

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO

NON-CURRICULAR FACILITY USE GUIDELINES

Recognizing the Health Science Center's responsibility to preserve HSC space resources and guided by Regents' Rules of the University of Texas System as well as our own Handbook of Operating Procedures, the University of Texas Health Science Center as San Antonio adopts the following facility use guidelines effective October 1, 2016.

General

HOP Policy 9.1.4

Health Science Center facilities may be used by outside organizations with the joint sponsorship of a Health Science Center department. The Health Science Center may recommend joint sponsorship of a project or program when the below listed conditions are met:

1. The educational implications are self-evident and directly supplement the educational purposes of the institution and the academic and/or administrative mission of the department recommending sponsorship; and,
2. There will be no private gain for the cooperating individuals, group, or association. The Health Science Center sponsor when entering into a joint sponsorship of any program, assumes full responsibility for all details including cost, as well as approval of subject, contents, and publicity for the event. The annual room use fee paid by schools and executive administration include joint sponsored events. A [Room Reservation Request](#) must be completed and sent to University Scheduling. The following Regents' [Rules and Regulations](#) apply:

Regents' Rules Series 80101, Number 2, Section 2, Authorized Users

No person, organization, group, association or corporation may use property or buildings owned by the UT System or any of its institutions for any purpose other than in the course of the regular programs or activities related to the role and mission of the U.T. System and its institutions, unless authorized by the Regents' Rules and Regulations, the approved rules and regulations of the institution and applicable federal, State and local laws and regulations.

Regents' Rules Series 80105, Joint Sponsorship

Except as permitted in Series 80103 (Solicitation) and 80106 (Special Use Facilities) of the Regents' Rules and Regulations, the use of property or buildings owned or controlled by the U.T. System or any of its institutions by individuals who are not students, faculty, or staff; by groups that are not registered student, faculty, or staff organizations; or by associations or corporations for programs or activities must be jointly sponsored by the U.T. System or any of its institutions and shall be subject to the following conditions:

- 1.1 The program or activity must be upon the invitation of the U. T. System or any of its institutions. Only the Chancellor of the U.T. System or the president of an institution, or his or her delegate, can authorize joint sponsorship.

Note: The president's designee for authorization of joint sponsorship at the UTHSCSA shall be the Executive Vice President, COO.

1.2 In order for the joint sponsorship to be appropriate, the educational implications of a program or activity must be self-evident, must directly supplement the educational purposes of the U.T. System or any of its institutions, and must not result in financial gain for the invited individual, group, association, or corporation.

1.3 Established as public institutions without regard to political affiliation or religious faith the institutions of the UT System cannot be a joint sponsor for political or sectarian gatherings.

1.4 The institutions of the UT System will be responsible for all details of the program or activity, and reserves the right to approve all copy for advertising and news releases, and may require an accounting of the income and expenses directly related to the program or activity.

1.5 The scheduling of property or buildings for programs or activities of the U.T. System or any of its institutions shall always have priority over the scheduling for programs or activities that are jointly sponsored.

1.6 The fee to be paid by the sponsoring department or invited individual, group, association, or corporation will be a matter for negotiation in each case and will be specified in the agreement providing for the sponsorship* or joint sponsorship*. *At a minimum, the fee must ensure recovery of the cost incurred by the U.T. System or any of its institutions.* A minimum fee is established and noted with a maximum fee allowed being four (4) times the minimum.

Note: Annual room use fee fulfills 1.6 fee requirement.

*Definitions

Sponsorship – An internal department, hosting any event where attendees include individuals other than HSC students, faculty, or staff; or if a fee of any amount is charged for any purpose regardless of attendees.

Joint Sponsorship – An internal department hosting and/or cooperating with an off campus group to stage an event of any kind.

Regents' Rules, Series 80103, Solicitation

Sec. 1 Prohibition of Solicitation. No solicitation shall be conducted on any property, street, sidewalk, or in any building, structure or facility owned or controlled by the U.T. System or any of its institutions unless permitted by the Regents' Rules and Regulations.

Note: Fundraisers held in conjunction with outside vendors in support of HSC activities may occur (E.g. Book Fairs, Flower Sales, etc).

Sec. 2 Exceptions to Prohibition

2.4 Services. Any offering of services and related products by a third party or by a U.T. System and/or one more of its institutions on behalf of a third party (a "Third Party Service Offering") established and maintained primarily for the convenience of students, faculty, staff or patients.

