

The University of Texas at Tyler

# Events Procedure Manual

AY24-25

**Scheduling & Conference Services**

University of Texas at Tyler  
3900 University Blvd.  
Tyler, TX 75799

[eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu)

[www.uttyler.edu/event-management](http://www.uttyler.edu/event-management)

September 2024

## SERVICE IN ACTION

Events are an excellent platform to highlight the strengths and expertise of UT Tyler faculty and staff, the talents of our students, and the capabilities of our facilities. Scheduling & Conference Services plays a crucial role in ensuring that these events are well-coordinated and successful whether they are organized for on-campus groups or community organizations.

### ***What is the purpose of an Events Procedure Manual?***

Having a manual that outlines specific guidelines and procedures for scheduling and holding events on campus is essential. It serves as a comprehensive resource to help event planners understand the necessary steps, from booking venues to coordinating logistics. This manual provides clear answers to common questions and offers valuable insights into best practices for planning successful events at UT Tyler. It ensures that all parties involved have a consistent understanding of the process, helping to create seamless and well-organized events.

### ***Who needs to be familiar with the Events Manual?***

It is important for everyone planning a meeting or event that involves the use of university space and services to be familiar with the guidelines and procedures outlined in the manual. This includes faculty, staff, students, and external organizations. By adhering to these guidelines, planners can ensure that their events align with university policies and standards, leading to a smooth and successful execution. It also helps in coordinating with various university departments and services, ensuring that all logistical aspects are covered.

### ***Where can I find a copy?***

A copy of the procedures manual can be found on the Event Management website (<https://www.uttyler.edu/faculty-staff/astra/>) or you can request a copy from [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

For the success and safety of your event and for the safety of the UT Tyler community, emergency egress routes are reviewed for each event request. Furniture changes (addition of chairs, tables, or moving existing furniture, etc.) should not be assumed.

### ***How can I get specific questions answered?***

Email [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu)

## TABLE OF CONTENTS

<b>Statement of Purpose Equal Opportunity/Affirmative Action</b>	<b>Page 1</b>	<b>Section 17</b> Student Travel and Off-Campus Activities	<b>Page 39</b>
<b>Section 1</b> How to Plan Campus Events	<b>Page 2</b>	<b>Section 18</b> Political Events	<b>Page 40</b>
<b>Section 2</b> The Event Management Team	<b>Page 3</b>	<b>Section 19</b> Postings	<b>Page 41</b>
<b>Section 3</b> Who Can Request Space Building Acronyms and Names	<b>Page 4</b>	<b>Section 20</b> Hand-to-Hand Flyers	<b>Page 43</b>
<b>Section 4</b> How to Request Space	<b>Page 7</b>	<b>Section 21</b> Youth Programs/Camps	<b>Page 44</b>
<b>Section 5</b> Scheduling Priority	<b>Page 10</b>	<b>Section 22</b> Accidents/Injuries/Severe Illness on Campus	<b>Page 45</b>
<b>Section 6</b> Proper Use of Campus Facilities	<b>Page 11</b>	<b>Section 23</b> Onsite Security	<b>Page 46</b>
<b>Section 7</b> Scheduling a Joint-Sponsored Event	<b>Page 14</b>	<b>Section 24</b> Crowd Manager	<b>Page 47</b>
<b>Section 8</b> Scheduling a Non-University Event	<b>Page 21</b>	<b>Section 25</b> Showing Movies on Campus	<b>Page 49</b>
<b>Section 9</b> Alcoholic Beverages	<b>Page 22</b>	<b>Section 26</b> Support Services	<b>Page 52</b>
<b>Section 10</b> Audiovisual/Technology Support	<b>Page 23</b>	<b>Section 27</b> Marketing & Communications	<b>Page 54</b>
<b>Section 11</b> Food Services/Catering/Food Trucks /Off- Campus Food Vendors/Scenarios	<b>Page 24</b>	<b>Website Links for Policies</b>	
<b>Section 12</b> Decorations and Equipment	<b>Page 30</b>	<b>Appendices</b>	
<b>Section 13</b> Fundraising/Information Tables	<b>Page 32</b>	<b>Appendix A</b> Certificate of Liability Insurance Sample	<b>Page i</b>
<b>Section 14</b> Grilling Policy	<b>Page 33</b>	<b>Appendix B</b> Combined General Use Release Waiver	<b>Page iii</b>
<b>Section 15</b> Insurance Requirements/Liability Waivers	<b>Page 34</b>	<b>Appendix C</b> Pre-Event Checklist for Crowd Managers	<b>Page v</b>
<b>Section 16</b> Event Parking	<b>Page 37</b>		

## STATEMENT OF PURPOSE

---

Scheduling & Conference Services strives to provide high-quality seamless event support to the university and community while providing professional, friendly, and efficient customer service that will result in a successful event.

Scheduling & Conference Services will:

- Consult with customers regarding their meeting/youth program/conference.
- Create a Use Agreement, if necessary, and/or terms and conditions for signature.
- Schedule meeting locations.
- Coordinate
  - catering services for UT Tyler;
  - setups/teardowns with setup team to include layouts, if needed;
  - on-campus technology and/or audio-visual needs; and
  - door unlocks, reserved parking, onsite police presence, etc.
- Work through event logistics with other university departments.
- Create invoices and coordinate payments.

***Support from all campus departments is essential in this effort.***

## EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

---

In accordance with the Board of Regents' Rules and Regulations, Rule 10701, "To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by The University of Texas System or any of its institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability."

## SECTION 1

### HOW TO PLAN CAMPUS EVENTS

#### Complete Online Event Request Form in Astra

Faculty and staff will complete the appropriate online Event Request Form as soon as possible to confirm a date.

- Academic space can only be requested a semester at a time
- Event space can be requested up to a year in advance (depending upon location) with limitations (i.e., event requested in University Center is placed in a tentative status until students request space)

Student Organizations will complete their event request form through Patriots Engage at least two (2) weeks in advance and no later than the end of the semester.

#### Event Management Coordination Form (EMC)

For events (see description of an event below), an online questionnaire will need to be completed and approved by UT Tyler Police Department, Environmental Health & Safety, and Facilities before your event is scheduled. Your event request will be placed in a “pending” status to safeguard the space requested.

Your request is considered an event if it meets **one (1)** of the following criteria:

- More than 49 attendees OR
- Setup/Teardown is required OR
- Food/Beverages will be served OR
- Minors will be present OR
- Joint Sponsored/External Client

Based on the answers to the questions on the Event Management Coordination form (EMC), you will receive an email of ACTION ITEMS and NOTIFICATIONS to help guide you with additional planning. Scheduling & Conference Services will help in the collaboration with other on-campus departments/partners to ensure events are of the highest quality.

#### Estimate Attendance

You will be asked to consider the estimated attendance in relation to the room you request. Each location has a maximum occupancy capacity that cannot be exceeded.

It is a violation of Fire Code 1004.7 to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts your event at risk of being cancelled immediately without being rescheduled.

#### Consider Your Catering Needs

What type of meal would you like to serve? Sodexo is UT Tyler’s contracted food vendor. Homemade food and food or beverage from another caterer, restaurant, or grocery store are allowed if NetHealth requirements are met. Refer to Section 11.

[UT Tyler-Vetted Food Vendors](#) are preferred. However, if you choose to use a new vendor, please allow 30 days and follow the [Process for New Off-Campus Food Providers](#).

Be sure to let Scheduling & Conference Services know if food will be at your event. Food permits and/or temporary vendor permits may be required by Environmental Health & Safety.

## SECTION 2

### THE EVENT MANAGEMENT TEAM

Scheduling & Conference Services is here to assist with all things events. A few are listed below:

Events	Youth Programs
Astra System Admin, Training, Security Rights	Youth Protection: Training, Background Checks
Event Scheduling	Website Creation
Event Coordination with Service Departments	Camp Websites & Registrations
Create Layouts	Audit Residential & Day Camps
Facility Use Agreements (Joint Sponsor/External)	Camp Accounts Receivables

#### **Vicky Bond**

##### **Director**

903.565.5888

[vbond@uttyler.edu](mailto:vbond@uttyler.edu)

#### **Ashleigh Dinkins**

##### **Assistant Director, Youth Programs/Camps**

903.565.5723

[adinkins@uttyler.edu](mailto:adinkins@uttyler.edu)

#### **Peggye Mahfood**

##### **Business & Scheduling Coordinator**

903.566.7017

[pmahfood@uttyler.edu](mailto:pmahfood@uttyler.edu)

#### **Grace Moreno**

##### **Scheduling Assistant (part-time)**

Email or Message/Call via Teams

[gmoreno@uttyler.edu](mailto:gmoreno@uttyler.edu)

Scheduling & Conference Services – [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu)

## SECTION 3

### WHO CAN REQUEST SPACE / BUILDING ACRONYMS AND NAMES

Ad Astra is the official scheduling software for UT Tyler. For quick video tutorials on how to complete an Event Request Form in [Astra](#), visit Scheduling & Conference Services' [Event Management](#) webpage and select **Video Tutorials**.

To assist with Astra scheduling, below is the list of buildings on campus and their acronym, which is used in the scheduling process.

Building Acronyms and Names			
ALH	Alumni House	ORH	Ornelas Residence Hall
ARC	Fine Arts Complex	OUT	Outdoors
ATH	Athletic Venues	PHE	Physical Education
BEP	Biology, Education, Psychology	PHY	Physical Plant
BRB	Braithwaite Building	PMH	Palestine Mathis Hall
CAS	College of Arts & Sciences	PV1	Patriot Village
COB	Soules College of Business	RBN	Ratliff Building North
FAC	Fine Arts Center	RBS	Ratliff Building South
HPC	Herrington Patriot Center	STE	Stewart Hall
HPR	Hudnall-Pirtle-Roosth	UC	University Center
LIB	Robert R. Muntz Library	USC	University Service Center
LL1	Hudnall-Pirtle-Roosth	VV1	Victory Village
LUC	Robert R. Muntz Library	WTB	W. T. Brookshire Hall
OAC	Ornelas Activity Center		

The following shows who can request which spaces and how they can be requested:

Location	Faculty/Staff	Student	Community Member		
Academic Space	<a href="#">Astra Event Request Forms</a>	<a href="#">UT Tyler Patriots Engage</a>			
Alumni House					
Baseball Field			<a href="#">Astra Event Request Forms</a>		
Braithwaite Recital Hall And Meadows Gallery Lobby					
Cowan Center Vaughn With White Lobby and Green Room			<a href="mailto:cowan@uttyler.edu">cowan@uttyler.edu</a>		
Cowan White Lobby Only			<a href="#">Astra Event Request Forms</a>		
Health Campus	Teems				
Houston Campus	<a href="#">Astra Event Request Forms</a>	<a href="#">UT Tyler Patriots Engage</a>			
HPC Gym					
HPC Pool			<a href="#">Astra Event Request Forms</a>		
Intramural Field					
Longview University Center					
On-Campus Housing Locations					
Outdoor Locations			<a href="#">Astra Event Request Forms</a>		
Palestine Campus					
Parking					
Patriot Plaza					
PHE Gym			<a href="#">Astra Event Request Forms</a>		
Softball Field					
Location			Faculty/Staff	Student	Community Member
Tennis Courts	<a href="#">Astra Event Request Forms</a>	<a href="#">UT Tyler Patriots Engage</a>	<a href="#">Astra Event Request Forms</a>		
UA-Longview					
UA-Palestine					
UA-Tyler					
University Center					
W. T. Brookshire Hall		<a href="#">UT Tyler Patriots Engage</a>			

The University of Texas at Tyler (UT Tyler) facilities listed below have been designated by the President as **“Special Use Facilities”** and can be used for public use.

- Al and Nancy Jones Auxiliary Gym (PHE Gym)
- Alumni House
- Art & Art History Lecture Room (FAC 1009)
- Athletic Fields and Facilities
- Braithwaite Recital Hall/Meadows Gallery Lobby
- Cowan Center Vaughn Auditorium/Lobbies
- Herrington Patriot Center
- Intramural Field
- Patriot Plaza and Patriot Plaza North



Priority to the reservation and use of the Special Use Facilities shall be given to activities that are in furtherance of, and related to, the educational, cultural, recreational, and athletic programs of the institutions. As a lower priority, Special Use Facilities may under some circumstances be reserved and used by non-university individuals, groups, associations, or corporations, without necessity of joint sponsorship by UT Tyler. All uses of University facilities shall be in compliance with [UT Tyler Handbook of Operating Procedures Section 4.4.1](#).

### **University Center / Academic Rooms**

The University Center and academic rooms are not considered Special Use Facilities and, therefore, are only available to recognized student organizations and University departments to use for meetings, events, and university business.

## SECTION 4

### HOW TO REQUEST SPACE

All student organization event requests must go through [UT Tyler Patriots Engage](#).

Locations and Coordination scheduled by Scheduling & Conference Services (SCS).

Location / Service	Event Request Form Name	Contact Information
Academic Space	(1) Academic (2) A Basic Academic Short Form	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Alumni House* (*Bill Barrett Library – President’s use only)	ALH	
Braithwaite Recital Hall	Braithwaite Recital Hall	
COB & WTB Atrium / Lobbies	Academic	
Cowan Green Room	Cowan White Lobby / Green Room	
Cowan White Lobby	Cowan White Lobby / Green Room	
Outdoor Locations	Outdoors	
Patriot Plaza	Outdoors	
Student Success Conference Room (UC 3322)	UC	
University Center	UC	

Locations scheduled by the appropriate departments BUT coordinated through SCS.

