

 <p>Policies of the University of North Texas Health Science Center at Fort Worth</p>	<p>Chapter 4 Finance and Operations</p>
<p>4.201 Facilities Use</p>	

Policy Statement and Purpose.

The University of North Texas Health Science Center (HSC) facilities are primarily for use by its students, faculty, administrators, and staff for activities and events that are directly related to fulfilling the mission of HSC in the areas of education, research, patient care, and community service. Additionally, as a public institution, HSC seeks to engage and be accessible to the larger community. To the extent that space is available, HSC welcomes individuals and groups not affiliated with HSC to use certain HSC facilities provided there is not a conflict with scheduled university activities or events. The facilities are the property of the HSC and the State of Texas. Permission to use the facilities does not imply endorsement, sponsorship, or support by HSC of the views, opinions, or programs of the users or speakers.

Application of Policy.

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

Definitions.

Affiliated Group. “Affiliated Group” means a group of current students officially registered with or funded by HSC, a group of current faculty or staff employees organized for a common interests related to their employment with HSC, and any external group officially organized and operated for the benefit of HSC, including but not limited to any alumni association.

Unaffiliated Group. “Unaffiliated Group” means any organization other than an affiliated group or any private individual regardless of whether the group’s members or participants or the private individual are/is a current or former faculty, staff, or students, including but not limited to nonprofit organizations, civic and professional organizations, and employee personal events.

Assign. “Assign” means to give primary jurisdiction over use of space to a specific using group for a defined period of time.

Facilities. “Facilities” means any building, structure or outdoor space which is owned by HSC or operated under HSC authority.

Campus Grounds. “Campus Grounds” means all outdoor areas owned, leased or controlled by HSC (including UNT Health Clinics) that are common and accessible to all students and employees such as sidewalks, park-like areas and malls.

Facilities Request Form. “Facilities Request Form” means the standard form used to request facility use and related services.

Facilities Use Guidelines. “Facilities Use Guidelines” means guidelines developed by the Room Scheduler to administer the Facilities Use Policy.

Official Health Science Center (HSC) Function. “Official Health Science Center Function” means all activities, events and programs sponsored by an academic or administrative unit of HSC.

Room Scheduler. “Room Scheduler” means the HSC official with specific responsibility for administration of the Facilities Use Policy.

Schedule. “Schedule” means to give use of a space to a using group for a defined time period for a specific event or purpose.

Attempt. “Attempt” means to include misrepresentation of age or identity.

Underage Individual. “Underage Individual” means a person less than twenty-one (21) years of age.

Space. “Space” means all interior buildings and facilities and exterior areas owned or leased by HSC.

Space Management. “Space Management” means oversight of all HSC space and the assignment and reassignment of such to remain in compliance with this policy and State and federal codes, regulations, and laws.

Space Assignment. “Space Assignment” means allocating/designating space to a particular individual or unit.

Space Reassignment. “Space Reassignment” means reallocating/re-designating space from one individual or unit to another.

Space Committee. “Space Committee” means the governing group that makes space assignment recommendations.

Policy and Responsibilities.

Administration of Facilities Use

1. The HSC Facilities Use Policy will be administered and monitored through the Office of Faculty Affairs with the assistance of the HSC Room Scheduler. The Office of Faculty Affairs will develop HSC Facility Use Guidelines, which will be consistent with the terms of this Policy. Use of campus grounds and facilities shall follow the procedures and responsibilities set out in the Free Speech and Public Assembly on Campus Grounds Policy.
2. Coordination and Scheduling Responsibility
 - a. The Room Scheduler will coordinate the use of HSC facilities and whose duties should include reserving the facilities, confirming dates, facilities and services for approved uses, coordinating set up for events and Audio/Visual coordination based on information submitted via the Facilities Request form.
 - b. The Room Scheduler will counsel groups and individuals to avoid scheduling conflicts of major events.
3. Use of Facilities
 - a. Use of facilities will be scheduled through the Room Scheduler according to the following priorities, which are determined and administered by the Office of Faculty

Affairs:

- i. HSC academic classes, testing and exams;
- ii. 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 Councils);
- iii. Official Health Science Center functions (i.e.; White Coat Ceremony, RAD, North Texas Forum);
- iv. Programs or activities sponsored by affiliated groups and individuals (i.e.; Foundation Board; Board of Regents, staff meetings); and
- v. Programs or activities sponsored by unaffiliated groups and individuals that are not in conflict with the operations and activities of HSC.

4. Official Health Science Center Schedule of Events

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

5. Requests for Reserving HSC Facilities

- a. Any affiliated or unaffiliated group may request reservation of a HSC facility by submitting a Facilities Request Form to the Room Scheduler. In general, HSC facilities will be reserved on a first-come, first-serve basis after classes are scheduled. See Facilities Use Guidelines for more information.
- b. The Room Scheduler will ordinarily notify an applicant regarding a reservation request in writing no later than two 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.
- c. An appeal of an application denial may be submitted to the Executive Vice President for Finance and Operations or designee in writing. Appeals will be reviewed and a decision will be given to the appealing party no later than five business days after the receipt of the appeal. The decision of the Executive Vice President for Finance and Operations or designee will be final.