Note: Vendor fairs fall into this category; however, no sale of goods and/or services may occur on university property and a "per vendor and/or table fee" as established elsewhere in this document, will

be imposed. Sponsoring department must obtain vendor approval from Purchasing, see **Vendor Representatives, Vendor Tables and Trade Shows.**

HOP Police 9.1.4 – Charges

To the extent that there are charges for Health Science Center Services (e.g., printing, housekeeping, security, etc) for the event, such charges shall be paid by the sponsoring department. These additional fees are not covered by the annual room use fee. It is the responsibility of the sponsoring department to determine an appropriate level of reimbursement, if any, from the outside entity cosponsoring the event and obtain such payments and deposit such payments to the accounts from which charges for the event were made.

Scheduling of Facilities

HOP Police 9.1.3

Formal academic courses and programs approved by the Board of Regents for the Health Science Center have priority in scheduling of academic facilities. Release of academic facilities for scheduling of other activities will be made only after requirements for the next academic semester have been scheduled.

The following priority of use of facilities shall apply:

1. Academic activities for students of the Health Science Center will have priority over events of other classifications
2. Formal school-wide academic courses
3. Departmental academic courses
4. Regularly scheduled department-level events (such as conferences, seminars, journal clubs, and teaching/learning labs)
5. Grand Rounds
6. Special tests (such as National Boards). These will be given priority consideration for use of the HSC Auditorium
7. Health Science Center departments, committees, and official professional and administrative functions or programs
8. Health Science Center activities
9. Registered student, faculty, staff, housestaff or alumni organizations
10. Appropriately sponsored outside organizations

Students, faculty, staff and departments may reserve space for categories 2-4 above by completing the Room Reservation Request form and e-mailing it to University Scheduling. Availability and other room reservation questions can be answered at X7-2657.

Facility Use Fees

University event facilities are provided to the campus to support the Health Science Center's mission and promote its service to the community. As such, Health Science Center supported and joint events are allowed schedulable space on campus at a nominal fee, to be charged to each school and the executive administration at the start of each fiscal year, prorated based on the previous fiscal year's usage. These upfront fees are used to maintain the Health Science Center's schedulable space and

include, but are not limited to, utilities, consumables, wear and tear on facility, furnishings and equipment, AV, housekeeping and maintenance.

Because these fees are not calculated to reimburse the Health Science Center for any physical damage to facilities, equipment or furnishings, the reserving School/Department will be asked to provide a project ID with the reservation request. Any damage, including those caused by spills, will be billed to the reserving department. Departments must submit a "Room Reservation Request" form in order to reserve a room for an event. In spaces where the room furniture may be moved, a requesting department may modify the room configuration for a specific temporary need; however, the user must return the room to the original configuration as shown on the posted seating chart prior to the conclusion of the requestor's reservation period. The goal of the annual room use fee is to fairly recover the costs inherent to the conduct of events sponsored or joint sponsored by our schools as required by Series 80105, Number 2, Section 1, 1.6 of Regents' Rules.

Note: Official events joint sponsored by the Office of Governmental Relations in cooperation with any legislative body will not incur fees as mandated by Senate bill 301.028, Cooperation of Other Agencies.

Holly Auditorium and Holly Auditorium Foyer

Named for Dr. James L. Holly, a graduate of our School of Medicine, the Holly Auditorium and Holly Auditorium Foyer represent the HSC as the most impressive public event venues on campus. In order for all users to assist in maintaining these superb facilities, the HSC adopts the following room use guidelines specifically targeted to these two facilities.

Holly Auditorium Foyer

The Holly Auditorium Foyer is used almost daily for a wide range of university functions. Due to the "social" nature of this space, maintenance of the Holly Auditorium Foyer has always been a challenge.

Users are asked to inform caterers and other service providers and participants of their responsibility to leave the area clean and pick up spilled food and/or drink immediately. Reserving party is required to inform Facilities Management of any spills or damage before departing at the end of their event. Any spills or damage will be charged to the reserving department's PID. All other general room use guidelines included in this document also pertain to the Holly Auditorium Foyer.

Holly Auditorium

This impressive venue now seats 750 and boasts state-of-the-art technology and lighting. This venue, like the Holly Auditorium Foyer, will require ongoing maintenance to extend the life of seating, equipment and finishes. *Absolutely no food or drink is allowed* and users are expected to inform Facilities Management of any damage to furnishings or equipment as soon as possible. Users should perform an investigatory walk-through of this facility before departing, make note of any discrepancies, and inform Facilities Management of any problems. Any damages will be charged to the reserving department's PID.

