

Policies of the University of North Texas Health Science Center	Chapter 4 Administration
4.105 Facilities Use Policy	

Policy Statement.

The facilities of the University of North Texas Health Science Center at Fort Worth are primarily for use by its students, faculty, administrators, and staff for activities and events that are directly related to fulfilling the mission of the University in the areas of education, research, patient care, and community service. Additionally, as a public institution, UNTHSC seeks to engage and be accessible to the larger community. To the extent that space is available, UNTHSC welcomes individuals and groups not affiliated with the University to use certain UNTHSC facilities provided there is not a conflict with scheduled university activities or events, and the proposed activity is compatible with the educational mission of the University. Use of space is coordinated to attain maximum benefit to the Health Science Center community. The facilities are the property of the University of North Texas Health Science Center and the State of Texas.

Permission to use campus facilities does not imply endorsement, sponsorship, or support by the University or the views, opinions, or programs of the users or speakers.

Application of Policy.

This policy applies to requests for temporary use of all or part of a university building, facility or outdoor space for any planned meeting, conference, or event by all affiliated and unaffiliated individuals and groups.

Definitions.

1. Affiliated Group means an officially registered student group or organization, or group or organization funded by and/or sponsored by UNTHSC, or a group or organization of faculty, student groups or other employees. Affiliated groups include any alumni association or other groups which are organized and operated for the benefit of UNTHSC.
2. Unaffiliated Groups means groups or individuals that are legally separate from UNTHSC, even though some of the members or participants may be UNTHSC personnel, alumni or students; including but not limited to non-profit organizations, civic and professional organizations, and employee personal events.
3. Assign means to give primary jurisdiction over use of space to a specific using unit for a defined period of time.

4. Facilities means any building, structure or outdoor space which is owned by UNTHSC or operated under UNTHSC authority.
5. Facilities Request Form means the standard form used to request facility use and related services.
6. Facilities Use Guidelines means guidelines developed by the Room Scheduler to administer the Facilities Use Policy.
7. Official University Function means all activities, events and programs sponsored by an academic or administrative unit of UNTHSC.
8. Room Scheduler means the UNTHSC official with specific responsibility for administration of the Facilities Use Policy.
9. Schedule means to give use of a space to a using group for a defined time period for a specific event or purpose.

Procedures and Responsibilities.

Administration of Facilities Use Policy. The UNTHSC Facilities Use Policy will be administered and monitored through the Office of Academic Affairs with the assistance of the UNTHSC Room Scheduler. The Office of Academic Affairs will develop UNTHSC Facility Use Guidelines which will be consistent with the terms of this policy and will designate:

1. Spaces within campus facilities that are available for use and any limitations that may apply to such use, including limitations on the number of persons who may occupy a particular space based on building regulations, fire codes, and safety standards.
2. Fee structures based on comparable rates charged by venues in the community which are reviewed annually by Facilities Management for:
 - a. Rental of designated spaces, including a procedure for certain unaffiliated groups to seek a waiver of rental fees as designated in this policy.
 - b. Rental of university equipment and the process for requesting such equipment.
 - c. Use of campus services including security and other services that may be required as a condition of use approval, and the criteria that will apply to determine campus service requirements.
3. Administrative processes for submission, review and approval or denial of applications for campus facility use.

Coordination and Scheduling Responsibility: The Room Scheduler will coordinate the use of university facilities and whose duties should include reserving university facilities, confirming dates, facilities and services for approved uses, coordinating set up for events and AV coordination based on information submitted via reservation requests. The Room Scheduler will counsel groups and individuals to avoid scheduling conflicts of major events.

Use of Campus Facilities. Campus facilities will be scheduled through the Room Scheduler according to the following priorities which are determined and administered by the Office of Academic Affairs:

1. UNTHSC academic classes, testing and exams;
2. Administrative and academic activities and meetings, programs and activities sponsored and conducted by affiliated groups. (i.e.; curriculum meetings, Council of Deans, Executive Team, President's Strategic Thinking Councils, President's Advisory Councils);
3. Official Health Science Center functions (i.e.; White Coat Ceremony, RAD, North Texas Forum);
4. Official Health Science Center groups and individuals (i.e.; Foundation Board; Board of Regents, staff meetings);
5. Programs or activities sponsored by unaffiliated groups and individuals that are not in conflict with the operations and activities of UNTHSC and are compatible with the educational mission of the university.