Location	Event Request Form Name	Contact Information
Some Academic Locations	Academic	<a href="mailto:eventmgmt@uttyler.edu">eventmgmt@uttyler.edu</a>
Conference/Seminar Rooms (Not all reserved via Astra)	Academic	
Physics/Chemistry Labs	Academic	
Ratliff Suites (RBS 4015, RBS 4017)	Academic	

*Space reservations are subject to change upon university requirements.*

Locations and coordination scheduled by the appropriate department.

Location / Services	Event Request Form Name	Contact Information
Athletic Fields (not IM Field)	Athletic Venues	<a href="mailto:ireilly@uttyler.edu">ireilly@uttyler.edu</a> 903.565.5816
Career Success Conference Room (UC2144)	UC	<a href="mailto:jpharr@uttyler.edu">jpharr@uttyler.edu</a> 903.566.7352
COB 180 (Welcome Center)	Academic	<a href="mailto:swalker@uttyler.edu">swalker@uttyler.edu</a> 903.566.7441
COB Dean's Event Room (COB307)	Academic	<a href="mailto:jhelpers@uttyler.edu">jhelpers@uttyler.edu</a> 903.566.7360
COB Executive Classroom (COB321)	Academic	
Cowan Center Vaughn Auditorium (to include White Lobby & Green Room)	Cowan Vaughn	<a href="mailto:cowan@uttyler.edu">cowan@uttyler.edu</a> 903.565.5866
Health Campus <u>1<sup>st</sup> Floor</u> Presidential Event Center (PEC): H127/128 Teaching Kitchen: H140 Classroom: H104 Classroom: H105	Teems Software	<a href="mailto:rjames@uttyler.edu">rjames@uttyler.edu</a> 903.877.1704 <a href="mailto:carrie.arneson@uttyler.edu">carrie.arneson@uttyler.edu</a> 903.877.7561
Health Campus <u>2<sup>nd</sup> Floor</u> Classroom: H209 Classroom: H210	Teems Software	<a href="mailto:kit.covington@uthct.edu">kit.covington@uthct.edu</a> 903.877.1401 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.1459
Health Campus <u>2<sup>nd</sup> Floor</u> Conference Room: H213 Conference Room: H214	Teems Software	<a href="mailto:aidee.ledezma@uttyler.edu">aidee.ledezma@uttyler.edu</a> 903.877.1443 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.7561
Health Campus <u>2<sup>nd</sup> Floor</u> Independent Study Room: H222 Independent Study Room: H223 Independent Study Room: H224	Teems Software	<a href="mailto:ymwazae@uttyler.edu">ymwazae@uttyler.edu</a>
Health Campus <u>2<sup>nd</sup> Floor</u> Project Suite: H225 Instructional Suite: H226 Conference Room: H235	Teems Software	<a href="mailto:kit.covington@uthct.edu">kit.covington@uthct.edu</a> 903.877.1401 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.1459
Health Campus <u>2<sup>nd</sup> Floor</u> Resident's Conference Room: H236	Teems Software	<a href="mailto:grace.dickey@uthct.edu">grace.dickey@uthct.edu</a> 903.877.1418 <a href="mailto:mildred.hollowell@uttyler.edu">mildred.hollowell@uttyler.edu</a> 903.877.1459
Houston Campus	Academic	<a href="mailto:malwaidh@uttyler.edu">malwaidh@uttyler.edu</a>
HPC Locations	HPC Recreation	<a href="mailto:hpc@uttyler.edu">hpc@uttyler.edu</a>
Intramural Field		
Library Computer Room (LIB422)	Academic	<a href="mailto:tbrown@uttyler.edu">tbrown@uttyler.edu</a> 903.566.7161
Longview University Center	Academic	<a href="mailto:clewis@uttyler.edu">clewis@uttyler.edu</a> 903.563.8105

Space reservations are subject to change upon university requirements.

Location / Services	Event Request Form Name	Contact Information
Ornelas Activity Center	OAC (UA staff/faculty only)	<a href="mailto:akaiser@uttyler.edu">akaiser@uttyler.edu</a>
Palestine Campus	Academic	<a href="mailto:ewallace@uttyler.edu">ewallace@uttyler.edu</a> 903.727.2315
Parking (Blocked)	Parking	<a href="mailto:parking@uttyler.edu">parking@uttyler.edu</a>
PHE Gym	HPC Recreation	<a href="mailto:hpc@uttyler.edu">hpc@uttyler.edu</a>
Pool	Pool Parties	<a href="mailto:bbrunson@uttyler.edu">bbrunson@uttyler.edu</a> 903.565.5602
Student Engagement Conference Room (UC 3408)	UC	<a href="mailto:jneaves@uttyler.edu">jneaves@uttyler.edu</a> 903.566.5645
W. T. Brookshire Pharmacy Building	WTB Academic (for Pharmacy staff/faculty only)	<a href="mailto:tbevels@uttyler.edu">tbevels@uttyler.edu</a>

*Space reservations are subject to change upon university requirements.*

## SECTION 5

---

### SCHEDULING PRIORITY

#### Academic Space

Since course scheduling is not finalized until census date during the fall and spring semesters, **no event request for academic space will be approved** for **any** Monday – Friday before 4:00 p.m. until that time.

After census date, all times can be requested by faculty, staff, and registered student organizations. Space is approved on a first-come-first-served basis.

#### Cowan Center

The Cowan Center's season must be scheduled prior to any request being received.

#### Gyms and Athletics Fields

Athletics and Rec Sports schedule their events prior to other events.

#### University Center

Priority goes to UT Tyler student events:

- (1) Registered student organization meetings and events
- (2) Major student events
- (3) Student(s) seeking space for student group use (non-classroom related)

Second Priority goes to UT Tyler faculty, staff, and departmental programs.

Third Priority goes to alumni groups and programs associated with the educational mission of UT Tyler.

Fourth Priority goes to all other groups and individuals for joint-sponsored events.

<https://www.uttyler.edu/offices/student-success/mopp/>

## SECTION 6

### PROPER USE OF CAMPUS FACILITIES

#### Free Speech

Individuals are always encouraged and permitted to express views, opinions, and speech.

- Members of the campus community are permitted to conduct free speech activity indoors & outdoors if it is not disruptive, blocks traffic, or is speech that is prohibited by Federal/State laws.
- Non-members of the Campus Community may conduct this type of activity outdoors only.
- If you are conducting a program/activity and are concerned about the use of space or free speech activity, we strongly encourage you to reserve your space accordingly.
- Advance permission is required for the use of amplified sound and will be assigned to the approved designated areas as outlined by policy (see **Designated Amplified Sound Areas Below**).

For more information, please visit [7.05 Freedom of Expression Handbook of Operations](#) and/or [Chapter 6 of the Manual of Policies and Procedures for Student Affairs](#).

Questions?

Joshua Neaves, Assistant Vice President for Student Success & Director of Student Engagement  
[jneaves@uttyler.edu](mailto:jneaves@uttyler.edu)

#### Tobacco-Free Campus ([HOP 4.4.2](#))

The University of Texas at Tyler prohibits the use of all forms of tobacco products on university property. The University prohibits any advertising or sale, or free sampling of tobacco products on university property. Littering on the campus with the remains of tobacco products or any other related waste product is prohibited.

This policy is applicable twenty-four (24) hours a day, seven (7) days a week.

1. Tobacco Products: All forms of tobacco products, including but not limited to, cigarettes (of any kind including herbal/spice cigarettes), cigars, pipes, water pipes (hookah), bidis, kreteks, electronic nicotine delivery systems (includes electronic cigarettes), smokeless tobacco, snuff, chewing tobacco and any other tobacco product.
2. University Community: Students, faculty, staff, University affiliates, contractors, and visitors.
3. University Property: Property located within the State of Texas that is owned, operated, leased, occupied, or controlled by the University. For purposes of the Tobacco-Free Campus policy, this includes, but is not limited to, all buildings and structures, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the University and all University-owned vehicles.

#### Concealed Handguns on Campus ([HOP 2.10.1](#))

As provided by law, handgun license holders may carry concealed weapons on The University of Texas at Tyler campuses, except for the excluded areas listed in HOP 2.10.1. For events being conducted specifically for persons under the age of 18 who are not enrolled at UT Tyler, a Campus Carry Temporary Exclusion Zone sign must be posted around the areas of the campus that will be used. It is the responsibility of the Event Contact to ensure signs are posted.

### **Child Protection Training (Texas Education Code, Chapter 51, Section 51.976)**

UT Tyler requires Child Protection training ([Training, Process, & FAQs](#)) for all individuals (employees and volunteers) working in a "campus program for minors," which is defined as a program that:

1. is operated by UT Tyler or conducted on UT Tyler's premises; and
2. offers recreational, athletic, religious, or educational activities; and
3. consists of at least twenty (20) minors (youth under the age of 18) who
  - a. are not enrolled at UT Tyler and
  - b. attend or temporarily reside at the camp or program for all or part of at least four (4) days (*does not have to be four consecutive days*).

*Note that this requirement does not apply to minors who are students enrolled at UT Tyler or to UT Tyler's charter schools (which are governed by other statutes). This training is only required if your camp or program meets the criteria outlined above (items 1 – 3).*

### **Fire Code NFPA 101 and NFPA 1**

The University of Texas at Tyler is a state institution and falls under the purview of the State Fire Marshal Office. Anyone making use of any University premises must comply with all sections of the National Fire Protection Association (NFPA) Life Safety Code 101 and Fire Safety Code 1. Failure to comply with the fire code may result in cancellation of an event if appropriate measures to bring the event into compliance cannot be made.

### **Intoxicants or Drugs**

Possession or use of intoxicants or drugs on the University premises is forbidden.

### **Service of Alcohol**

The service of alcoholic beverages must receive the appropriate approvals and follow all rules and regulations outlined in Section 9.

### **No Food/Beverages**

Food and beverages are not allowed in the Braithwaite Recital Hall, Cowan Center Auditorium, University Center Mabry Theatre, or computer labs.

### **Overnight Events**

Overnight events are not permitted on campus unless using Housing or an exception has been approved by Scheduling & Conference Services.

### **Event Teardown**

All areas used must be left in the same condition as at the start of the event. Teardown of an event must occur in a timely manner. It is mandatory that the area be cleared of food, beverages, containers, and trash immediately following the event. A porter/cleaner may be assigned (possibly at an additional cost) to the event to ensure the space and surrounding areas are left in acceptable condition.

The user shall be liable for all damage to university property arising out of or connected to user's event(s).

## Outdoor Locations Policy and Procedures

<https://www.uttyler.edu/offices/safety/general-safety-programs/index.php>

### University Facilities Cannot be Used for the Following Purposes

- [Regents Rules and Regulations 80104 Sec.2\(c\)](#) – No person, including a student or employee of an institution, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct on property or in buildings or facilities owned or controlled by the U. T. System or any of the institutions if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- Illegal events or activities.
- The University of Texas at Tyler reserves the right to **restrict and/or refuse** use of its facilities to a non-university group.
- Events or sales that advance the personal or financial benefit of any individual.

### Designated Amplified Sound Areas

As per the Manual of Policy & Procedures for Student Affairs, The University Center Patio, Harvey Deck, and Patriot Plaza are designated sound areas between the hours of 11:00 a.m. – 1:00 p.m. or after 5:00 p.m. Monday through Friday. For more information, please refer to <https://www.uttyler.edu/offices/student-success/mopp/>.



## SECTION 7

### SCHEDULING A JOINT-SPONSORED EVENT

---

An event or meeting is **joint sponsored** if an external organization invites any budgeted office, department, division, school, or college of UT Tyler to participate in their event on campus and/or if a UT Tyler entity is responsible for organizing the event, inviting attendees, and paying expenses related to the event. In these cases, all sponsorships for external organization events on behalf of UT Tyler must be sent to the Office of Community Partnerships for approval. (Please note this is separate from “sponsorship” where only money is being exchanged.)

An event is **not** a joint sponsored event if the event is “owned” by a UT Tyler entity who invites external organization representatives to attend or serve in a guest capacity (i.e., guest speaker in a classroom.)

University properties shall be used only in accordance with federal, state, and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.

#### University or Department Sponsor

- You are a university or department sponsor if the following conditions set by Regents’ Rule 80105 are met:
  - your department, program, or registered student organization is directly involved with the planning and execution of the event and has a university representative (faculty/staff/club member) attend the event;
  - the program or activity is upon invitation by the university;
  - the program or activity directly supplements the educational purposes of the institution;
  - the program or activity is not a political or sectarian gathering;
  - your department, program, or registered student organization will be responsible for all details of the program or activity and has a university representative (faculty/staff/club member) attend the event;
  - the scheduled property or buildings for programs or activities of The University of Texas at Tyler will have priority over the scheduling of jointly sponsored programs or activities; and
  - the fee charged for the jointly sponsored program or activity at a minimum ensures recovery of the cost incurred by The University of Texas at Tyler.
- **You are not a university or department sponsor** if any of the above criteria are not met. A community business or organization that wishes to meet on campus must contact Scheduling & Conference Services (SCS) to discuss availability and rental fees.
- A Joint Sponsor Use Agreement and liability insurance are mandatory. The sponsoring department’s Dean/Vice President and Office of Community Partnerships are signers as well as the President’s designee. Contact SCS for more information. **This process could take up to two (2) months. Start early!**
- See Workflow below the Student Organizations section.