Because of the complexity of the technology in this space, all reserving departments will be required to contact AV services at X7-2210 to arrange for assistance prior to the event. Additional AV charges may apply.

The HSC is proud of both of these venues and strives to preserve the beauty of these spaces to further our mission of education, clinical care, research and raising health awareness through exceptional programming conducted in these venues.

Vendor Representatives, Vendor Tables and Trade Shows*

Vendor Representative (reps), Vendor Tables and/or Trade Shows are allowed on campus; however, specific rules and regulations govern allowable activities. **Departments are required to contact Purchasing at X2-6200 for vendor approval prior to scheduled event.** All vendors must be charged for use of state space; therefore, vendors will be charged a room use fee of \$50 per event. Departments will be responsible for billing the vendors directly. Departments may charge more than the \$50 rate if additional expenses, such as housekeeping and security, need to be recouped for the event. Under no circumstances shall a department charge a vendor fee for profit, per HOP Policy 9.1.4.

Individual departments are responsible for arranging and paying for special setup needs (including vendor tables) with housekeeping in advance of their scheduled event. A Facilities Management work order may be required. Individual departments are also responsible for arranging and paying for other required or requested university services, such as, audio/visual, video conferencing, security and parking.

***Departments sponsoring or joint sponsoring events involving for profit entities are responsible for ensuring compliance with HOP 10.1.11, “Guidelines for Interactions Between Clinicians and Industry”.**

General Room Use Guidelines

- Departments requesting a reservation are expected to exercise due diligence in the use of Health Science Center facilities. The payments of the cost recovery fees in no way are calculated to reimburse the University for any physical damage to facilities, equipment, or furnishings that are a part of the reserved space. In the case of physical damage to any component of the reserved space, the reserving department will be billed on a time and materials basis for the repair of said damage as determined by HSC Facilities Management.
- In keeping with the HOP, classrooms are to be used exclusively for academic and non-academic events during normal business hours, 7AM – 5PM. Students wishing to reserve classroom for study purposes may do so between 5PM – 6AM by submitting a Room Reservation Request. Please note that University Scheduling is not onsite after hours, weekends or holidays so requests received after 4PM will be processed the next business day.
- In spaces where the room furniture may be moved, a requesting department may modify the room configuration for a specific temporary need. However, the user must return the room to the original configuration as shown on the posted seating chart prior to the conclusion of the requestors’ reservation period. The user’s department will be billed for any housekeeping charges resulting from housekeeping services needed to restore the configuration. (HOP Policy 9.1.5).

- Food events can be especially corrosive to facilities and equipment. Should major cleaning of a space be required due to heavy spills, stains or other food damage, the requesting department will be billed on a time and materials basis for the necessary space restoration.
- The use of confetti, glitter, icicles and other similar metallic materials is strictly prohibited due to the difficulty involved with the cleaning of these materials. Users should expect a minimum \$200.00 charge if they allow the use of these materials in the reserved space.
- Tacks, nails, staples or other fasteners that may damage walls or furnishing may not be used. In addition, foam sticker tape, transparent packing tape and double-sided tape may not be used. The use of masking tape is permissible but must be removed immediately following the event.

Reservation Cancellations

To maximize availability, cancellations must be made at least forty-eight (48) hours in advance of scheduled event start time. Failure to cancel according to this guideline will result in the billing of One Hundred Dollars (\$100.00) to the reserving department. The reserving department is also responsible for canceling any other university services that were requested or required.

Greehey CCRI (GCCRI) Room use Guidelines

The GCCRI is a research facility with active academic research activities. To minimize disruptions, several additional room use provisions applying only to the GCCRI are to be observed. The GCCRI offers several spaces for HSC and joint sponsored events. These include:

Auditorium 2.160 – seats 150 in fixed, tiered, theater style seating with a wide range of technology. No modifications of layout are possible in this space.

Classroom 2.150 – seats 32 in a classic table and chair arrangement. Some modifications of layout are possible but users must return the room to the original setup prior to leaving.

GCCRI Commons (Atrium, Dining Area and Catering Kitchen) – These spaces are reserved as one unit due to their proximity and inability to reserve other events when any of these space are reserved.