Official Health Science Center Schedule of Events: The Room Scheduler must keep a master schedule for all facilities by date and name of event. No event will be recognized by the Health Science Center as an official event or as having received final approval for scheduling in Health Science Center facilities until it is recorded on the official Health Science Center Room Schedule of Events and confirmation, in writing, has been received from the Room Scheduler.

Requests for Scheduling University Facilities. Any affiliated or unaffiliated group may request reservation of a campus facility by submitting a Facilities Request Form to the Room Scheduler. In general, campus facilities will be reserved on a first-come, first-serve basis after classes are scheduled. See Facilities Use Guidelines for more information.

A request for reservation of campus facilities will not be denied based on the content of the proposed activity unless the proposed activity is not compatible with the educational mission of the university. A request for reservation of campus facilities may be denied for any of the following reasons:

- I. the requested facility has been reserved for an official university function or the requested facility is no longer available for use due to a conflict with an official university function;
- II. the appropriate deposit has not been made in accordance with the payment schedule established for the event;
- III. the Facilities Request Form has not been completed accurately or has not been approved by an individual with authority to commit the necessary resources for an unaffiliated group.
- IV. the applicant has outstanding debts to the University; or
- V. the use or activity intended by the applicant is prohibited by law or university policy or procedures.
- VI. the use or activity is of such a nature or duration that it cannot reasonably be accommodated in the particular area for which application is made. In such an event, clarification of the use or activity will be requested and an alternative on-campus site, if available will be proposed.
- VII. the use or activity creates or would create a danger or dangerous condition impacting the health, safety and welfare of others.

The Room Scheduler will ordinarily notify an applicant regarding a reservation request in writing no later than 2 business days prior to the scheduled event. Additional review time may be necessary if an application involves a large-scale or unusual event.

If an application is denied, the applicant will be provided with a brief written explanation for the basis for the decision. An appeal of an application denial may be submitted to the Vice President of Operations in writing. Appeals will be reviewed and a decision will be given to the appealing party no later than 5 business days after the receipt of the appeal. The decision of the Vice President of Operations will be final.

Use by Unaffiliated Groups

1. Unaffiliated groups or individuals using campus facilities will be required to provide an advance deposit and fees to secure a reservation. Any damage to rooms, furnishings, or equipment will be billed according to the cost of repair or replacement.
2. Unaffiliated groups that desire to use UNTHSC facilities must execute the current form of the Facilities Use Guidelines - Unaffiliated Groups. UNTHSC employees that desire to use UNTHSC facilities for an unaffiliated event must execute the current form of the Facilities Use Guidelines - Employee Personal Events prior to the use of UNTHSC facilities.

3. Unaffiliated groups and individuals will be charged a facility use fee in accordance with the fee structure established by the Office of Academic Affairs which is detailed in the Facilities Use Guidelines - Unaffiliated Groups and/or Employee Personal Events.
4. The facility use fee may be waived upon approval of the Chief of Staff and/or the Senior Vice President of Community Engagement. Requests for fee waiver must be requested on the UNTHSC Unaffiliated Group Fee Waiver form for approval through the Room Scheduler. A fee waiver request does not guarantee that the fee waiver will be granted. The facility use fee may be waived for events that:
 - a. are affiliated with UNTHSC through a community partnership or relationship that is mutually beneficial to both organizations;
 - b. has a UNTHSC employee as a board member, officer, or similar position;
 - c. serve a civic, charitable, or humanitarian purpose.

Reasonable Accommodation: Individuals qualifying under the Americans with Disability Act (ADA) in need of special assistance to participate in a program, service or activity sponsored by the Health Science Center are asked to contact the Room Scheduler a minimum of three (3) business days in advance of the event

Relocating Events. As a general rule, once university space has been reserved and confirmed, the event will not be rescheduled or moved. However, in rare circumstances, events may be relocated to other areas by the Room Scheduler under the following circumstances:

- i. the noise generated by the event disrupts an official university function or substantially interferes with official university activities (e.g., the activity is too close to an academic building);
- ii. the location does not safely accommodate the number of participants;
- iii. the number of individuals participating in or attending the event creates unsafe conditions for vehicular or pedestrian traffic, parking or blocks the ingress or egress to buildings or official university events;
- iv. the space has been reserved for an official university function, has been reserved in accordance with this policy, or a reserved location is needed to accommodate the needs of an official UNTHSC function; or,
- v. the activity creates a health or welfare hazard, such as interfering with fire, police, or emergency services.