## Student Organizations

- An authorized representative for the approved student organization must submit their request via [UT Tyler Patriots Engage](#), preferably 14 days in advance.
- The event is not approved until the form is processed by Student Engagement and Scheduling & Conference Services.
- Although usage fees will not be assessed; in some cases, there may be other campus services fees.
- Please contact the Department of Student Engagement at [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) with questions.

## Joint-Sponsor Process

In accordance with [Regents' Rules and Regulations, Rule 80105](#), please follow the Joint Sponsor process as listed below.

UT Tyler's Office of Legal Affairs needs a minimum of 10 days to process and execute the Use Agreement.

### ○ **STEP 1: INITIAL CONTACT**

Joint sponsorships can begin from any of the following:

- Outside group contacts Office of Community Partnerships
- Office of Community Partnerships contacts outside group
- Outside group contacts someone else at the University (Event Management, Department, School, College)

A Joint Sponsorship means that the event is co-branded with UT Tyler/a UT Tyler Department and an outside organization and is a joint effort in terms of planning and execution.

Please note that only spaces on campus designated as "Special Use Facilities" per the [H.O.P. Section 4.4.1](#) are available for public use. This includes the Al and Nancy Jones Auxiliary Gym (PHE Gym), Alumni House, the Art & Art History Lecture Room, Athletic Fields and facilities, Braithwaite Hall and Meadows Gallery Lobby, The Cowan Center Vaughn Auditorium and lobbies, Herrington Patriot Center, Intramural Field, and Patriot Plaza and Patriot Plaza North. Any other space is unavailable for public use without a Joint Sponsorship.

### ○ **STEP 2: APPROVAL OF JOINT SPONSORSHIP**

In all instances, the Office of Community Partnerships must approve the Joint Sponsorship. Please send event details (organization name, date, time, location, expected attendees, & brief description of event) to Brittany Childs at [bchilds@uttyler.edu](mailto:bchilds@uttyler.edu) as well as the appropriate Dean, VP and/or Department Head. The request will then be reviewed by the Sponsorship Committee monthly. Please communicate with Community Partnerships to ensure that the timing of your request aligns with the Sponsorship Committee meeting date, so they can review the request in a timely manner.

If the event aligns with the University mission and is a good fit for a Joint Sponsorship, the Office of Community Partnerships and the Sponsorship Committee will approve the Joint Sponsorship and assign a Stakeholder Category.

If the University is serving as the entity represented in the Joint Sponsorship, the Office of Community Partnerships will serve as the Point of Contact (POC). If a specific University department is the entity represented in the Joint Sponsorship, the department will identify someone to serve as the POC through the entire process.

**Point of Contact (POC)** = this person will see the Joint Sponsorship process through completion including but not limited to:

- *Collect data from organization*
- *Actively be involved in the planning/communication process.*
- *Serve as primary POC for the organization in terms of updates, answering questions, etc.*
- *Reserve space on campus*
- *Ensure the Event Management Coordination Form (EMC) is completed*
- *Collect necessary data and fee information from Event Management*
- *Ensure that Use Agreement is signed in a timely manner*
- *Attend event and serve as the Certified Crowd Manager, if one is needed*
- *Receive invoice from Event Management at conclusion of event, forward to organization, and/or ensure payment is made in a timely manner*

○ **STEP 3: REQUEST SPACE IN ASTRA**

Once approval has been obtained from the Office of Community Partnerships, the POC will request space on campus through [Astra](#). The event will then be placed in a pending status for review. The POC will need general information to complete the Astra request, including but not limited to:

- *Date*
- *Time*
- *Location*
- *Is food being served*
- *# of expected attendees*
- *Parking information*

Since a Joint Sponsorship requires additional information to be processed as an Event, an EMC form will be sent to the POC to complete.

### Sample e-mail received by POC after space is requested in Astra

**ACTION REQUIRED!**

Please COPY the Reservation #: **20231113-00030**

and

COMPLETE the [Event Management Coordination Form](#) (click)

for

Your Event to be Reviewed and SCHEDULED

Since additional information is needed, your event has been placed in a **PENDING STATUS** and is **NOT SCHEDULED** at this time.

In order to continue with the scheduling process, you must complete the Event Management Coordination Form (link above). If you do not, your event cannot be approved for scheduling.

If you have any questions, please email [vbond@uttyler.edu](mailto:vbond@uttyler.edu) or [pmahfood@uttyler.edu](mailto:pmahfood@uttyler.edu).

○ **STEP 4: COMPLETE EVENT MANAGEMENT COORDINATION FORM (EMC)**



The EMC is needed to gather additional information for the Joint Sponsored Facility Use Agreement. This will include questions including, but not limited to:

- *Anticipated attendance*
- *Will the event have minors?*
- *Is housekeeping needed?*
- *Will event setup/teardown be needed?*
- *Is A/V needed?*
- *Will anything be delivered to campus?*
- *Information about food vendors?*
  - *NetHealth permits*
  - *Insurance*
- *Is alcohol being served?*
- *Is sponsorship associated with the event?*
  - *If yes, what dollar amount is associated with the benefits UT Tyler is receiving?*
- *Does the client have insurance that meets UT Tyler's requirements?*
  - *Client must provide necessary proof of insurance if already covered*
  - *If client does not have insurance, a Temporary User Liability Insurance Policy (TULIP) can be purchased from UT Tyler through Event Management (will be indicated in Use Agreement)*
  - *Who will be signing the Use Agreement and what is their email address?*
- *Outside organization contact information*

At this point, the POC may need to communicate with the outside organization to obtain all relevant information pertaining to the event. Once the form is complete in its entirety and submitted, the POC will receive additional instructions about the next steps to ensure that the event is successful. This may include further conversations with the UT Tyler Police Department, Environmental Health & Safety, etc.

## Sample e-mail received by POC after EMC is completed

EVENT IN PENDING STATUS - THIS IS A FAKE EVENT - PLEASE APPROVE

 eventmgmt@uttyler.edu  
To  Vicky Bond

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Tue 9/7/2021 12:26 PM

Hello!

You are receiving this email because **Vicky Bond** completed the Event Management Coordination form for their upcoming event: **THIS IS A FAKE EVENT - PLEASE APPROVE**.

**This event is currently in a PENDING status.**

In order for this event to be final approved, please see the list of Action items below as well as the Notifications section, which provides additional information.

**Action Items**

- **Alcohol at Event:** Via the Event Management Coordination form (just completed), your request to serve alcoholic beverages has been sent to both the UT Tyler Chief of Police and President. You are not allowed to serve alcohol until you receive email approval. Please contact [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu) if you have any questions.
- **Alcohol at Event - Mandatory Police Presence:** Information regarding this event has been sent to UTPD. Please ensure you receive a quote from Sgt. Kennedy.
- **50+ Attendees in an Assembly Space:** Determine who will serve as your Certified Crowd Manager, have them take the recommended course ([www.crowdmanagers.com/training](http://www.crowdmanagers.com/training)), and send completed certification email to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).
- **Off-Campus Food Vendors:** Provide a copy of the current NETHealth Food Permit to [foodsafety@uttyler.edu](mailto:foodsafety@uttyler.edu) BEFORE the event occurs. Vendors from outside of the NETHealth district must obtain a Temporary Food Vendor permit from NETHealth prior to serving food on campus. Temporary permit paperwork must be filed no later than 2 weeks before the event.
- **External or Joint Sponsored Event - Liability Insurance:** If external client has their own insurance, please make sure it meets the requirements set forth by UT System (see Notifications below). If a TULIP is needed, please email [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).
- **Setup/Teardown Needed:** Provide a layout of your event to Event Management. If a blank layout of your location is needed, Event Management can provide one as a starting point.
- **Police Presence Requested:** Information regarding this event has been sent to UTPD. Please ensure you receive a quote from Sgt. Kennedy.

**Notifications**

- **Requirements to Serve Alcohol on UT Tyler Property**  
Approval must be granted by UT Tyler Police Department and the President, or his designee at least one (1) month prior to the date of the event. Requirements are below:
  - UTPD onsite security is mandatory (additional fee).

### ○ STEP 5: SCHEDULING & CONFERENCE SERVICES TO DETERMINE FEES

There may likely be fees associated with the Joint Sponsorship that the outside entity will be responsible for paying so that UT Tyler “at a minimum, ensures recovery of the cost incurred by The University of Texas” as per Regents’ Rules 80105.

Potential fees associated with events:

- **Administrative Fee** = fee for Event Management services
- **Rental Fee** = fee that would normally be charged to reserve space for outside groups
- **Overhead Costs** = costs associated to maintain the space per Facilities
- **Porter Fees** = required for events with food, large number of attendees, etc.
- **Setup/Teardown** = if setup/teardown is outside of normal working hours
- **Certified Crowd Manager (CCM)** = required if the event has 50 people. At 250 attendees, two (2) CCMs are required; 500 people, three (3) CCMs are required; etc.
- **UTPD** = required if alcohol is being served or 500+ attendees
- **Insurance (TULIP)** = must be purchased if the outside organization does not carry required liability insurance coverage

It is possible to waive some fees associated with events.

The Office of Community Partnerships will communicate with Event Management to determine the Stakeholder Level that may be applied towards the reservation fees. In any scenario, the outside organization will be required to pay the following:

- Porter Fees
- Setup/Teardown Fees (outside of normal working hours)
- Crowd Manager Fees
- UTPD Fees
- TULIP Insurance (if organization is unable to provide proof of insurance that meets requirements)
- Any other hard cost associated with the event

For groups that fall under Stakeholder Level 3 (strategic stakeholders and/or students K-12) and for which the host College/Department determines it is beneficial for the University to do so, the host College/Department may be able to offset those costs on behalf of the organization. Only self-generated funds and/or donor/gift funds may be used for this purpose. Tuition and fees or state funds may not be used for these situations.

Event Management needs to know prior to creating the Use Agreement if the host College/Department will be paying any costs on the organization's behalf.

Legal Affairs needs a minimum of 10 days to process and execute the Use Agreement, so timing is key to collecting the appropriate information needed to create the Use Agreement.

Event Management will collect official quotes and communicate fees to the POC for verification.

○ **STEP 6: CONFIRM DETAILS AND CREATE USE AGREEMENT**

The POC will send the following information to Event Management to create the Use Agreement:

- Sponsorship level information and associated benefits (if applicable)
- Proof of insurance (if applicable)

Event Management will create the Use Agreement and send it to all parties via DocuSign. The POC should notify the outside organization that the Use Agreement will be on its way and offer to answer questions (if they are unfamiliar with using DocuSign). The POC will be copied on the DocuSign, so they know that the document is on its way.

At this point, the POC will make sure that all other details are communicated to the outside group in preparation for the event/program, including:

- Any additional information in terms of setup
- Parking information
  - Send campus map
  - Are temporary parking passes needed?
- Is a planning meeting needed with members of Event Management, Environmental Health & Safety, etc.?

○ **STEP 7: INVOICE AND RECEIPT OF PAYMENT**

Event Management will invoice the outside organization and send with the executed Use Agreement. Payment is due prior to the first date of the event. The POC is to ensure the invoice is paid in a timely manner.

○ **STEP 8: PRESENCE AT EVENT**

The POC or appropriate delegate must be present at the event to troubleshoot, answer questions, etc. This may include, but is not limited to:

- Welcoming group to campus
- Ensuring space is set up correctly
- Assisting with equipment (if applicable)
- Notifying Physical Plant if space is too hot/cold

## SECTION 8

### SCHEDULING A NON-UNIVERSITY EVENT

---

A **non-university** event is one where the primary contact is not a university employee. Or the university employee is involved in the event outside his/her assigned university function. Non-university events will be charged a rental fee according to the current fee schedule, and, at a minimum, must ensure recovery of the cost incurred by The University of Texas at Tyler.

Priority to the reservation and use of the Special Use Facilities shall be given to activities that are in furtherance of, and related to, the educational, cultural, recreational, and athletic programs of the institutions. As a lower priority, Special Use Facilities may under some circumstances be reserved and used by non-university individuals, groups, associations, or corporations, without necessity of joint sponsorship by UT Tyler.

The university permits rental of its special use facilities to non-university users engaged in legal activities in accordance with [Regents' Rules and Regulations, Rule: 80106](#).

There may be other campus services fees (porter/cleaning charges, onsite security, etc.) associated with the event. Please contact Scheduling & Conference Services for questions and/or a quote.

The University of Texas at Tyler reserves the right to decline an event or change the location of the event.

Contact Scheduling & Conference Services at 903.565.5888 or [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu) to see if the event meets University requirements and to check meeting space availability.

A **Facilities Use Agreement** will be initiated once the online event request form has been submitted.\* The agreement must be signed by a representative of the organization who has signature authority to assume full responsibility for payment of charges associated with the event.

- Final payment of the usage fee is due by the invoice due date.
- Organization's proof of insurance (if applicable) is required prior to the date of the event. If needed, UT System offers a competitive rate for a Tenant User Liability Insurance Policy (TULIP). Contact Event Management for a quote.
- The University of Texas at Tyler reserves the right, at its sole discretion, to enter the facility during the event to assure appropriate use and security of facilities.

