent to eventmgmt@uttyler.edu.