

Utah Tech University Policy

441: Central Scheduling of University Facilities for Events



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I. Purpose

- 1.1 This policy governs the scheduling of any Utah Tech University (“the University”) Facility under the scheduling authority of the University’s Central Scheduling Office for an event.

II. Scope

- 2.1 This policy applies to any individual, entity or organization seeking to use any University Facility under the scheduling authority of the Central Scheduling Office.

III. Definitions

- 3.1 **Client:** An individual, group, or organization requesting the use of University Facilities for an event. For purposes of this policy, Client includes a requestor and/or organization.
- 3.2 **Commercial Event:** A for-profit and/or revenue-generating event.
- 3.3 **Co-sponsored:** An event jointly promoted by the University (including one of the University’s colleges, departments or units, or a University-affiliated organization) with an outside organization.
- 3.4 **External Entity:** An entity not affiliated with the University requesting to gain access to University facilities for the purposes of their event.
- 3.5 **Fronting:** When a non-University individual, entity, or organization or University-affiliated individual, entity, or organization uses or seeks to use a University Facility by misrepresenting to the Scheduling Office that the event is Co-Sponsored.

- 3.6 **Large/Complex Event:** Capacity of more than 150 persons and/or with a significant amount of risk, production value, or use of resources.
- 3.7 **Minimum Time Requirement:** Scheduling of a University Facility must be requested and approved at least two (2) weeks in advance for a small event and one (1) month in advance for a large/ complex event.
- 3.8 **Small Event:** Capacity of less than 150 persons and/or a conference, class, or event with minimal to no risk, production, and use of resources.
- 3.9 **Space Blocking:** Requesting a room or facility without a specified purpose, specific/accurate start and stop times, and a description of the event.
- 3.10 **University Entity:** An entity authorized by the University (i.e. university administrative department; academic school/college, center, institute, or department; and student organization, including the University Student Association and University student clubs) to request the use of university facilities for a University or co-sponsored event in accordance with this policy and applicable Central Scheduling Office requirements.
- 3.11 **University Facility:** A facility, venue, or space owned or leased by the University.
- 3.12 **University-Sponsored Event:** An event sponsored by one or more of the University's administrators, colleges, departments, units, student organizations, faculty organizations, or staff organizations with the approval of the appropriate University authority (e.g. College Dean, Department Head, Director) with the primary purpose being student learning/program/recruitment, University business, or professional development/recruitment.
- 3.13 **University Premises:** All land, buildings, facilities, parking lots, roads, and other property in the possession of, or owned, used, leased, or controlled by the University.

IV. Policy

- 4.1 Each University Facility is established and maintained primarily for the University to accomplish its academic purposes, and generally these facilities do not constitute a public forum available for general use by individuals, entities, or organizations unaffiliated with the University.
- 4.2 Permission to use a University Facility for an event may be extended to an individual, entity, or organization affiliated or unaffiliated with the University, subject to the following:

- 4.2.1 The activity has relevance to the University's mission, or it has special significance or value to the University;
 - 4.2.2 The use will not place the University in unfair competition with a private facility or service elsewhere in the local area;
 - 4.2.3 The activity is sponsored by an official operating unit of the University, free of Fronting (see definition in Section 3.5).
- 4.3 The University will not grant permission to use its facilities or services if such use would constitute unlawful discrimination on the grounds of race, color, religion, ethnic origin, gender, disability, age, or any constitutionally guaranteed right.
- 4.4 Scheduling Priorities and Standards: A request to schedule or use a University Facility is considered in the following priority order:
- 4.4.1 University Entities
 - 4.4.1.1 Requests that advance the University's educational mission, specifically academic classes and curricular program requirements.
 - 4.4.1.2 Official University student organizations, followed by college and department mission-compliant events.
 - 4.4.1.3 University colleges, departments, or committees approved (Co) Sponsored faculty and staff events.
 - 4.4.2 External Entity Events
 - 4.4.2.1 Community events, followed by public and Commercial Events.
 - 4.4.3 Space Blocking, as defined in section 3.9, is not permitted. In accordance with Utah Board of Higher Education policy, the University is responsible for reporting accurate and specific metrics regarding the individual use of all university facilities. To ensure accurate reporting of utilization and to support strategic planning and decisions related to room use, university facilities must be reserved individually according to specific need (see Utah Board of Higher Education Policy R751). Requesting entities may not reserve facilities in blocks for the purpose of holding a space for possible need in the future.
 - 4.4.4 In all instances, when requests are made at the same time, the

occupants and/or main users of a particular space will have priority over equally prioritized groups in that area. Examples include but are not limited to the University Student Association in the Gardner Center, Athletics in the Burns Arena, and The College of Arts in the Eccles Fine Arts Center, etc.