6. Use by Unaffiliated Groups

- a. Unaffiliated groups or individuals using HSC 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. No advanced deposit or fees will be assessed for reservations of campus grounds for expressive activities.

- b. Unaffiliated groups that desire to use HSC facilities must execute the form for Unaffiliated Groups found in the Facilities Use Guidelines. HSC employees that desire to use HSC facilities for an unaffiliated event must execute the form for Employee Personal Events found in the Facilities Use Guidelines prior to the use of HSC facilities.
- c. Unaffiliated groups and individuals will be charged a facility use fee in accordance with the fee structure established by the Office of Faculty Affairs, which is detailed in the Facilities Use Guidelines- Unaffiliated Groups and/or Employee Personal Events.
- d. The facility use fee may be waived upon approval of the Executive Vice President for Finance and Operations or designee. Requests for fee waiver must be made on the HSC Unaffiliated Group Fee Waiver form and submitted to 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:
 - i. are affiliated with HSC through a community partnership or relationship that is mutually beneficial to both organizations;
 - ii. has a HSC employee as a board member, officer, or similar position; or
 - iii. serve a civic, charitable, or humanitarian purpose.

7. Reasonable Accommodation

- a. Individuals qualifying under the Americans with Disability Act (ADA) in need of accommodation based on a disability to participate in an activity or event sponsored by HSC may be requested to contact the Room Scheduler at least three (3) business days in advance of the event.

8. Relocating Events

- a. As a general rule, once a HSC 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 HSC function or substantially interferes with official HSC 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 HSC function, has been reserved in accordance with this policy, or a reserved location is needed to accommodate the needs of an official HSC function; or
 - v. the activity creates a health or welfare hazard, such as interfering with fire, police, or emergency services.

9. University Police Presence for Certain Events

- a. HSC 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.
- b. 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.

10. Library Study Rooms and Computer Labs Scheduling

- a. Study rooms in the Gibson D. Lewis Health Science Library are available for use by HSC 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.
- b. Computer labs are available for use by HSC 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.
- c. Library rooms and computer labs usage is subject to the guidelines and restrictions set forth in HSC Library Use Policy and the Library Room Use Guidelines.

11. Sanctions

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

Use of Alcoholic Beverages

1. Consumption, Sale, Service and Storage of Alcohol

- a. *Request to Consume, Serve or Sell Alcohol on University Property.* Request for events where alcohol is served on campus must be submitted to the Room Scheduler on the HSC Request to Serve Alcohol Form according to the Facilities Use Guidelines and routed through the Executive Vice President for Finance and Operations for approval.
 - i. An HSC Request to Serve Alcohol Request Form is not required for the following location: Food service area on first floor of Interdisciplinary Research & Education Building (IREB); The venue within the IREB may sell beer and wine in accordance with this policy, beginning at 5:00 p.m. until 8:00 p.m., Monday-Friday.
- b. *Sale of Alcoholic Beverages.* Alcoholic beverages may not be sold on university property or any property under the control of the university without a license obtained from the Texas Alcoholic Beverage Commission (“TABC”).
- c. *Storage of Alcohol.* All alcoholic beverages remaining on university property must be stored in a secured location in accordance with TABC regulations.
- d. *Administrative Procedures for Use of Alcohol.* Administrative procedures for the consumption, service and sale of alcohol at HSC Facilities must be approved by the Executive Vice President for Finance and Operations or Designee and shall be published annually. All individuals and organizations consuming, serving or selling alcoholic

beverages are responsible for complying with these procedures.

- e. *Underage Individuals.* Underage Individuals may not consume, possess, purchase, or attempt to possess or purchase alcoholic beverages at any HSC Facilities or property under the control of HSC.
- f. *Individuals Organizations and Vendors.* Individuals, organizations, and vendors may not sell, give, or otherwise make available any alcoholic beverage to Underage Individuals.
- g. *Intoxicated Individuals.* An alcoholic beverage may not be sold or served to a person who is or reasonably appears to be intoxicated.
- h. *Use of Funds.* Expenses incurred for alcoholic beverages may be reimbursed only from designated funds appropriate for such expenditures. Appropriated funds may not be used to pay the salary of an employee who consumes alcoholic beverages while on duty. Employees are prohibited from consuming alcoholic beverages in or on any HSC property or property under the control of UNTSHC while on duty, as designated by their position and in accordance with statute.
- i. *Security at Events.* Security provided by the HSC Police Department may be required at locations and activities where alcoholic beverages are consumed. The university department, student organization, or non-university individual or organization hosting the event is responsible for expenses associated with providing security. The number of officers required will be determined by the HSC Police Department. Refer to the Alcohol Request Form for more information.
- j. *Proof of Age.* Any individual possessing, consuming, purchasing, or selling alcoholic beverages must maintain, on his or her person, proper documentation of proof of age. The university reserves the right to refuse service to any person who appears to be intoxicated, who incites a verbal or physical altercation, or who lacks proper documentation of proof of age. Should such action be warranted, the event host will be informed of the situation, and HSC reserves the right to take action necessary to resolve the situation, including contacting security and suspending alcoholic beverage service.
- k. *Quantity and Location Served.* Individuals, organizations, and vendors hosting an event where alcoholic beverages are served must provide non-alcoholic beverages and food in reasonable quantities. All food and alcoholic beverages must remain in the area scheduled for said event.
- l. *Advertising and Promotional Materials.* Advertising and promotional materials for events serving alcohol must not promote irresponsible consumption of alcoholic beverages.
- m. *Permissible Hours.* Alcoholic beverages may not be consumed or served at an event sponsored by the university before 5:00 p.m. Monday through Friday.