*\*The Cowan Center does not use an online form for external clientele. Please email [cowan@uttyler.edu](mailto:cowan@uttyler.edu)*



## SECTION 9

### ALCOHOLIC BEVERAGES

Pursuant to [Regents' Rules and Regulations, Rule: 80102](#), alcoholic beverages are prohibited on property and in buildings owned or controlled by The University of Texas System and any of the institutions. However, the President of an institution may waive this prohibition with respect to any event sponsored by the UT System or any of the institutions. An event is sponsored if

- A budgeted office, department, or division of the UT System or any of the institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event.
- Such an event is still considered to be sponsored even if an outside entity pays for the food and beverages at the event.

Meetings or events organized and presented by registered faculty, staff, or student organizations are not considered sponsored events.

Alcoholic beverages may be served in a Special Use Facility being used by a non-institutional individual, group, association, or corporation for purposes permitted by the [Regents' Rules and Regulations, Rule 80106](#).

No alcohol is allowed on campus without the approval of the President, or his designee. **State law relating to alcoholic beverages is always strictly enforced.** The Event Contact must agree to the following:

- a) The President of the University, or his designee, and the Chief of Police must both approve your request to serve alcohol.
- b) The alcohol provider must be licensed to serve alcohol through the Texas Alcoholic Beverage Commission (TABC).
- c) The alcohol provider needs to have pre-approval from TABC, or a TABC Temporary Permit to serve alcohol, at the UT Tyler event location.
- d) The alcohol provider must provide TABC-licensed bartenders (to be paid for by host) to serve all alcoholic beverages.
- e) UTPD onsite security is mandatory (\$55/hour/person).
- f) There is a maximum of four (4) hours of alcoholic beverage service time.
- g) Food and non-alcoholic beverages must be made available when alcoholic beverages are served.
- h) Liquor liability Insurance\* that covers seller's liability for the service of alcohol under a Liquor Liability policy, or endorsed onto a Commercial General Liability policy, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate is required. The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler should be named as additional insureds with a waiver of subrogation in UT Parties' Favor under the company's liquor liability policy. (Required for any vendor who will be serving alcohol.)
- i) Line-Item H must be provided to the Risk Manager 10 days prior to the event date.
- j) Line Items B - D must be onsite at the event in case requested.

The Permission to Serve Alcoholic Beverages Approval Process runs through the  
Event Management Coordination Form (EMC)

## SECTION 10

---

### AUDIOVISUAL / TECHNOLOGY SUPPORT

#### **Audiovisual Equipment/Assistance for a University-Sponsored Event**

For events held in the Cowan Center Auditorium, audiovisual equipment, setup, and staffing are provided by the Cowan Fine Arts Center. Additional fees may apply.

For events held in the University Center, audiovisual equipment, setup, and staffing are provided by the University Center Event Staff Team.

For events held in the Herrington Patriot Gym and outdoor locations, such as the Plaza, an off-campus vendor may be recommended by Media Productions (Jason Zedlitz at [JZedlitz@uttyler.edu](mailto:JZedlitz@uttyler.edu) or 903.565.5817).

It is the responsibility of the requester to ensure that university audiovisual and technology equipment is used in accordance with laws related to the display of motion pictures and/or other copyrighted material. (Section 25)

#### **Information Technology (IT) Assistance for a University-Sponsored Event**

Free guest WIFI is available in most buildings using PatriotAir. Note that the Cowan Center and the Herrington Patriot Center DO NOT have wireless access available.

The University of Texas at Tyler relies heavily on networked computers and the data contained within those systems to achieve its missions. The [Acceptable Use Policy](#) is to protect these resources in accordance with state law and Regents Rules. Any individual needing access (guest login) to UT Tyler Information Technology is governed by state law and Regents Rules, specifically UTS 165, UT System Information Resources Use and Security Policy and must sign and return a copy of this Acceptable Use Policy to the Department of Information Technology.

If a guest sign in is needed, please contact [ITSupport@uttyler.edu](mailto:ITSupport@uttyler.edu) well in advance of your event.

#### **Audiovisual Equipment/Assistance for a Non-University Event**

##### Cowan Center Event

All non-university customers in need of audiovisual assistance/training and technology equipment must make their technology needs known to the Cowan Center scheduler at the time of their request. Cowan Center and Media Services staff will determine if they are able to provide audiovisual assistance/training and equipment (possible additional fee) during regularly scheduled work hours contingent upon the availability of staff and equipment.

##### All Other Locations

Media Production can aid by recommending an outside vendor. Please contact Jason Zedlitz at [JZedlitz@uttyler.edu](mailto:JZedlitz@uttyler.edu) or 903.565.5817

## SECTION 11

### FOOD SERVICE – CATERING / FOOD TRUCKS / OFF-CAMPUS VENDORS / SCENARIOS

#### Net Health Food Safety Guidelines

<https://www.mynethealth.org/services/environmental-health/rules-regulations/>

#### Definitions

- Food – anything consumed by mouth – ice, water, popcorn, cotton candy, drinks, etc.
- Food Deliveries – food ordered and being delivered/dropped off curbside (**no setup done**) – pizza delivery.
- Catered Event – food cooked at an off-campus vendor’s location for a set number of people and brought onto campus and **setup and/or** served.
- Closed Event – an event not open/advertised to the public – department potluck; student organization watching movie with popcorn.

Due to the population of our University, a campus-wide event to include all faculty, staff, and students is **NOT** considered a closed event.

- Temporary Event – a temporary event is not a closed event, and proof of a “Coordinator Application for a Single Event or Celebration” must be provided to EH&S 10 days prior to the date of the event, only if a vendor has a Temporary Food Establishment permit. If all vendors are vetted vendors with NetHealth permits, the “Coordinator Application for a Single Event or Celebration” is not needed.

As an example, a party with multiple vendors advertised to campus community is considered a temporary event and will require a “Temporary Food Establishment” permit if out-of-district vendors are used or if food is prepared by the campus community (e.g., chili cook off). Proof of application for this permit must be provided to EH&S 10 days prior to the date of the event. When applying for the Coordinator Permit, NET Health will dictate the food handling and sanitations requirements.

Requirements for a Coordinator Application or Temporary Food Establishment Permit can be found on [NET Health's website](#).

NET Health needs 30 days’ notice.

#### On-Campus Vendors

Sodexo is UT Tyler’s contracted food service vendor. On-campus food vendors include The Met, Chick-fil-A, Subway, Einstein Bros. Bagels, Wholly Habaneros, tater-licious, Starbucks, and the Swoop & Go Store. Sodexo has a health permit on file with EH&S and is fully insured for all their operations.

The General Manager of Sodexo and/or the Catering Manager will work with the event contact directly to accommodate food-related needs. Catering details, including payment, must be discussed directly with Sodexo.

**Orders must be received by Sodexo between 8:00 a.m. and 5:00 p.m. three (3) business days prior to the event. This does not include weekends or holidays.**

- **Final guest count:** Must be given five (5) business days (not including weekends or holidays) prior to the event. Changes to the number of attendees after the final count has been given will be accepted at the discretion of the Catering Manager of Sodexo. Cancellations must be made three (3) business days prior to the event to avoid any charges – unless food has already been purchased by Sodexo. In that case, reimbursement of food purchase will be required.
- **Delivery fee:** A delivery fee will be assessed for events held outside the University Center building.
- **Payment:** The final cost will be calculated before the event. Texas sales tax is charged where applicable. Campus departments can only charge to cost centers for which they have signature authority or have received permission from the fiscal office.
- **Linens:** Linens are not provided by UT Tyler but can be rented from Sodexo.

### **Approved Off-Campus Food Vendors and Food Delivery**

It is not required that Sodexo be used. However, no off-campus food vendor is allowed on campus unless vetted by EH&S and have up-to-date insurance and a current health food permit. The UT Tyler-Vetted Off-Campus Food Vendors and UT Tyler-Vetted Food Trucks lists can be found on [here](#). These are updated regularly. Additional off-campus vendors can be added by following the process found at the same link.

- For events where the food is picked up or delivered curbside,
  - A NET Health Food Permit is required and
  - a department ProCard can be used.
- For catered events, where food is ONLY BEING SET UP and not served
  - A NET Health Food Permit is required,
  - Liability insurance is required, and
  - The UT Tyler department needs to have a contract in place
  - A purchase requisition is required.
  - [A ProCard is NOT to be used in this instance.](#)
- For catered events, where food will be SETUP AND SERVED
  - A NET Health Food Permit is required,
  - Liability insurance is required, and
  - The UT Tyler department needs to have a contract in place
  - With a purchase order.
  - A ProCard is not to be used in this instance.
- Insurance for a UT Tyler-Catered Event: A caterer is considered a contracted vendor. Therefore, the off-campus food vendor is required to provide a certificate of insurance (COI) that at a minimum shows evidence of general liability, commercial auto, and worker's compensation coverage. (Appendix A).
- Food Permit: EH&S must have the off-campus food vendor's current permit on file. It is the responsibility of the event requester to ensure they have a current copy 10 days prior to the date of the event.

- Any vendor that is not from within the NET Health District (meaning they do not have a NET Health permit) must apply for and obtain a Temporary Food Establishment Permit to serve food on campus. This applies to ALL types of events including caterers and food trucks. This process must be started no later than 14 days in advance of the event.
- No cooking of food is allowed in the Alumni House kitchen.
- Food served at catered events MUST be handled and served (or monitored in the case of self-serve hors d'oeuvres) by catering staff to ensure proper food service and handling guidelines are maintained.
  - UT Tyler staff, faculty, and students are not allowed to act as food servers without a food handler's license.
  - The only catered foods allowed to be "self-served" are hors d'oeuvres where catering staff monitor appropriate food handling and utensil use and can promptly remove any contaminated utensils or dishes.
  - The ONLY exceptions to this rule are delivered pizza, prepackaged boxed lunches, and prepared single serve foods such as cookie platters, donuts, bagels, etc. Other exceptions MAY be made at the discretion of EH&S on a case-by-case basis.

### Outdoor Events with Food

- Outdoor events serving any food item that is not prepackaged in its original container must observe the following requirements:
  - All areas of food service must be covered by tents – no exceptions
  - If food is being cooked on site, and not contained within a food truck, the vendor must obtain a temporary food establishment permit
    - Three-bin wash disk sinks with hot water must be supplied
    - Separate hand-wash sinks must be supplied
    - In-building wash facilities are not allowed to be used in lieu of hand-wash sinks
    - A finished floor must be provided – food cannot be cooked in grassy areas
- Vendors bringing food that has been prepared off site must be permitted as noted under the "Food Permit" section under Off-Campus Caterers and Delivery above.
- Vendors are responsible for providing any hot or cold holding equipment needed to keep their food at a safe serving temperature.
- All food service personnel must wear gloves

### Food Trucks

Food trucks are allowed on UT Tyler property if

1. permission has been granted to them by Sodexo, UT Tyler's contracted food service provider; and
2. they are listed on the [UT Tyler-Vetted Food Vendors](#) list and are in good standing with the State; and
  - a. If not listed as a vetted vendor, please allow at least three (3) weeks for the process.
  - b. Process can be found on the webpage above.
3. food being provided has been
  - a. **pre-purchased** by a UT Tyler department and/or
  - b. is being sold to customers only in an athletic parking lot

The above is outlined in the Food Truck Agreement, which is mandatory, and must be executed by Legal prior to the food truck arriving on campus. Please allow at least 10 days for Legal to review and execute.

### **Bake Sales and Potluck Meals**

Organization/Department potlucks are allowed. Potluck meals must be limited to members of the specific organization or department and cannot be opened to other groups or the campus community under any circumstances. It is recommended that any foods that may contain common allergens (e.g., eggs, dairy, shellfish, nuts, etc.) be marked as containing such.

Bake Sales are **not** allowed unless all foods are purchased from a NET Health-permitted facility and are prepackaged in their original containers. Home-cooked baked goods may not be sold or otherwise distributed to the campus community unless the preparer adheres to all aspects of the Texas Cottage Food Law. Details and guidance can be found here: <https://texascottagefoodlaw.com/>. Bake Sales must be reviewed and approved by Student Engagement ([getconnected@uttyler.edu](mailto:getconnected@uttyler.edu)) and EH&S ([foodsafety@uttyler.edu](mailto:foodsafety@uttyler.edu)) to determine appropriate compliance.

## SECTION 11A

### FOOD SERVICE SCENARIOS

#### UT Tyler Catered Events

- Event will have prepackaged drinks/snacks purchased in their original manufacturer packaging
  - No permits required
  - No insurance required
- Event will have pizza (or box lunches) delivered curbside
  - Vendor Health Permit for pizza location required
  - No insurance required
- Event will have a vegetable or fruit tray prepared by and purchased at a grocery store
  - Vendor Health Permit for grocery location required
  - No insurance required
- Event will have a vegetable or fruit tray that is prepackaged from a grocery store but not prepared by the store (the sealed trays are delivered to the produce section by a third party)
  - No Health Permit required
  - No insurance required
- Event held for a specific organization/department (not the entire campus) who is cooking on the grill
  - Vendor Health Permit not required
  - Temporary Food Establishment permit not required
  - Environmental Health & Safety (EH&S) regulations must be followed
  - Insurance required as listed for food trucks/caterers
- Campus-wide event held outdoors (Sodexo Managed Catering – No Cooking)
  - EH&S food service regulations must be followed
  - No insurance required
- Campus-wide event held outdoors (single or multiple **off-campus vetted** vendor – No cooking or contained in food truck)
  - Vendor Health Permit required
  - Insurance required as listed for food trucks/caterers
- Campus-wide event held outdoors (single or multiple off-campus food vendors, or if cooking outdoors)
  - “Coordinator of a One Time Event Application” MUST be submitted to NET Health, if a vendor has a Temporary Food Establishment permit.
  - Temporary Food Establishment permits required for any outdoor cooking and may be required by NET Health
  - Follow all NET Health guidance once Coordinator Application is submitted
  - Insurance required as listed for food trucks/caterers

These scenarios are purely examples of potential food service situations for events. These scenarios are not representative of all possible scenarios and are purely examples to help provide guidance. If your event differs from these scenarios, or if you have any doubts or questions, contact [foodsafety@uttyler.edu](mailto:foodsafety@uttyler.edu) or [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

Food Service Scenarios are continued in Section 11B.

