

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 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*