# 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.

<u>Student Organizations</u>
- An authorized representative for the approved student organization must submit their request via <u>UT Tyler Patriots Engage</u>, 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 <u>getconnected@uttyler.edu</u> with questions.

<u>Joint-Sponsor Process</u>
In accordance with <u>Regents' Rules and Regulations, Rule 80105</u>, 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 <u>H.O.P. Section 4.4.1</u> 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 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*

o **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 or pmahfood@uttyler.edu.

- o **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 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), and send completed certification email to eventmgmt@uttyler.edu.
- **Off-Campus Food Vendors:** Provide a copy of the current NETHealth Food Permit to 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.
- **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 <u>minimum of 10 days</u> 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.

- o **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
    - o Send campus map
    - o Are temporary parking passes needed?
  - Is a planning meeting needed with members of Event Management, Environmental Health & Safety, etc.?

o **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.

o **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 is space is too hot/cold