## SECTION 11B

### FOOD SERVICE SCENARIOS

---

#### Non-UT Tyler Catered Events

- Event will have prepackaged drinks/snacks purchased in their original manufacturer packaging
  - No permits required
  - No insurance required
- Event will have pizza (or box lunches) delivered curbside
  - Vendor Health Permit for pizza location required
  - No insurance required
- Event will have a vegetable or fruit tray prepared by and purchased at a grocery store
  - Vendor Health Permit for grocery location required
  - No insurance required
- Event will have a vegetable or fruit tray that is prepackaged from a grocery store but not prepared by the store (the sealed trays are delivered to the produce section by a third party)
  - No Health Permit required
  - No insurance required
- Event held for their specific group (e.g., Boy Scouts) who will be cooking on the grill
  - Vendor Health Permit not required
  - Temporary Food Establishment permit not required
  - Environmental Health & Safety (EH&S) regulations must be followed
  - Insurance required as listed for food trucks/caterers
- Event held for UT Tyler or community outdoors (Sodexo-managed catering – no cooking)
  - EH&S food service regulations must be followed
  - No insurance required
- Campus-wide event held outdoors (single or multiple **off-campus vetted** vendor – no-cooking or contained in food truck)
  - Vendor Health Permit required
  - Insurance required as listed for food trucks/caterers
- Event for UT Tyler or community outdoors (single or multiple off-campus food vendors, or cooking outdoors)
  - Coordinator of a “One Time Event Application” MUST be submitted to NET Health, if a vendor has a Temporary Food Establishment permit.
  - Temporary Food Establishment permits required for any outdoor cooking and may be required by NET Health no matter
  - Follow all NET Health guidance once Coordinator application is submitted
  - Insurance required as listed for food trucks/caterers
- Reception held at the Meadows Gallery Lobby (prepackaged food)
  - No Health Permit needed
  - No insurance required
- Reception held at the Meadows Gallery Lobby (cake purchased at a bakery and bottled beverages)
  - Vendor Health Permit required for bakery
  - No insurance required

These scenarios are purely examples of potential food service situations for events. These scenarios are not representative of all possible scenarios and are purely examples to help provide guidance. If your event differs from these scenarios, or if you have any doubts or questions, contact [foodsafety@uttyler.edu](mailto:foodsafety@uttyler.edu) or [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).



## SECTION 12

### DECORATIONS AND EQUIPMENT

---

- **Do not affix anything to painted surfaces or to windows/door glass.** Any club or department that damages paint, glass, etc. is responsible for the cost of cleanup or repair. Complete information can be found in the Posting Policy. (Section 19)
- **No Glitter.** If glitter is used, there will be an additional cleanup cost.
- **Stage and Platform and Stage:** All temporary stages are subject to inspection by Environmental Health & Safety (EH&S). Notify [safety@uttyler.edu](mailto:safety@uttyler.edu) as early as possible when the off-campus setup team will be onsite so they can inspect the stage setup. Lack of proper staging is a reason to shut down an event. All costs caused by such closing are to be paid by the group hosting the event. An indoor stage must be on a type that does not damage the floor's surface.
- **Dance Floors:** It is mandatory for a dance floor to be used for dances at the Alumni House. The dance floor must be of a type that does not damage the floor's surface. If using the University Center's dance floor, it can be requested from University Center Administration by adding this request into the Additional Notes section of the UC Event Request Form in [Astra](#).
- **Pipe and Drape:** While pipe and drape are allowed, all setups are subject to inspection and approval by EH&S. They need to be notified at [safety@uttyler.edu](mailto:safety@uttyler.edu) when to be onsite for the pipe and drape setup. If the setup violates any fire codes, instructions will be given on how to achieve compliance with codes. Refusal to comply with fire code is reason to shut down an event. All costs caused by such closing shall be paid by the group hosting the event.
- **Per Fire Codes NFPA 1 and 101**
  - No open flames, candles, or incense are allowed in any building.
  - Decorations and equipment, including "pipe and drape" must not directly cover or obstruct the view or function of any fire alarm notification devices, fire alarm pulls, sprinkler heads, or exit signs.
  - Decorations must not block or obscure any egress pathway, corridor, stairway, or doors.
  - Decorations must not cross doorways or walkways in a way that will create a tripping hazard.
  - Equipment cords that run across the floor must be taped down so as not to create a tripping hazard. If tape cannot be used, cable protectors must be used.
  - All drapery-style decorations must comply with NFPA 701 fire ratings.
- **Mechanical Games/Rides/Experiences:** Mechanical rides/games/experiences (e.g., zip line, carnival rides) may be allowed on campus at the discretion of the Office of Facilities Management, Risk Management, and EH&S. Rides must bear a current Texas Department of Insurance compliance sticker. Rides that do not bear this sticker will not be allowed to set up on campus.
- **Fireworks/Pyrotechnics on University Property:** The sale of fireworks on university property is forbidden. The possession and/or use of fireworks on university property is forbidden without prior approval from Student Success.

Use of laser lighting equipment before, during, or after an event must be first approved as to the equipment and use in writing by the State Health Department, Occupational Safety and Radiation Division, and the Director of EH&S. This condition applies not only to the type of equipment utilized but also to the way it is used. The use of devices that are of an explosive or flammable nature must also have prior written approval from the Director of EH&S.

- **Shoe Policy for Varsity Basketball Court:** Only non-marking rubber soled shoes are allowed on the Herrington Patriot Center varsity, recreational, and racquetball courts. Hard soled shoes and high heels will damage the floor and are not permitted. You or your club/institution will be responsible for any or all damage that occurs.

## SECTION 13

---

### FUNDRAISING / INFORMATION TABLES

#### Fundraising Policy

Subject to constitutional and statutory restrictions on the use of State property for religious or political purposes, a students' association; a registered student, faculty, or staff organization; or an officially recognized alumni association whose fundraising activities are dedicated to the benefit of UT System or The University of Texas at Tyler may reserve and use buildings, grounds, and facilities owned or controlled by the UT System or The University of Texas at Tyler.

- Student organizations must register with Student Engagement.
- For-profit student organizations may hold no more than one (1) fundraiser a month to be exempt from paying taxes (per Texas State regulation).
- Non-profit student organizations (those that are registered as 501(c)(3)) may fundraise for no more than 14 days per fiscal year.
- Student organizations raising funds on behalf of a 501(c)(3) non-profit organization can do so for no more than 14 days per fiscal year.
- Individual persons are not allowed to solicit for personal gain.
- Profit-making corporations or organizations may not use campus organizations to advertise or sell their products.
- Only authorized representatives, advisors, and members may raise funds on behalf of the student organizations.
- All student organizations' fundraising activities must be included on the Student Organization Registration Form.
- All raffles must be in compliance with the Charitable Raffle Enabling Act found on [The Attorney General of Texas](#) website and approved by Joshua Neaves, Assistant Vice President, Student Success ([jneaves@uttyler.edu](mailto:jneaves@uttyler.edu)).
- Student organization fundraising must be approved by Student Engagement. For requirements, email [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu).
- Please review [Rule 80103: Solicitation](#) of the UT System Regents' Rule.

#### Information Tables

Along with several buildings and outdoor locations, the University Center (UC) provides information table locations for faculty, staff, and registered student organizations. Faculty and staff should submit their request using the *UC – FAC/Staff Requester* event request form in [Astra](#). Student organizations will use [UT Tyler Patriots Engage](#). The max capacity for these locations is 50.

## SECTION 14

---

### GRILLING

The University of Texas at Tyler (UT Tyler) reserves the right to restrict any person or persons from grilling on campus.

#### Locations

Designated grilling zones are at Victory Village, Liberty Landing, Patriot Village, Harvey Deck, UC Patio, and Parking Lot 16. If a different space is desired, approval must be obtained from Environmental Health & Safety prior to the event.

#### Requests

- Must be submitted using the correct location-specific event request form (Outdoors or Parking) 10 days in advance of the event.
- If a student organization, a Risk Assessment Plan must be submitted and approved by Student Engagement along with their request for space via [UT Tyler Patriots Engage](#).

#### Grills

- Need to be placed 15 feet from all buildings and 10 feet from all sidewalks.
- Must be used in the open air and not placed under any covering.
- Should not be left unattended at any time.
- Only gas grills may be used for grilling – no charcoal. A maximum of a 20-pound propane cylinder can be used for grilling.
- Only one (1) gas grill is permitted to be used per request.
- Open flame fires, including fire pits, are prohibited on campus.
- All food-handling procedures must be followed.

#### UT Tyler Rules and Regulations

- No alcohol
- [No tobacco products](#)
- All trash and recyclable materials must be picked up and disposed of properly. A mandatory porter(s) is provided by Facilities at their then current rates and is the responsibility of the person/persons grilling.
- Absolutely no staking or sticking anything into the ground. No tarps are allowed on the grass.

Individuals who violate the above rules and regulations will be asked to leave the property and be subject to fines, charges, university sanctions, and/or legal penalties. Individuals who enter a grilling area and violate university policies (e.g., drinking alcoholic beverages, smoking, etc.) must be asked to leave. If individuals violating university policy refuse to leave or continue the behavior, The University of Texas at Tyler Police Department should be called. If UT Police see violations occurring in the grilling area, they will ask everyone to leave and may hold the approved griller responsible for violations.

## SECTION 15

### INSURANCE REQUIREMENTS / LIABILITY WAIVERS

For specific questions, please contact Risk Management at [riskmanagement@uttyler.edu](mailto:riskmanagement@uttyler.edu).

It is the responsibility of the college/department that is organizing the event to work with the external client and provide the Risk Manager with a copy of their Certificate of Insurance (COI). The Risk Manager will review and make recommendations based on UT System parameters and guidelines.

Risk Management will store the COIs and send renewal requests when needed.

#### External Organizations' General Liability Policy

All non-university organizations and non-university sponsored events are required to provide and keep in effect during the use period a general liability insurance policy, or rider to an existing policy, naming as additional insured " The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler" which will provide coverage in the minimum amounts:

#### General Liability

\$1,000,000	Each Occurrence Limit
\$ 300,000	Damage to Rented Premises
\$1,000,000	Personal & Advertising Injury
\$2,000,000	General Aggregate
\$2,000,000	Products - Completed Operations Aggregate

#### Workers' Compensation Insurance

\$1,000,000	Statutory limits, and Employer's Liability Insurance with limits of not less than
-------------	---

#### Excess Accident

\$ 25,000	Maximum Medical Benefit
\$ 10,000	Accidental Death/Dismemberment Benefit

#### Business Auto Liability Insurance

\$1,000,000	Covering all owned, non-owned or hired automobiles used in the performance of services under this Agreement, single limit of liability per accident for Bodily Injury and Property Damage
-------------	---

#### Umbrella Liability

\$2,000,000
-------------

The Description of Operations/Locations/Vehicles on the Certificate of Insurance needs to include, *"The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler" are named as additional insureds as required by written contract. A waiver of subrogation in favor of The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler as required by written contract. Primary and Non-Contributory coverage is provided as required by written contract."*

In addition to the foregoing, Liquor Liability Insurance will be required if alcohol is sold or served at the Event. Licensee, or the entity serving alcohol on behalf of Licensee, shall provide Liquor Liability Insurance that covers liability for the sales or service of alcohol under a Liquor Liability policy, or endorsed onto a Commercial General Liability policy, with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and naming as additional insured " *The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler.*"

**UT System’s Tenant User Liability Insurance Policy (TULIP)**

UT System offers a Tenant User Liability Insurance Policy (TULIP) for those individuals and/or organizations that cannot provide their own liability coverage.

TULIP provides the following insurance coverage:

<u>General Liability</u>	
\$1,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$1,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury Limit
\$ 300,000	Damage to Premises Rented to You
\$ 5,000	Medical Expense
\$ 0	Deductible Per Claim

A minimum of 10 days lead time is required once you have submitted your application to receive a certificate of insurance prior to the event. Class 2 events will require individual acceptance and underwriting by the carrier and may take additional time to bind coverage.

**UT System’s Camp and Clinics Policy Guide**

For University or University-Sponsored Youth Programs

Per UT Tyler’s [HOPP 2.14.1 Youth Protection Policy](#), insurance is required for all University or University-sponsored programs with minor children. This program provides Excess Accident, General Liability, Sexual Abuse, and Molestation coverage for enrolled, UT-Tyler owned youth programs, camps, and clinics held throughout the year. Coverage is available for both sport- and academic-focused programs.

Contact [yp@uttyler.edu](mailto:yp@uttyler.edu) for an Insurance Application at least seven (7) business days prior to the start of your youth program. It will take at least three (3) business days to receive a certificate of insurance.