General Conditions of Use

1. *Conduct.* Any person or group using HSC facilities must adhere to all federal and state laws and all applicable HSC policies and procedures during the period of use. Failure to comply with applicable law, policies or procedures, or a specific directive of the Office of Faculty Affairs or other HSC official may result in termination of a reservation and any future eligibility for use of HSC facilities. For all events held by unaffiliated groups, HSC shall require a hold harmless and indemnification agreement and a certificate of liability insurance coverage from any persons conducting the event,

unless otherwise required by Risk Management.

2. *Event Promotion and Publicity.* Only approved events may be publicized and/or listed on the university calendar. Nonaffiliated groups may use the HSC logo and/or name to advertise the location of an approved event as long as the use is not misleading with regard to sponsorship. HSC name and marks may only be used in accordance with HSC policy and with the specific approval of the VP for Marketing and Communications.
3. *Smoking and Tobacco Use.* Smoking and tobacco use of any kind are prohibited on HSC property.
4. *Gambling.* Gambling in any HSC facility is prohibited.
5. *Animals.* No animals are permitted in HSC facilities, except for service animals providing assistance to individuals with a disability and animals approved in advance as part of an official HSC function.
6. *Children.* Events for individuals under the age of 18 require special approval by the Chair or Vice President of the Sponsoring Department and will be approved on a case by case basis.
7. *Bulletin Boards/Materials Posting.* The use of campus bulletin boards is limited to students, faculty, staff and affiliated groups and for official use by HSC.
 - a. 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.
 - b. 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.
 - c. 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.
 - d. HSC 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 HSC policy.
 - iv. There is insufficient space available for the material on the bulletin board due to the previous posting of other material.
8. *Parking.* Parking in HSC 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.

Space Management and Assignment

1. Oversight and management of space will remain in compliance with this policy and State and federal codes, regulations, and laws and is the responsibility of HSC Operations (“Operations”).
 - a. The Provost and Executive Vice President for Academic Affairs is the steward of all General Fund space at HSC, including research space, and is responsible for ensuring that each space supports the academic and research mission of HSC.
 - b. The Vice President for Research supports and promotes research activity at HSC, integrates research into the academic mission of HSC, ensures it is compliant with HSC policies and government regulations, and consults on research space needs with the Provost. The Vice President for Research is also the steward of space allocated to units that report directly to the Office of the Vice President for Research.
 - c. The Deans and Unit Directors are stewards of all space allocated to their units and are responsible for allocating and maintaining this space to support the programmatic need and priorities of their school/college/unit.
 - d. Assignment of research space to faculty members should be made based on department or unit.
2. Reporting
 - a. All HSC space must be reported annually to the Texas Higher Education Coordinating Board. Funded research space is reported to the Federal Government. All units on campus are responsible for accurately reporting assigned rooms according to State and federal codes, regulations, and laws on an annual basis and is administered by Operations.
3. Procedures
 - a. Operations will maintain operating procedures for the management, assignment, reassignment, and reporting of space, including the space resolution process.
 - b. All space requests forms, access to floor plans, reports, procedures, and other resources can be obtained from Operations.

Sanctions and Corrective Action

1. Individuals violating state laws or regulations related to the consumption, possession, service, or sale of alcohol while on HSC property is subject to criminal prosecution in addition to disciplinary action.
2. Employees violating this policy are subject to disciplinary action, including termination of employment. Students or student groups violating this policy or published Administrative Procedures are subject to disciplinary action under the Student Code of Conduct and Discipline.
3. Other individuals or organizations violating this policy or the published Administrative Procedures are subject to administrative action, including being prohibited from coming on to or using HSC property, and termination of business relationships.

Reference.

Applicable Laws, Rules and Regulations:

- Texas Alcoholic Beverage Commission
- Tex. Govt. Code, section 658.005
- Tex. Govt. Code, Section 2113.012

Related Policies and Procedures:

- **Free Speech and Public Assembly on Campus Grounds Policy**
- Library Use Policy
- Facilities Use Guidelines
- Student Code of Conduct and Discipline
- Facilities Use Request Form
- Alcohol Request Form
- Fee Waiver Request Form
- Campus Operations Handbook
- Research Space Assignment Procedures

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Subject Matter Specialist: Vice President of Operations