

PATRIOT PLAZA

EVENT SCHEDULING GUIDELINES

Policies and Procedures

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

Who Schedules Events on the Patriot Plaza?

Scheduling & Conference Services is responsible for scheduling the Patriot Plaza.

Who can Request an Event on the Patriot Plaza?

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 Submit an Event Request?

Events are requested through [Astra](#) and have a

- 10-day lead time for faculty and staff,
- 14-day lead time for student organizations, and
- 14-day lead time for community member.

However, for larger events, more time may be needed. PLAN EARLY! Requests can be made a year in advance.

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.

Emergency Closure

If the University experiences an emergency closing due to weather, utility failure, or other unforeseen disaster, the event is considered cancelled. Events will not be scheduled on official University holidays.

Equipment for Plaza Events

For internal groups, Herrington Patriot Center chairs (possibly at an additional cost) and tables (6' rectangle or 5' round) can be requested using the Astra Event Request form. Setup of the event will be coordinated through the Plaza Director and Scheduling & Conference Services. However, it is the responsibility of the event contact to ensure UT Tyler's Facilities Department correctly sets up the event.

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.

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

A reservation does not provide event support services such as tents, catering, security, etc. These items are examples of extra services that may be arranged on a fee-for-service basis. The event contact is responsible for planning and coordinating all event-related arrangements.

The sponsor is responsible for any extra cleanup fees or damages to the space incurred during the event or during the event setup and takedown. Any items brought in for the event should be removed promptly.

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

Decorations

Unless prior approval is received, prohibited items include, but are not limited to, the following: confetti, glitter, silly string, and rice. The use of these items may result in an additional cleaning fee.

Venue Information

UT Tyler's Facilities Department is responsible for setting up the event. If you have any questions or need to provide additional information, email eventmgmt@uttyler.edu.

Unless enclosed tents will be used, inclement weather locations need to be reserved for your event. There may also be the need to create an Emergency Management Plan.

Food Service/Catering

- Sodexo is UT Tyler's on-campus food service provider. Click to view [Sodexo's Catering Website](#).
- If more than one (1) vendor will be serving food at your event, an additional permit from NET Health will be required.
- If food trucks will be onsite, a NET Health tag must be located on each truck. Parking for the food truck needs to be scheduled through [Astra](#).

Alcohol

If alcohol is being served at your event, it is mandatory you contact 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](#).

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 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 Patriot Plaza is designated as a "Special Use Facility" by the President and is available for public use but only if it has a nexus to the mission of The University of Texas at Tyler. There is a minimum of 14-days in advance and an allowable max of 365-days in the future for external clientele requests.

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.

What Amenities/Services does UT Tyler Provide?

UT Tyler can provide, at an additional cost, the following amenities/services

- Porter services
- Extra trashcans
- Onsite police presence
- UT System Tenant User Liability Insurance Policy

Audiovisual Needs

Any audiovisual needed on the Plaza will need to be outsourced to a vendor at the cost of the event.

Large Events – Tables and Chairs

Tents, tables, and chairs need to be rented for an outside vendor.