For External Youth Programs at UT Tyler

All youth programs must carry insurance coverage that is at least equivalent to the Camp Program Insurance offered by the UT System Office of Risk Management (see below). Any purchase of insurance must also comply with requirements of [Regents’ Rule 80601](#). Insurance required is per program.

<u>General Liability</u>	
\$1,000,000	Each Occurrence Limit
\$ 300,000	Damage to Rented Premises
\$1,000,000	Personal & Advertising Injury
\$2,000,000	General Aggregate
\$2,000,000	Products - Completed Operations Aggregate

Workers' Compensation Insurance

\$1,000,000      Statutory limits, and Employer's Liability Insurance with limits of not less than

Excess Accident

\$ 25,000      Maximum Medical Benefit  
\$ 10,000      Accidental Death/Dismemberment Benefit

Business Auto Liability Insurance

\$1,000,000      Covering all owned, non-owned or hired automobiles used in the performance of services under this Agreement; Single limit of liability per accident for Bodily Injury and Property Damage

Umbrella Liability

\$2,000,000

Sexual Abuse and Molestation

\$ 100,000      Per Occurrence  
\$ 300,000      Aggregate

UT System's Camp Program Insurance cannot be used, and UT System's TULIP does not carry Sexual Abuse and Molestation coverage. Therefore, an external client must provide their own insurance coverage to include at least general liability, sexual abuse, and molestation. Depending upon the event, auto liability, workers comp, etc. may be required as well.

**Liability Waivers for Non-University and University-Sponsored Events**

If the event involves participants who are registering for the event (e.g., fun runs, camps, pool parties), it may be appropriate to include a waiver or release of liability as part of the registration (Appendix B). Please contact the Office of Risk Management with questions.

To obtain a TULIP quote for your event, email  
[pmahfood@uttyler.edu](mailto:pmahfood@uttyler.edu).

To begin the Program/Camp Insurance process for your event, email  
[yp@uttyler.edu](mailto:yp@uttyler.edu).

## SECTION 16

### EVENT PARKING

#### [Traffic, Parking and Safety Regulations](#)

Special RESERVED spaces are labeled with specific wording that indicates authorization to occupy those spaces. Violators will be cited and are subject to booting and/or towing and any fees associated with enforcement.

Zone violations (no parking, fire hydrant, fire lane, disabled spaces) are always enforced.

#### Visitor Parking Pass

Family, friends, guest speakers, and all other non-affiliated external visitors of UT Tyler are welcome to a free UT Tyler Guest Parking Permit by creating a guest account in our [Guest Parking Portal](#) and following the steps under “Get Permits.”

If you are a department administrative associate needing to issue **multiple guest passes**, please reach out to [parking@uttyler.edu](mailto:parking@uttyler.edu) for further instructions and access to the UTT Web App portal.

Do not forget to request blocked parking spaces, if needed.

#### Requesting Blocked Parking Spaces

There is a 10-day lead time for requests to reserve blocked parking.  
For the first two (2) weeks of each fall/spring semester, NO requests will be approved.

Blocked parking for your campus event can be requested by faculty and staff via our online event scheduling system, [Astra](#). The Parking & Transportation Department (P&T) is the scheduler of this resource and reserves the right to decline/approve requests.

These requests should only be for weekdays between 8:00 a.m. and 5:00 p.m. and for attendees who are not UT Tyler faculty, staff, or students.

Parking spaces on Tuesdays and Thursdays are extremely limited and may  
**NOT BE APPROVED**  
depending on the number of spaces being requested.

Please consider Monday, Wednesday, or Friday for your event.

P&T will place cones for the event blocking spaces; however, **your event staff is responsible to pull the cones for your guests or to have your guests remove the cones and park in their designated spot.** Thirty (30) minutes after the start of your event, P&T will remove the cones and open the space(s) for the students, faculty, and staff.



### How Do I Request Blocked Parking?

- In conjunction with an event/space request: Complete the appropriate event request form in [Astra](#) answering all questions pertaining to your parking needs.
- Event already scheduled in Astra or only parking spot(s) needed: Log into [Astra](#) and use the Parking request form. A quick video tutorial on how to complete this form can be found [here](#).\*

*\*Please Note: follow the instructions on the request form very carefully as it is different than other forms.*

Events in Parking Lots MUST stay clear of fire lanes.

## SECTION 17

---

### STUDENT TRAVEL AND OFF-CAMPUS ACTIVITIES

The University of Texas at Tyler sponsors numerous off-campus activities involving student travel. The liability risk to the University for such activities is significant. To effectively manage these activities, the Office of Student Success has developed guidelines that can be viewed in Chapter 13 of the [Manual of Policies and Procedures for Student Affairs \(MOPP\)](#). Required forms that must be completed prior to travel can also be found in Chapter 13 or in DocuSign.

For any questions, contact [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu).

## SECTION 18

---

### POLITICAL EVENTS

As a state-supported public university with a tax-exempt status under Sections 115 and 501 (c) (3) of the U.S. Internal Revenue Code, The University of Texas at Tyler (UT Tyler) may not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political campaign.

For more information, contact Student Engagement (if student) at [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) or Government Relations (if faculty or staff) at [ddeplatte@uttyler.edu](mailto:ddeplatte@uttyler.edu).

## SECTION 19

### POSTINGS

UT Tyler encourages intra-campus posting of information in the interest of enhancing student and campus life and expanding opportunities for learning and cultural enrichment. Students, faculty, and staff are free to express their views subject only to rules necessary to preserve the equal rights of others and the other functions of the university.

Director of Student Engagement may withhold approval for any poster in violation of this policy. Have your student, faculty, or staff ID when you bring the sign/flyer/poster (signage) or banner to UC 3400 for approval. Be prepared to leave your sign/flyer/poster or banner with Student Engagement with your name and contact information.

#### Materials Posted on Campus Must be Submitted by

- a registered faculty, staff, or student organization
- an administrative or academic department

#### Acceptable Reasons for Posting

- Advertisement by individual students, faculty or staff for roommates, subleases, or sale of personally owned and used property
- Event or fundraiser hosted by faculty, staff or student organizations that benefits:
  - The faculty, staff, or student organization
  - An off-campus, tax-exempt organization

Advertisements for an off-campus group will NOT be approved for posting.

#### Size Requirements

A sign/flyer/poster should be no larger than half of a regular poster board (14 in. x 22 in.). This is necessary to allow all students, faculty, and staff an opportunity to advertise in limited areas.

#### Posting Duration and Location

- **Banners**
  - When approved, may be posted for one week and may be renewed for one additional week.
  - Banner space should be reserved ahead of time to guarantee availability.
- **Bulletin Boards Only** – [A list of active boards can be located here.](#)
  - Approval
    - Signs/Flyers/Posters/Etc. (Signage) must be stamped by the Department of Student Engagement (University Suite 3400). This includes all students, student organizations, faculty, and staff.
      - Distance campuses may email [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu) for stamp approval.
      - Electronic signage may be sent to the same email above.
    - Approved signage may be posted for 14 days and then must be removed by the posting organization/individual.
    - Approved signage should be **removed within 24 hours of an event** by the posting organization/individual.

- Any signage that has an expired stamp, is not stamped, or found lying on the ground or affixed to any surface will be disposed of accordingly.
- Location
  - Approved signage must be posted on bulletin boards only
  - Exception RBS and RBN: signage may be taped to the glass around the stairwells until bulletin boards are placed in the building.
  - Any signage in unauthorized locations will be disposed of accordingly.

### **T-Stand Advertising**

- T-stand flyers will be displayed for one week at a time and must be for events that are NOT in the upcoming 7 days.
- Flyers must be submitted to Student Engagement by 5:00 pm Friday for placement the following Monday.
- Flyer placement is available for faculty, staff, or student organizations or for administrative or academic departments.
- Available T-stands will be evenly divided between all organizations that submit flyers for the week, except for events hosted by Student Engagement.

A-frames and T-stands MUST not block egress.

As a UT Tyler representative, it is important to follow The University of Texas System's and UT Tyler's policies. If you are unsure or need further information/clarification on these policies, please consult Chapter 6 of the [Manual of Operating Policy and Procedures for Student Affairs](#) or [UT System Regents' Rules](#).

Questions about this policy can be directed to Student Engagement at [getconnected@uttyler.edu](mailto:getconnected@uttyler.edu).

## SECTION 20

---

### HAND-TO-HAND FLYERS

#### Faculty, Staff, and Students

Members of the campus community are permitted to pass out printed information hand to hand anytime outdoors and indoors. No approval or stamp is needed. The activity must not disrupt operations, block traffic, or share information that is prohibited by Federal/State laws.

#### Non-Members of the Campus Community

Non-members of the campus community are permitted to pass out printed information hand to hand anytime outdoors only. No approval or stamp is needed. The activity must not disrupt operations, block traffic, or share information that is prohibited by Federal/State laws.

This type of indoor activity/guest must be sponsored by a department or registered student organization. The sponsoring department or organization representative must be present along with the guest.

## SECTION 21

---

### YOUTH PROGRAMS / CAMPS

Scheduling & Conference Services (SCS) and the Youth Protection Program Committee created UT Tyler's [HOP 2.14.1 Youth Protection Policy](#). It provides oversight and training for Youth Programs held on university premises or operated by the University which have recreational, athletic, religious, or educational activities for the attendees. This includes all camps or programs covered by Texas Education Code, [Chapter 51, Section 51.976](#), as well as any camp, program, internship, mentorship, event, or activity held on UT Tyler-owned or controlled premises, or sponsored or supported by a UT institution that offers recreational, athletic, religious, or educational activities to Youth Participants which includes online programs.

This policy does not apply to university course-based academic service learning or research approved by the Institutional Review Board ("IRB").

This policy applies to university employees, affiliates, student workers, volunteers, contractors, and visitors and to all campus programs for minors (Youth Programs) held on university property, as well as those programs sponsored by the University.

#### **UT System's Camp and Clinics Policy Guide**

Per [HOP 2.14.1 Youth Protection Policy](#), camp coverage is required for all university camps with minor children. This program provides Excess Accident and General Liability coverage for enrolled UT-Tyler owned camps and clinics held throughout the year. Coverage is available for both sport- and academic-focused camps. More information can be found on [UT System's Risk Management Systemwide Insurance Programs](#) webpage.

Contact SCS for a Program/Camp Insurance application at least seven (7) business days prior to the start of your Youth Program. It will take at least three (3) business days to receive a certificate of insurance.

If you have a youth program, please contact [yp@uttyler.edu](mailto:yp@uttyler.edu) for more information.

## SECTION 22

---

### ACCIDENTS / INJURIES / SEVERE ILLNESS ON CAMPUS

During events, accidents, injuries, or serious illnesses can occur. In the event of any accident, injury, or serious illness involving anyone on campus during an event, the University Police Department should be immediately notified at 903.566.7300. An officer will respond to assess the situation and notify emergency services. If the situation is life-threatening, dial 911. They will dispatch University Police and other emergency services.

Once the situation is under control, paperwork will need to be completed to document the incident and begin a cause investigation.

- For injuries involving a student or visitor on campus, complete the [Student and Visitor Report of Injury form](#) or contact [safety@uttyler.edu](mailto:safety@uttyler.edu).
- For injuries/illnesses involving an employee performing duties related to their job during an event on campus, the employee, visit [Human Resources' Worker's Comp / Work-Related Injury Information and Forms Webpage](#).



## SECTION 23

---

### ONSITE SECURITY

All requests needing onsite security (e.g., prom, crowd over 500 attendees) must be in [Astra](#) at least sixty (60) days prior to the event. Requests will be reviewed and security requirements, if any, will be solely decided by UT Tyler Police (UTPD).

Security is provided by UTPD. If outside security personnel are also preferred, UTPD must be contacted for approval under UTS 170. If approval is granted, any additional security personnel will report to the UTPD officer in charge of the security operations.

If attendance at an event exceeds that communicated in the contract, or if the safety code capacity is reached, UTPD will require the event sponsors to cease admitting guests or terminate the event.

Events that are planned to extend beyond normal building hours must be authorized by Scheduling & Conference Services, so arrangements are made for securing the venue and the building.

Maps referencing emergency locations are on each floor of each university building.

## SECTION 24

### CROWD MANAGER

The National Fire Prevention Association (NFPA) created code requirements for management plans and crowd control measures for certain types of events in assembly occupancies. Environmental Health & Safety (EH&S) serves as the local Authority Having Jurisdiction (AHJ) relative to NFPA 101 Life Safety Code, 2012, compliance for all the UT Tyler facilities and property.