1. Reservations for all GCCRI spaces are made through University Scheduling on the Room Reservation Request form. Call X7-2655 for details.
2. No event setup is allowed prior to 3PM, Monday – Friday, for events occurring in the GCCRI Commons.
3. Any custom setup in any space requires submission of a Facilities Management Request form and communication of event requirements to GCCRI Administration at X2-9161.
4. Movement of GCCRI furniture from the GCCRI Commons will require an FM Work Request and reservation of additional space for storage of the furniture.

5. The GCCRI must be cleaned and furniture replaced immediately following any event, including events held in the evening or on weekends.
6. A representative of the sponsoring or joint sponsoring department, who is familiar with all event arrangements, must be on –site for the entire event including setup and breakdown.
7. For all events where food and/or beverages are served, additional housekeeping support will be required to assist with event service and cleanup after the event.

# of Attendees	Additional Housekeepers Required*
1 – 49	0
50 - 99	1
100 - 149	2
Over 150	3

*Rates - \$20.00 per hour per housekeeper, \$30.00 per hour on evenings and weekends payable to Housekeeping.

8. No food or drink is allowed in the GCCRI Auditorium, event sponsors are expected to inform attendees of this requirement.
9. Events where alcohol is served may require additional security as determined by UTPD. Security and parking may be arranged by contacting UTPD. Additional fees may apply.
10. Event sponsors are required to arrange for and fund all event requirements, including, but not limited to, housekeeping, setup, security, parking, audiovisual support, breakdown and cleanup. Arrangements for all event details should be communicated to GCCRI Administration for verification. ***Due to the demand for this facility, and in consideration of subsequent users, breakdown and cleanup must be accomplished immediately following the event.***

Questions on the use of the GCCRI for your event should be directed to GCCRI Administration at X2-9005. Reservation questions may be directed to University Scheduling at X7-2655

Academic Learning and Teaching Center

Please see guidelines specific to the ALTC located at:

http://uthscsa.edu/fsprec/docs/ALTC_Scheduling_Policy.pdf

Non-Centrally Scheduled Spaces

Conference rooms, labs and/or class labs loaned by the HSC to schools or departments which are independently scheduled are subject to the same rules and regulations outlined in this document, including vendor requirements. In order to properly report room usage to state and federal agencies, all departments are required to submit a Room Reservation Request to University Schedule for internally scheduled sponsored and joint sponsored events.

Individual departments are responsible for arranging and paying for special setup needs (including vendor tables) with housekeeping in advance of their scheduled event. A Facilities Management work order may be required.

Individual departments are also responsible for arranging and paying for other required or requested university services, such as, audio/visual, video conferencing, security and parking.

Teaching Partners

The HSC is pleased to offer its teaching hospitals use of its facilities for those events that are of an educational nature for HSC students training in these facilities. Such events must be sponsored by a HSC department. Availability of teaching space may be checked by contacting the scheduling offices in the respective city. Due to the heavy demand for space in all HSC facilities, all educationally related requests will be filled on a space available basis when the request is received. Curricular offerings, per the HOP, will always receive priority scheduling consideration. All other events, still of an educational nature but not curricular will be placed in a pending status until all required curricular offerings have been scheduled. Under no circumstances will any event of this nature be booked earlier than forty-five (45) days prior to event date and never before the completion of all curricular scheduling for the current or successive term.

Other events for HSC teaching hospitals, such as training, meetings or special events will only be considered after the respective hospital has exhausted all possible availability within their own facilities. These events will be charged \$30 per hour. These events should be considered exceptions rather than the rule. The forty-five day and curricular scheduling guideline will also apply to these events. All other guidelines, Regents' Rules and HOP policies, including room use fees, which apply to HSC departments, will also apply to these partners.

Miscellaneous

The HSC hosts and/or joint sponsors a wide variety of events for on and off campus constituencies and educational partners. Many require the expert support services provided by our HSC departments. Included here are contact numbers for some of the key departments that provide event support services. Sponsoring departments are responsible for payment of all fees that may be incurred when using the services of these professionals.

Facility Reservations and support services, Laredo – X3-7473

Facility Reservations, San Antonio – X7-2655

Support Services in San Antonio

Facility/Room setup services (tables, chairs and furniture movement) – X7-2935

University Police (parking and security) – X7-3703

Audio/Visual services and equipment – X7-2214

Video Conferencing Services – X7-2214

For questions on these guidelines, or for event management assistance, please contact University Scheduling at 567-2655.