4.5 Criteria for Use of a University Facility

- 4.5.1 The use must be appropriate to the nature and purpose of the facility.
- 4.5.2 The use must not interrupt or interfere with regularly scheduled University programs or functions.
- 4.5.3 The use must not expose facilities, property, participants, or spectators to an unacceptable level of risk or harm, damage, or injury.
- 4.5.4 The use must have adequate security support as determined by the Chief of the University Police Department.
- 4.5.5 The activity use must be legal and be considerate of community standards.
- 4.5.6 The use must not violate any applicable laws or regulation.
- 4.5.7 The use will not be allowed for personal or private gain.
- 4.5.8 The use will not be in direct competition with the local economic and commercial entities per University Policy 251.
- 4.5.9 Mistreatment of persons or property, Fronting, or violation of University regulations and policies, as pertains to use of University Facilities, may constitute justification for denial of future requests from the same individual, organization or group.

4.6 Criteria for Events

- 4.6.1 Size of participating group: The size must comply with fire code limitations.
- 4.6.2 Adequacy and availability of (nighttime) lighting and electrical power sources (additional lighting may be specified as a requirement).
- 4.6.3 Set-up and takedown requirements.

4.6.4 Other planned or scheduled events on University Premises at the same time.

4.6.5 Need for lawn care and maintenance.

4.6.6 Normal ending time of dances, activities and other events on University Premises is midnight (12:00 a.m.), unless otherwise approved by the University Police Department. However, the University expressly reserves the right to require that any event must end at an earlier time.

4.6.7 Considerations such as insurance requirements, safety, crowd control, weather, noise, and community interaction.

4.7 Sound Amplification

4.7.1 If the sound from band speaker systems, or other amplification equipment, is extreme in decibel measurement or if the judgment of the University Police Department or University Risk Management deems it to be extreme in decibel measurement, the system shall be shut down or reduced.

4.7.2 Sound amplification equipment used for dances, concerts, election campaigns, promotional activities, and other similar events in the courtyard areas will not be used prior to 8:00 a.m. on regular class or final exam days. Disturbance of classes must be avoided at all times.

4.8 All State laws and University policy pertaining to smoking shall be followed.

4.9 Alcohol and Illegal Drugs: No alcoholic beverages or illegal drugs of any type shall be in possession of or consumed by individuals in any University facility or outdoor areas scheduled under the provisions of these regulations except in compliance with University Policy 158 for on and/or off Campus Events, Ceremonies, Receptions, Fundraisers, and/or Private Events.

4.10 University Police Support

4.10.1 The Central Scheduling Office will inform the University Police Department at least 72 hours before each event scheduled on University Premises, and University Police will determine if there is a need for police support at the event.

4.10.2 In an emergency, the University Police Department and/or

University Risk Management are authorized to cancel any event, if in their judgment an unacceptable safety risk level to University facilities, property, participants, or spectators has been reached.

4.11 Parking Requirements and Restrictions (Refer to University Policy 421)

- 4.11.1 All visitors will comply with University parking regulations.
- 4.11.2 Permission must be obtained at the time of making the reservation to allow a limited number of vehicles to traverse or park on University sidewalks, fire lanes, plazas, etc., for purposes of unloading or loading materials.
- 4.11.3 Any vehicle parked illegally will be subject to ticketing and/or removal to impound facilities at the owner's expense.