- **When do I need a Certified Crowd Manager (CCM)?** Section 13.7.6.1 – Certified Crowd Managers in NFPA 101 Chapter 13 – Existing Assembly Occupancies states: “Assembly occupancies [**50 or more persons**] shall be provided with a minimum of one **trained** crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manager or supervisor for every 250 unless otherwise permitted...” as in note 2 of that section:
  - “(2) The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant. “
- **What types of areas at UT Tyler are considered “assembly occupancies”?** Fire Code gives examples of assembly occupancies. Those applicable to UT Tyler include, but are not necessarily limited to, the following areas: assembly halls, auditoriums, college and university classrooms, gymnasiums, theaters, and restaurants. At UT Tyler, certain locations are frequently used as assemblies:
  - Alumni House (ALH)
  - Athletic Venues\*
  - Cowan Center Vaughn Auditorium
  - Herrington Patriot Center (HPC)
  - Irwin Ballpark
  - LIB 401
  - Ornelas Activity Center (OAC)
  - Outdoor Locations (e.g., Patriot Plaza, Patriot Plaza North, Harvey Deck, etc.)\*
  - Physical & Health Education (PHE)
  - University Center (UC)

*\*When outdoors, CCMs are not needed until the crowd reaches 1,000. At that point, five (5) CCMs are needed with one (1) needed for every additional 250 persons.*

- **When am I required to have an Event Management Plan?** Approved plans are required for events with **50** or more people in attendance that are generally not expected to be familiar with the facility. Some examples of events requiring a plan include:
  - Convocation, commencement, non-UT Tyler graduation ceremonies, large banquets, events to which the public is invited, and summer camp activities
  - A lecture or performance open to an audience that is not likely to be familiar with the venue
  - Special athletic events such as basketball or volleyball playoffs

- Expositions – events which the display of products or services is organized to bring together the provider and user of products or services and include trade shows, job fairs, vendor fairs, poster board educational displays in association with a conference, etc.

Exit egress impediments such as curtains, poster boards, stanchions, etc. require a deployment plan approved by the AHJ or must be removed. Reference NFPA 101: 7.5.2 – Impediments to egress.

- **Do I need a new Event Management Plan every time I hold an event in an assembly occupancy?** No. Once a plan is approved for a specific type of event in a specific venue, then a previously approved crowd management plan may be used without further consultation with EH&S. A new plan is not necessary.
- **What is the cost of a Certified Crowd Manager?** Each department is required to provide their own certified crowd manager. Fire Marshal Support Services, LLC provides a [Crowd Manager Training Online Course](#) for only \$19.95. The ProCard can be used, and the certificate is good for two (2) years. Send the certificate to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu) when the course has been completed. Scheduling & Conference Services will notify you when you need to renew your certification.
- **I am a faculty member / instructor who routinely teaches in one of the lecture halls / large classrooms. Do I need to have an event management plan and crowd managers?** No. An event management plan and crowd managers are not necessary for regular classes if you comply with the classroom use and seating capacity limits approved by Facilities and EH&S. Student occupants should be familiar with the space after basic instruction on exiting during emergencies and restroom locations given during the initial class period.
- **Who can serve as a Crowd Manager or Crowd Supervisor?** Certified crowd managers may be faculty, staff, instructors, coaches, or other individuals who have taken a crowd manager training course – to include ushers, guards, and police officers who are familiar with the facility and can assist with maintaining clear exit pathways and directing occupants to safe exit egress from the building in case of emergency.
  - Fire Marshal Support Services, LLC provides a [Crowd Manager Training Online Course](#) for only \$19.95. The ProCard can be used, and the certificate is good for two (2) years. Send the certificate to [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu) when the course has been completed.
  - UTPD can provide guards or police officers to assist with events. The fee for UTPD onsite presence is at a rate of \$55/hour/person. However, if UTPD is being paid for onsite presence due to crowd control and/or alcohol, they cannot serve as the CCM.
  - A *Pre-Event Checklist for Crowd Managers* is provided in Appendix C.
- **How do I get my Event Management Plan approved?** Contact EH&S at [safety@uttyler.edu](mailto:safety@uttyler.edu).
  - Please allow at least 2 weeks' notice prior to the event for review and approval.
  - There is no cost to UT Tyler departments for EH&S' AHJ review and approval of Event Management Plans.

## SECTION 25

---

### SHOWING MOVIES ON CAMPUS

Most movies<sup>1</sup> are protected by copyright law, which gives exclusive rights to the copyright owner, including public performance rights. The law also provides some exemptions.

Any movie shown in a public place (including an auditorium or meeting room) or to any “substantial” group beyond the normal circle of family and friends is considered a public performance. Whether or not there is a charge to view the movie does not matter.

The law includes some important exceptions. Section 110 of the Copyright Act provides a specific exemption to the licensing of what is clearly a public performance – face-to-face teaching.

- Performances and displays of audiovisual works must be made from legitimate sources, such as pre-recorded videocassettes. Copies made from legitimate sources or broadcasts are not allowed.
- Performances and displays must be part of the systematic course of instruction and not for entertainment, recreation, or cultural value.
  - The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus. (A copy of the syllabus may be requested to verify activity.)
  - The course does not have to be a credit course but must be one recognized by the institution and for which students must register.
- The instructors or pupils must give performances and displays from the same location in which it is viewing screened; no broadcasting from outside sources (such as closed-circuit television) is allowed.
- Performances and displays must be given in classrooms and other places devoted to instruction.
  - Library screening rooms, residence hall lounges, rathskellers, and cafeterias **do not** qualify.
  - Performances must take place during the scheduled class time.
- Performances and displays must be a part of the teaching activities at a non-profit educational institution. Businesses that conduct educational seminars and certain technical schools do not qualify.
- Attendance is limited to the instructors, pupils, and guest lecturers.
  - Only students registered for the class may attend the screening.
  - No fee specific to the screening may be charged.
- There may be certain other circumstances in which Section 110(1) would permit a movie to be publicly shown without permission from the copyright owner. The circumstances are narrow, however, and **no such showing should occur without prior consultation with the Office of Legal Affairs.**

Some movies are not protected by copyright and may be shown without restrictions. Movies that are either in the public domain (generally those published before 1923) or created by the U.S. government may also be viewed publicly without obtaining permission. Additionally, there are some copyright owners who explicitly make their work available with few restrictions.

---

<sup>1</sup>This document uses the term “movies” to include motion pictures and other audiovisual works in all formats. For more information, see the UT Tyler Copyright Guidelines webpage available [here](#).

**Unless mentioned above, ALL other showings of movies require permission from the copyright holder before they can be shown.** It is the responsibility of the sponsoring department or organization to secure permission or pay a license fee for any public showing. Permission is usually granted only after paying a licensing fee which generally ranges from \$200 - \$1,500. Some films will cost more.

If the request for performance rights is denied or not received prior to the scheduled showing, the movie cannot be shown on campus.

### **How to Secure Performance Rights**

In many cases, obtaining performance rights is easy and the cost is reasonable. However, in some cases, it is difficult or impossible and/or prohibitively expensive. Therefore, any department or organization wishing to show a specific film is advised to begin the process early.

Contact Student Engagement with the name of the movie and how it will be used. As they frequently show movies, they are a good resource to see what is and what is not needed.

One of the easiest ways to get performance rights is to obtain a movie available from one of the companies who license movies on behalf of the film companies. (It is sometimes possible to obtain the movie locally and just pay one of these companies the licensing fee.)

Student Engagement uses Swank Motions Pictures, but some others are provided below:

- [Swank Motion Pictures](#)
- [Criterion Motion Pictures](#)
- [Kino International Corporation](#)
- [Milestone Film and Video](#)
- [Motion Picture Licensing Corporation](#)
- [New Yorker Films](#)
- [Movie Licensing USA](#)

FYI: A license dated September 11, 2013, for a public performance license of a documentary cost \$99.00. A license dated September 18, 2003, for a one-time showing of the films Ordinary People and A Beautiful Mind cost \$331.00 per film for a total cost of \$662.00. (However, please keep in mind that the cost of the movie is also based on the audience size.)

If a movie is not available from one of these companies, permission may sometimes be granted directly from the copyright holder. The movie's website or the package that contains the movie will indicate the copyright holder. In most cases, this will be the movie studio.

Information on how to contact the company can usually be found on the company's website. The copyright holder may request information regarding the name of the organization who will be showing the movie, the title and format of the requested movie, where and when the movie will be shown, the anticipated size of the audience, whether there will be an admission charge, and contact information.

As noted above, if the copyright owner grants performance rights, it will generally be for a fee; and performance rights must be received prior to the showing of the movie.

For more details about how to secure permission, see the University of Texas Libraries' Getting Permissions webpage [here](#).

Please remember that whenever paying an outside vendor, as in the case of obtaining public performance rights, UT Tyler's purchasing procedures must be followed.

More than likely, **a contract will need to be executed by Legal.**

## SECTION 26

---

### SUPPORT SERVICES

#### Scheduling

- Room and setup (tables, chairs, podiums, etc.) requests are via [Astra](#).
- The University of Texas at Tyler Police Department (UT Tyler Police) provides door unlock assistance. Please indicate on the Astra event request form that you need the door unlocked – if needed, detail specific building entrance doors in the Setup Details portion of the form.
- Reserved (blocked) parking is requested via Astra. Please indicate the number of spaces needed and the parking lot number on the Astra event request form or complete the Parking request form located in the Astra.
- Audio Visual equipment is requested via Astra. Please indicate on your event request form if any additional equipment is needed for your event.
- Zoom assistance by Technology Support is reserved via Astra. Please indicate on the Astra event request form if their assistance is needed. There is a **mandatory 5-day lead time** for this request. TS reserves the right to decline the request if not submitted within 5 days of the event date.
- Porter (Housekeeping) services are reserved via Astra.
- Any item associated with an event is scheduled via Astra. Contact Scheduling & Conference Services (SCS) for any questions at [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

#### Event Setup

- In cases of **large-scaled events (i.e., 500+ attendees)** an **Operational Plan must be completed** by the hosting department and **logistic meetings must be scheduled** for all departments involved.
  - Physical Plant, Environmental Health & Safety (EH&S), SCS, UT Tyler Police, Risk Management, Purchasing, Facilities, and any other department that could be affected by the event (e.g., HPC, Cowan Center)
  - **Please contact [vbond@uttyler.edu](mailto:vbond@uttyler.edu) for an Operational Plan template at least two (2) months prior to your event.**
- For any deliveries to the inside of campus (e.g., furniture delivery to the Plaza), it is **mandatory** that someone from the Physical Plant be onsite as a “walker” to safeguard pedestrians.
- Event Setup Teams
  - Facilities Setup Team handles setups in locations other than the University Center.
  - The UC Ops Team handles setups inside the University Center.
- Non-UT Tyler events requiring setup outside of normal business hours (before 7:00 a.m. and after 3:00 p.m.) and on the weekends will be required to pay an overtime fee to cover associated costs. To obtain a quote, contact [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu).

- Nonstandard setups should be coordinated with SCS.
  - A layout needs to be submitted to SCS and EH&S for approval. Once approval has been given, the layout cannot be changed without prior approval from EH&S.
  - All setups must comply with fire code room capacity and egress requirements. All events must meet the Americans with Disabilities Act (ADA) accessibility guidelines.
- A rental company's name and date/time of delivery/pickup must be provided to the event setup team.

It is a violation of the Fire Code to add chairs or to stand in any room with fixed seating. Doing so endangers attendees and puts your event at risk of being cancelled immediately without being rescheduled.

### **Porter/Housekeeping Services**

The Facilities Department provides event porter/housekeeping services. The number of porters to work an event and the number of hours worked is at their discretion.

- **Faculty/Staff/Student Organizations:** To safeguard UT Tyler's facilities, events serving food, events of more than 100 persons, or events occurring outside of normal business hours may require an onsite porter.
- **Cowan Center:** Porter services are mandatory for any event held in the Vaughn Auditorium, White Lobby, or Green Room.
- **External Client:** Event porter services will be charged for a joint-sponsored or external-client event. A quote can be obtained by contacting Scheduling & Conference Services.

Feel free to contact [eventmgmt@uttyler.edu](mailto:eventmgmt@uttyler.edu) to obtain a quote for porter services.



## SECTION 27

---

### MARKETING & COMMUNICATIONS

#### Brochures and Printed Materials

Marketing and Communications (M&C) coordinates the design and production of brochures, posters and various other publications and printed materials used by departments for recruitment or general awareness of the university.

Design services are available through M&C's creative services team. Outside designers may also be used; however, **ALL materials must be reviewed by M&C during the production process and prior to being printed.** This is to maintain compliance with the brand and editorial guidelines.

If photographs are needed, please complete the online Images Request form found at <https://www.uttyler.edu/offices/marketing/web-requests/index.php>.

#### UT Tyler Logos and Registered Trademarks

The official logos and the name of The University of Texas at Tyler are trademarked, and each use **must** be approved to ensure compliance with UT System and university policies. More information can be found <https://www.uttyler.edu/offices/marketing/brand/>.

#### Promotion of Your Event

M&C may provide promotional support for upcoming events. News releases, advertising, and the use of The University of Texas at Tyler's name and logo must be approved by M&C.

#### Video Recording and Photography on Campus

Several state laws, Regents' Rules, and The University of Texas at Tyler policies govern photography or filming on campus, including a Regents' Rule that provides requirements for filming television productions on campus (Rule 80107).

There may be a requirement to

- obtain a permit for filming or photography,
- obtain insurance, and
- obtain releases from persons who may appear in the photograph or film.

Some campus images, such as the Riter Millennium Carillon Bell Tower and the Turtle, are iconic images and permission must be obtained from M&C if used professionally. Anything depicting UT Tyler branding also requires prior approval.

No photography or filming for a political advertisement can occur on campus nor the use of any institutional logos or trademarks in political advertisements. If unsure about the intended use of the photograph or film, ask for clarification from the candidate or officeholder.