University Police Presence for Certain Events. The University may require the presence of University Police Officers as a condition of holding certain events on campus to assure the safety of persons or property, or if alcohol is being served. The decision to require the presence of officers and the determination of the number of officers and associated costs will be determined based on standards as set forth in the Facilities Use Guidelines.

GENERAL CONDITIONS OF USE

Conduct. Any person or group using campus facilities must adhere to all federal and state laws and all applicable UNTHSC policies and procedures during the period of their use. Failure to comply with applicable law, policies or procedures, or a specific directive of the Office of Academic Affairs or other campus official may result in termination of a reservation and any future eligibility for use of campus facilities.

Event Promotion and Publicity. Only approved events may be publicized and/or listed on the university calendar. Nonaffiliated groups may use the UNTHSC logo to advertise the location of an approved event as long as the use is not misleading with regard to sponsorship. UNTHSC trademarks may only be used in accordance with UNTHSC policy and with the specific approval of the VP for Marketing and Communications.

Alcoholic Beverages. All events where alcohol is served on campus must be submitted to the Room Scheduler on the UNTHSC Request to serve Alcohol Form according to the Facilities Use Guidelines and approved by the Vice President of Operations.

Smoking and Tobacco Use. Smoking and tobacco use of any kind are prohibited on campus.

Gambling. Gambling in any campus facility is prohibited.

Animals. No animals are permitted in campus facilities, except for service animals providing assistance to individuals with a disability and animals approved in advance as part of an official university function and in compliance with Policy 4.109 Pets on Campus.

Children. Events for groups younger than 6th grade require special approval and will be approved on a case by case basis.

Bulletin Boards/Materials Posting. The use of campus bulletin boards is limited to students, faculty, staff and affiliated groups and for official use by UNTHSC. Use of bulletin boards by nonaffiliated groups or individuals may be approved on a space available basis as outlined in this policy or specific bulletin board policies. Materials may not be posted on any surface other than campus bulletin boards including but not limited to: walls, windows, benches, elevators, and doors. Posted materials must be removed by the responsible group immediately after the event. Bulletin boards may be designated for use by specific groups, organizations, or individuals such as faculty, students, or registered student organizations. The following information -may be posted on each bulletin board and will control use of the bulletin board: those groups, organizations, or individuals authorized to use a bulletin board, the types of materials which may be posted on a bulletin board, the maximum size, duration of any notice, and any other special conditions.

UNTHSC generally requires prior approval for the use of any bulletin board on campus. Use of a bulletin board may be denied on the basis of one or more of the following:

- i. The person or group is not authorized to use the board.
- ii. The material is not the type authorized for the board in question or fails to meet special conditions as posted on the board.
- iii. The material is obscene or otherwise violates a federal or state law or university policy.
- iv. There is insufficient space available for the material on the bulletin board due to the previous posting of other material.

Responsible Party: VP of Marketing and Communications

Parking. Parking in UNTHSC reserved lots and garages is restricted Monday through Friday during normal business hours (8:00 am - 5:00 pm). Arrangements for groups and visitors that are parking on campus must be coordinated through the HSC Police department as set forth in the Facilities Use Guidelines. All lots are available for use after 5:00 pm.

Library Study Rooms and Computer Labs Scheduling

Study rooms in the Gibson D. Lewis Health Science Library are available for use by UNTHSC students, staff, and faculty. Library rooms that are available for reservation are listed in the room scheduling system and must be requested online through the Room Scheduler.

Computer labs are available for use by UNTHSC students, staff, and faculty, and in special circumstances, by outside groups. Computer labs must be scheduled through the Room Scheduler by submitting the request online, along with the Library Computer Lab Setup form to ensure appropriate computer set up. Once the computer lab is scheduled, confirmation will be sent to the requestor by the Library Scheduling Office.

Library rooms and computer labs usage is subject to the guidelines and restrictions set forth in UNTHSC 4.201 – Policy on the Use of the Library and the Library Room Use Guidelines.

Sanction. Non-compliance with this policy may result in denial of subsequent requests for the use of university facilities and, where appropriate, other action by the University.

References and Cross-references.

Forms and Tools.

[Facilities Use Guidelines - Unaffiliated Groups](#)

[Facilities Use Guidelines – Employee Personal Events](#)

[Facilities Use Request Form](#)

[Alcohol Request Form](#)

[Fee Waiver Request Form](#)

[Policy 4.109 Pets on Campus](#)

[Policy 4.104 Tobacco-free Campus](#)

[Policy 4.201 Use of the Library](#)

[Library Room Use Guidelines](#)

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