4.12 Food Distribution (Refer to University Policy 241)

- 4.12.1 University, state and local health department regulations require that any food, whether sold or distributed free of charge, be approved through issuance of a temporary permit. This includes, but is not limited to, baked sales, canned food drives, box lunches, soft drinks, etc. Members of the University and its organizations desiring to engage in such activities will be referred to the Director of Dining Services for required clearances. University Dining Services will coordinate approval of the temporary permit and shall notify the Central Scheduling Office of the issuance of a permit.
- 4.12.2 Distribution and consumption of food is generally not allowed and must be specially approved in auditoriums, classrooms, gymnasiums, and other University Facilities covered by these regulations. Clients will not distribute refreshments or food items where the facility carpeting may be ruined or discolored from spillage.

4.13 Solicitation Sales

- 4.13.1 The sale or solicitation of merchandise or goods, and/or food items, is not allowed in or on any University Premises or area covered by these regulations without express permission of the Director of Event Services. This restriction shall apply also to the sale (scalping) of tickets to any and all events held on University Premises.

4.14 Liability Insurance Requirements

- 4.14.1 Current State of Utah and University Risk Management requirements

shall be followed by the Client and enforced by the Central Scheduling Office. If there is potentially unacceptable or unreasonable risk to either property, participants, and/or spectators, the Client will be referred to the Risk Management Office for a risk evaluation.

- 4.14.2 For University Entities, official University-sanctioned activities are covered by the Risk Management Fund of Utah.
- 4.14.3 For External Entities, a University Risk Management Officer will determine if liability insurance must be provided. If it must, either a copy of a signed insurance policy (preferred), or a copy of an insurance certificate, is to be furnished at the time of scheduling the reservation. The Client shall also agree to hold the University harmless from any and all liability arising from their use of University facilities. These requirements must satisfy Risk Management guidelines.

V. References

- 5.1 University Facility and Event Fees (Located on the Events Services and Risk Management website)
- 5.2 University Policy 141: Contract Work Flow
- 5.3 University Policy 150: Minors and Vulnerable Adults on University Premises
- 5.4 University Policy 241: Dining Services
- 5.5 University Policy 251: Competition with Private Enterprise and Unfair Competition Grievance
- 5.6 University Policy 421: University Premises Parking and Transposition
- 5.7 Use of Campus Facilities 2.3 System of Higher Education's Policy R751 Institutional Facilities Space Utilization
- 5.8 Utah Code 20a-8-404 2.2
- 5.9 Utah System of Higher Education's Policy R255 Scheduling and Authorizing Use of Campus Facilities
- 5.10 Utah System of Higher Education's Policy R553 Revenue-generating Activities.

- 5.11 Utah System of Higher Education's Policy R555: Providing Facilities, Goods and Services in Competition with Private Enterprise.
- 5.12 Utah System of Higher Education's Policy R751, Institutional Facilities Space Utilization

VI. Procedures

6.1 Scheduling Procedures

- 6.1.1 The scheduling and reservation of a University Facility or University Premises must be done through the Central Scheduling Office, which provides appropriate scheduling documentation for users of University facilities. A Central Scheduling Office coordinator will identify the availability and appropriate space to be utilized and place a request in pending approval. The coordinator can assist the Client with contact information of applicable University department representatives. However, it is ultimately the Client's responsibility to coordinate and gain approval from said departments, and confirm approval through the Central Scheduling Office.
- 6.1.2 All contracts must be signed in accordance with University Policy 149 and University Policy 141.
- 6.1.3 University Entities, excluding the University Student Association, University student clubs, and students in general, must schedule the use of University facilities via the current online system or by contacting the Central Scheduling Office. If the event is a Sponsorship or a Co-Sponsorship, it will require a sponsorship form submitted to the Central Scheduling Office.
- 6.1.4 University students, University student clubs, and University Student Association wishing to use a University Facility must submit scheduling requests via the current student software program under the direction of the Director of Student Involvement and Leadership.
- 6.1.5 External Entities must submit a completed Facility Scheduling Request Form in order to reserve a University Facility.
- 6.1.6 Large/Complex events must be scheduled at least a minimum of one month in advance, and Small Events must be scheduled a minimum of two weeks in advance of the event or activity.
- 6.1.7 Central Scheduling Office in consultation with venue managers will prioritize and accommodate as many University Entity events as

possible, allowing for the scheduling of events two-to-three years in advance by creating placeholder dates and times for typical and traditional events. Once this process is completed, External Entity events may be scheduled two years and, in limited circumstances, possibly three years in advance at the discretion of the Central Scheduling Office and in consultation with the appropriate venue managers and with the exception of the following:

- 6.1.7.1 Academic classrooms and labs only may be scheduled after the completion of academic class scheduling for that semester.
- 6.1.7.2 Athletic venues may be scheduled for University and External Entity events after the NCAA Division I athletic season schedule is in place.
- 6.1.7.3 After the University Student Association, University student clubs, or students have scheduled their events at the Gardener Student Center, scheduling for other University Entity or External Entity events may take place.
- 6.1.7.4 Scheduling will take place based on the University's mission, scheduling priorities, venue appropriateness, availability, college and department program needs, and lastly, on a first-come first-served basis. To assist with meeting scheduling priorities, the Central Scheduling Office may conduct annual or semester-calendared scheduling meetings with University Entities, which will precede the years that the events take place. Exceptions to the normal procedure are rare and must have all appropriate approvals.

6.1.8 The Central Scheduling Office will provide assistance in arranging with other University departments for support services.

6.1.9 The University reserves the right to cancel any event and will attempt to provide 48-hour notice.

6.2 Rental Fees and Billing Procedures

6.2.1 Rental fees and billings are prioritized and applied according to the current University Event Services, Facility and Event Fee Schedule. Fees shall be applied using current Central Scheduling and Event Guidelines fairly, consistently, and legally.

6.2.2 University Event Services reserves the right to waive or revise rates to

cover costs, update the Facility and Event Fee Schedule, and Central Scheduling and Event Guidelines for rental and service fees as needed. Furthermore, they reserve the right to amend use, or decline services and facility use.

- 6.2.3 Charges from individual University departments must be done according to official University Business Services billing procedures.
- 6.2.4 A deposit can be required to reserve a University Facility.
- 6.2.5 A due date for payment of all charges will be established and included on the invoice. Billings should be invoiced within a minimum of ten (ten) days of an event and paid in full within a maximum of 30 days of receiving the invoice.
- 6.2.6 Unpaid charges and assessments will be charged through the accounts receivable office and may be referred for collection.
- 6.2.7 The Client and/or the Client's entity scheduling the facility agrees to be liable for any fees, assessed-out-of-pocket expenses or damages resulting from the Client's use of the facility.
- 6.2.8 Failure to pay all assessed costs or rental fees, or mistreatment of persons or property, or violation of University regulations and policies constitutes justification for denial of future requests from the same organization, group, or individual(s).
- 6.2.9 Facility and Event Fee Schedule: Entities or persons sponsoring all non-University events may be charged rental fees based on a periodically updated Facility and Event rental fee schedule. Fees listed will include security and custodial coverage.
- 6.2.10 Fees collected from Central Scheduling operations will be used for facility and event maintenance and expenses.

6.3 Appeals Process

- 6.3.1 If a Client objects to the denial of a scheduling request, the assignment of a particular facility, or the assessment of fees and expenses, the Client shall have the right to appeal the denial to the Executive Director of Event Services and Risk Management.
 - 6.3.1.1 The appealing party must submit their appeal in writing to the Director of Event Services and Risk Management within five (5) University Business Days of receipt of Central Scheduling's determination.

6.3.1.2 The Executive Director of Event Services and Risk Management will consider the appeal and will notify the appealing party in writing of the decision within ten (10) University Business Days of receipt of the written appeal.

6.4 Unfair Competition Grievance

6.4.1 In the event that a private business perceives the University to be in competition with the privately-owned business, the business may file a complaint in accordance with University Policy 251. The business may file a complaint and request a hearing.

6.5 Exceptions

6.5.1 Any exception to this policy must be approved by the University Vice President of Administrative Affairs, or designee.

VII. Addenda – N/A

Policy Owner: Vice President of Administrative Affairs

Policy Steward: Executive Director of Event Services and Risk Management

History:

Approved 5/7/99

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