For more information and approval, please contact Marketing & Communications at [web@uttyler.edu](mailto:web@uttyler.edu)

## WEBSITE LINKS FOR POLICIES

---

### Alcohol Policies

<https://www.uttyler.edu/student-life/health-wellness/wellness-collaborative/alcoholpolicies/index.php>

### Campus Carry Policy

<https://uttyler.smartcatalogiq.com/en/uttyler/ut-tyler-hop/series-200-general-policies-and-procedures/2-10-1-concealed-handguns-on-campus/>

### Freedom of Speech

<https://www.uttyler.edu/offices/student-success/mopp/> - Chapter 6

<https://uttyler.smartcatalogiq.com/en/uttyler/ut-tyler-hop/series-200-general-policies-and-procedures/2-7-1-freedom-of-expression/>

### Guidelines for Political Campaign Invitations, Events, and Activities

<https://uttyler.smartcatalogiq.com/en/uttyler/ut-tyler-hop/series-400-budget-finance-operations/4-4-1-use-of-university-facilities/>

### Insurance Requirements for Contractors and Outside Groups

<https://www.uttyler.edu/offices/safety/risk-management/index.php>

### Manual of Policies and Procedures for Student Affairs

<https://www.uttyler.edu/offices/student-success/mopp/>

### Programs Involving Children

<https://uttyler.smartcatalogiq.com/en/uttyler/ut-tyler-hop/series-200-general-policies-and-procedures/2-14-1-youth-protection-policy/>

<https://www.utsystem.edu/sites/policy-library/policies/uts-192-youth-protection-policy>

### Solicitation on Campus

<https://uttyler.smartcatalogiq.com/en/uttyler/ut-tyler-hop/series-500-student-success/5-6-1-student-organizations/>

### Tobacco-Free Campus

<https://uttyler.smartcatalogiq.com/en/uttyler/ut-tyler-hop/series-400-budget-finance-operations/4-4-2-tobacco-free-campus/>

# APPENDICES

---

## **Appendix A**

Certificate of Liability Insurance – Sample Form

Certificate of Liability Insurance – Quick Tips

## **Appendix B**

Liability Waiver – Minors

Liability Waiver – Adults

Liability Waiver – Adult Students

## **Appendix C**

Pre-Event Checklist for Crowd Managers

# APPENDIX A

## Certificate of Liability Insurance – Sample Form



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)  
2.9.2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Superstar Insurance Brokerage Firm 5300 Cielo Vista dr. Austin, TX 78724	CONTACT NAME: John Hancock	FAX (A/C. No.): 512-499-4554	
	PHONE (A/C. No. Ext): 512-499-4545	E-MAIL: jhancock@superstar.com	
INSURED XYZ Company, Inc. 15 Flats Street Houston, TX 77008	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Chubb Indemnity Insurance Company		12777
	INSURER B: ACE American Insurance Company		22667
	INSURER C: Liberty Mutual Fire Insurance Company		23035
	INSURER D: Evanston Insurance Company		53578
	INSURER E:		
INSURER F:			

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		LIMITS	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INBR LTR	TYPE OF INSURANCE	ADDL INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	Y	Y				EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY	Y	Y				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						\$
B	UMBRELLA LIAB	Y	Y				EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A				WC STATU-TORY LIMITS OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler are named as Additional Insureds as required by written contract. A Waiver of Subrogation in favor of The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler as required by written contract.

Umbrella Liability is follow-form.

Primary and Non-Contributory coverage is provided as required by written contract.

<b>CERTIFICATE HOLDER</b> The University of Texas System Board of Regents The University of Texas System The University of Texas at Tyler The University of Texas Health Science Center at Tyler  3900 University Blvd. Tyler, TX 75799	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  **Authorized Representative Signature - NOT A STAMP**

ACORD 25 (2010/05)

© 1988-2010 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

# APPENDIX A

## Certificate of Liability Insurance – Quick Tips

### Quick Tips: Understanding the Acord Certificate of Insurance

**1. PRODUCER**  
Insurance Agent/Broker who issues certificates.

**2. NAME OF INSURED**  
Must be the legal name of the contracting party.

**3. TYPES OF INSURANCE**  
Must include the types of insurance required by contract.

**4. POLICY FORM**  
"Claims made" or "occurrence" form; see Glossary for definitions.

**5. AGGREGATE LIMIT**  
An aggregate per policy limit applies for the entire policy year; a per project aggregate is applied to individual projects; a per location limit applies the aggregate separately to each location.

**6. ADDITIONAL INSURED/WAIVER OF SUBROGATION**  
The Board of Regents of The University of Texas System must be named additional insured with a waiver of subrogation.

**7. CERTIFICATE HOLDER**  
Must be The Board of Regents of The University of Texas System.

**8. POLICY EFFECTIVE DATE**  
Must be prior to or coincidental with effective date of contract.

**9. POLICY EXPIRATION DATE**  
If occurrence form, date must be on or after termination of contract.

**10. LIMITS OF INSURANCE**  
Must be the same or greater than required by contract.

**11. DESCRIPTION OF OPERATIONS**  
Typically used for additional information. Place, event times and projects are sometimes described here.

**12. NOTICE OF CANCELLATION**  
Refer to policy to determine carrier's practices regarding cancellation.

**13. AUTHORIZED REPRESENTATIVE**  
Must be signed, not stamped.

- THE PRODUCER:** Produces or orders Certificate for Insured; answers questions, revises certificate to meet contract requirements.
- NAME OF INSURED:** Must be legal name of contracting party.
- TYPES OF INSURANCE:** Must include types required by contract.
- POLICY FORM:** Will indicate claims-made or occurrence form; see "9. Policy Expiration Date" for additional information.
- AGGREGATE LIMIT:** An aggregate per policy limit applies for the entire policy period (usually one year); a per project aggregate is applied to individual projects; a per location limit applies the aggregate separately to each location.
- ADDITIONAL INSURED/WAIVER OF SUBROGATION:** The certificate must include a "Y" for additional insured and waiver of subrogation.
- CERTIFICATE HOLDER:** Must be the Board of Regents of The University of Texas System; address must include campus, department and contact person.

- POLICY EFFECTIVE DATE:** Must be prior to or coincidental with effective date of contract.
- POLICY EXPIRATION DATE:** For "occurrence" form coverage, date should be on or after the termination date of contract. If "claims-made coverage," coverage must survive for a period not less than three years following termination of contract and shall provide for a retroactive date of placement prior to or coinciding with the effective date of contract.
- LIMITS OF INSURANCE:** Must be same or greater than required by contract.
- DESCRIPTION OF OPERATIONS:** Review information in this section to determine it is consistent with contract.
- NOTICE OF CANCELLATION:** Refer to policy to determine carrier's practices regarding cancellation.
- AUTHORIZED REPRESENTATIVE:** Must be signed by an authorized representative of Producer.

# APPENDIX B

## Liability Waiver – Minors

### PARENT OR LEGAL GUARDIAN ACKNOWLEDGEMENT (IF UNDER THE AGE OF 18)

I represent and warrant that I am the parent or legal guardian of \_\_\_\_\_, the individual who signed the foregoing Release ("Minor") and that I have received, read, and understood the foregoing Release and Waiver. I fully consent to and voluntarily authorize the Minor to execute said Release and Waiver (or, if applicable, have voluntarily executed said Release and Waiver on Minor's behalf). I acknowledge and agree that all representations, consents, agreements, grants, waivers, authorizations, indemnifications, and releases herein shall be regarded as made by me on behalf of the Minor and shall be binding on me and the Minor.

Furthermore, in consideration of Releasees possibly including me and/or Minor in the Event, I hereby agree to be bound by and to perform all of the terms and conditions of the foregoing Release and Waiver (including, without limitation, the provisions regarding the release of all claims), as such terms and conditions may relate to my participation and/or the participation of the Minor in the Event if any.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

RELATIONSHIP TO MINOR: \_\_\_\_\_

### Appearance Release

I hereby authorize The University of Texas at Tyler (University), and those acting pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic, or any other medium.
- (b) Use my name in connection with these recordings.
- (c) Use, reproduce, exhibit or distribute in any medium (e.g., print publications, video tapes, CD-ROM, Internet/www) these recordings for any purpose that the University, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release the University and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of the University. I have read and fully understand the terms of this release.

Participant Signature (Parent / Guardian if under 18): \_\_\_\_\_

Printed Name (Parent / Guardian if under 18): \_\_\_\_\_

# APPENDIX B

## Combined General Use Release Waiver w/Photo Release

### Combined General Use Release Waiver Template w/ Photo Release

#### THIS IS A RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

Event: \_\_\_\_\_ "Event"                      Date of Event: \_\_\_\_\_

Locations of Event: \_\_\_\_\_

IN CONSIDERATION of being permitted to participate in any way in the EVENT(S), EACH OF THE UNDERSIGNED, for him/herself, his/her personal representatives, heirs, and next of kin:

1. HEREBY RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE **The University of Texas System Board of Regents, The University of Texas System, The University of Texas at Tyler, and The University of Texas Health Science Center at Tyler (collectively referred to as the "UT Entities")**, and all of their directors, officers, agents, volunteers, and employees, (hereinafter collectively referred to as "Releasees") FROM ALL LIABILITY TO THE UNDERSIGNED, his/her personal representatives, assigns, heirs and next of kin FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFORE ON ACCOUNT OF INJURY AND/OR EXPOSURE TO INFECTIOUS DISEASES TO THE PERSON OR PROPERTY OR RESULTING IN ILLNESS AND/OR DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO THE EVENT(S), WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. BY PARTICIPATING IN OR ATTENDING THIS EVENT YOU ASSUME ALL RISKS WHETHER KNOWN OR UNKNOWN.
2. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE, OR COST they may incur arising out of or related to the EVENT(S) WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES or otherwise.
3. HEREBY acknowledges that THE ACTIVITIES OF THE EVENT(S) MAY BE DANGEROUS and involve risks including but not limited to exposure to infectious syndromes and diseases, serious illness, injury, and/or death and/or property damage and he/she ASSUMES FULL RESPONSIBILITY FOR ANY RISK WHATSOEVER, INCLUDING BUT NOT LIMITED TO BODILY INJURY, EXPOSURE, DEATH OR PROPERTY DAMAGE arising out of or related to the EVENT(S) whether caused by the NEGLIGENCE OF RELEASEES or otherwise.
4. HEREBY grants to the Releasees (and grants to the Releasees the right to grant to others), as well as their successors and assigns, in perpetuity, the irrevocable right (but not the obligation), with or without my knowledge, to film, tape, photograph, record, exhibit, edit, alter, copy, reproduce, license, sell, rent, disclose, display, publish, distribute, broadcast, webcast, prepare derivative works from or otherwise preserve, use and/or exploit in any format and/or manner now known or hereafter developed, whether commercial or non-commercial in nature (collectively, the "Use and Materials"): (1) my appearance at and/or participation in the Event; (2) my name, likeness, signature, voice, singing voice, conversation, sounds, biographical data, testimonials, and/or any other information or material secured by the Releasees in connection with my appearance at and/or participation in the Event. I agree that Releasees shall have the right to the Use and Materials, for their own account, throughout the universe, and in perpetuity. I acknowledge and agree that I shall not be entitled to receive any compensation whatsoever in connection with the Releasees' exercise of its Use and Materials rights.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF ALL RISK, AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE OF BIRTH (M/D/YYYY): \_\_\_\_\_

2024 Release, Waiver, Assumption of Risk, & Indemnity – Template

*This is not intended to provide legal advice; it is intended as a model only. You should seek the advice of your legal advisors.*

# APPENDIX C

## Pre-Event Checklist for Crowd Managers

### Pre-Event Checklist for Crowd Managers

Name of the Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_

Occupant Load: \_\_\_\_\_ Number of Crowd Managers on Duty: \_\_\_\_\_  
*(list names, certification numbers, 1 for each 250 occupant load)*

EXITS	YES	NO
Are all exit doors unlocked?		
Area all exit doors operational?		
Are any exit doors chained closed?		
Is there a clear path from the exit door to a public way (i.e., no storage or parking blocking egress routes)?		
Are all exit signs visible and illuminated?		
Is emergency lighting functional?		
Are all exit ways, aisles, corridors, stairways, etc. clear of any obstructions?		
FIRE ALARM SYSTEM	YES	NO
Does the system have power? (Green light glowing)		
Does the system have any trouble signals? (Yellow light glowing)		
Is the system in alarm? (Red light glowing)		
<b>Note: No lights should be illuminated other than the power light; if other lights are illuminated, contact UTPD immediately.</b>		
If the system has pull stations, are they unobstructed and available for use?		
Is the voice evacuation system available for emergency announcements?	X	
Any notable issues with smoke detectors, heat detectors, etc.?		
FIRE PROTECTION SYSTEMS	YES	NO
EH&S does regular inspections on sprinkler system.	X	



PORTABLE FIRE EXTINGUISHERS		YES	NO
Are fire extinguishers available, visible, and ready to use?			
Have fire extinguishers been inspected by a licensed contractor in the last 12 months?			
SPECIAL CONDITIONS		YES	NO
Have pyrotechnics use been approved by the Fire Marshall?			
Have any flame effects been approved by the Fire Marshall?			
Are all decorations flame resistant or treated with an approved flame retardant?			
Is inclement weather expected?			
OUTDOOR EVENTS		YES	NO
Is emergency access clear of obstructions?			
Have large tent installations been approved by Facilities & EH&S?			
Are cooking fires (charcoal, propane) located outside or in a separate tent from attendees?			
Is the event overcrowded (less than 10 sq.ft. per person)?			
Is there any indication of contraband items in the location?			
NOTES AND COMMENTS			
NAME OF CROWD MANAGER ON DUTY		CERTIFICATION EXPIRATION DATE	
Name of person completing report (print): _____			
Signature: _____			