

# HERRINGTON PATRIOT CENTER (HPC)-MANAGED FACILITIES AND FIELDS EVENT SCHEDULING GUIDELINES

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## **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 at the Herrington Patriot Center (HPC) and the PHE Gym?**

The Director of the HPC coordinates the event scheduling functions for all HPC-managed facilities and fields.

## **Who can Request an Event at the HPC-Managed Locations and the PHE Gym?**

Any individual, group, association, or corporation as well as registered student, faculty, or staff organizations and UT Tyler colleges, schools, departments, or other budgeted agencies may request use of these facilities. Joint sponsorship is not necessary.

## **How and When to Request Space?**

Space in HPC-managed locations and the PHE Gym are scheduled no more than six (6) months in advance and can be requested through [Astra](#). For additional information, contact (903) 565-5816.

## **Space Assignment Priority for Events**

As the primary function of athletic facilities is to serve UT Tyler Athletics and the Herrington Patriot Center, the following is the scheduling priority:

1. Athletics
2. Recreational Sports
3. Camps
4. UT Tyler Events
5. Community Events

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.

A reservation does not provide event support services such as A/V equipment, 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. 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.

### **Alcohol**

If alcohol is being served at your event, it is mandatory you contact [ybond@uttyler.edu](mailto:ybond@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](#).

### **Setup/Teardown Fees**

Depending upon the type of setup required, there may be an additional fee.

### **Porter Service and Excessive Cleaning**

Porter services are provided UT Tyler's Facilities Department. Extraordinary cleanup, or any damages incurred from event usage, will be billed accordingly.

## **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](#).

### **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.

### **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.

### **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 HPC-Managed Locations and the PHE Gym are designated as "Special Use Facilities" by the President and are available for public use.

Community Members requesting space will be 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 your online request, you will receive 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.