CLASSROOMS/ACADEMIC SPACE
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 into Academic Space?
Scheduling & Conference Services coordinates the event scheduling functions for all academic space. Events can only be scheduled into academic space after 4:00 p.m. until after the 11th day of each semester. See *Room Assignment Priority for Events*.

Who can Request an Event in Academic Space?
Any group that is part of a University department or a student organization registered with Student Engagement can request academic space through Astra.

Events that can or cannot be scheduled into Academic Space.
Classrooms are used for class instruction, study, or other like activity. Events in academic space must be compatible with the academic nature of classrooms and academic buildings. Non-class events are welcome, but they must not adversely impact the classroom, its contents, or the surrounding area.

Activities that are not compatible with academic space include amplified music, dances, dinners, parties, or events that require re-furnishing of rooms or removal of equipment. Non-compatible events include any event that adversely impacts the classroom directly, or that impacts research, study or other academic pursuits in areas adjacent to classrooms.

The campus has other venues that can support events that are not well suited to academic space.

How and When to Submit an Event Request?
As courses have priority into academic space and course scheduling is not finalized until Day 12 of the semester, events from 8:00 a.m. – 3:59 p.m. will **not** be scheduled into academic space until AFTER the 12th class day. Requests for academic space are scheduled only for the current semester.

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

Room Assignment Priority
Below is the scheduling priority for academic space. Event requests will be processed in the order in which they are received. Weekend requests and requests after 4:00 p.m. may not have to wait until after the 12th class day of each semester.

<u>Registrar's Office will Open Course Scheduling</u>
1. Academic courses

<u>Approximately Two (2) Weeks Prior to the Start of School</u>
2. Student organizations can request weekdays only after 4:00 p.m.

<u>After Census Date</u>
3. Academic-related activities (SI Sessions, tutorials, etc.)
4. General-use meetings and other events (departments, student organizations, etc.)

<u>Final Exams Week (fall and spring semesters)</u>
No general meetings, weekly tutorials, etc. will be scheduled for final exams week until the Registrar's Office has updated Astra to reflect all courses' final exams. Even then, events will be held to a minimum with only tutorials, SI Sessions, etc. being scheduled.

<u>Summer Scheduling</u>
1. Annual large summer events
2. Summer Camps
3. Courses (If a course <u>MUST</u> have a particular room [supplies stored in closet, etc.] and that room is already scheduled for a large event, please contact eventmgmt@uttyler.edu.)

There are no "guaranteed" spaces except for credited academic courses and their final exams. Requests for specific rooms or spaces will be honored when possible. If a specific room is no longer available, Scheduling & Conference Services reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.

Events will not be scheduled on official University holidays.

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

Event Sponsor (Contact) Responsibility
The sponsoring organization or department is responsible for the information provided. When making a reservation, you will be required to designate a contact person who is responsible for the proper conduct of the event and for returning the classroom to its original configuration.

The type of activity of the event may not be changed from that requested without prior written approval from Scheduling & Conference Services. Specifically, an event may not be changed from those identified above as compatible to those listed as non-compatible.

Transferring, loaning, or sub-leasing a reservation or misrepresenting the intended use of the room is a serious matter that may result in immediate suspension of a group's eligibility to use academic facilities. Requests to change or cancel an event must be communicated to Scheduling & Conference Services in a timely fashion using Event Change/Cancelation Form.

A reservation does not provide event support services such as catering or security. These items are examples of extra services that may be arranged on a fee-for-service basis. The sponsor 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 set-up and 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 sponsoring organization to deposit charges and/or restriction of space usage privileges.

Expectations

All users of academic space are expected to leave the space and its equipment in good order. Keeping academic space in good order includes tables and chairs straightened, electronic equipment shut off, and taking away or disposing of everything one came in with, such as soda/food containers, newspapers, etc. Users are also expected to take extra care that no damage is done to the academic space, furniture, or equipment and that the room is returned to a class-ready condition. If possible, the room needs to be locked upon exiting.

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

Rooms are provided in "as is" condition. If furniture is rearranged, it must be placed back in its default setting.

There are several lobbies available in Astra to reserve. Setup of tables in these public spaces is provided by UT Tyler Facilities and must be requested on the Event Request Form. Any use of hallways should not restrict the access to the classroom or interfere with any other areas.

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

Classroom Equipment and Features

The scheduled use of the room includes seating space and use of any lectern-mounted microphone, accessible projectors, and other accessible equipment. Each classroom has Zoom video conferencing capabilities.

All classrooms have technology and support equipment permanently installed. Existing technology or systems may not be opened or modified in any way. Use of the room **does not** include access to locked equipment. Classroom storage, equipment rooms, and projection booths are **not** included in the reservation and entry into these areas is not authorized. Teaching assistants and graduate students who have access to the locked equipment for course usage and support are not authorized to access the locked areas for event usage.

Laptops/notebooks or other computing devices connected to University networks must adhere to UT Tyler IT Policies and Procedures.

Teleconferencing

General purpose classrooms do not have telephone conferencing capability.

Web Conferencing (Zoom)

Zoom offers video conferencing that unifies HD video conferencing, mobility, and web meetings together as a free cloud service. It works across desktop, tablet, mobile and room systems. It is available for Mac, Windows, iOS, Android, PSTN and H.323/SIP room systems.

You can also watch the YouTube video to Learn More about Zoom or Sign Up for your free account today. Email itsupport@uttyler.edu if you need Technology Services (TS) to assist with your Zoom connection.

Food Service/Catering

Sodexo is UT Tyler's on-campus food service provider. Click to view Sodexo's Catering Website.

If academic space is not left as it was found, food and beverage use may be subject to additional cleanup/custodial charges by Facilities.

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.

Porter Service and Excessive Cleaning

At no additional cost, Facilities will provide porter service for all events serving food or for large events. Extraordinary cleanup, or any damages incurred from event usage, will be billed to the department.

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. **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 & Conference Services 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 insurance for student organizations 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, only facilities designated as "Special Use Facilities" by the President are available for public use. Therefore, academic space cannot be requested by external clientele.