

Facilities Use Guidelines



UNT Dallas
UNIVERSITY OF NORTH TEXAS AT DALLAS

Contents

Purpose of these Facilities Use Guidelines	4
Statement of the Americans with Disabilities Act and UNT Dallas Buildings	5
Priorities for Scheduling UNT Dallas Facilities.....	5
Categories of Facility User Groups.....	6
General Guidelines for Facilities Use.....	7
Political Programs and Activities.....	8
Prohibited Activities.....	8
Requests for Scheduling UNT Dallas Facilities.....	9
Approval of Requests for Use of University Facilities.....	10
Reservation Confirmation	10
Right to Change Room Location.....	11
Right to Cancel or Reschedule Events	11
Availability of Facilities for Scheduling	12
Access to the University Facilities	12
Use of Facilities Outside of Normal Operating Hours.....	13
Fees for Using University Facilities.....	13
Request for Fee Waiver	14
Where Payment is Made	14
User Cancellations.	14
User Responsibility.....	14
Violations to these Guidelines.....	15
Insurance Coverage and Indemnification.....	15
Security for Events	16
Food and Catering.....	16
Setup of Information / Vendor tables	17
Posting of Flyers and Posters on University Facilities.....	18
Decorations for Approved Events	19
Loading and Unloading of Equipment and Supplies.....	20

Parking	20
Appendix 1: UNT Dallas Facility Rental Rates	21

Purpose of the Facilities Use Guidelines

The facilities of UNT Dallas are primarily for use by its students, faculty, and staff for activities and events that are directly related to fulfilling the educational mission of the University.

The University is committed to being an integral part of our surrounding community. It seeks to enrich members of the university community through its academic, cultural, and recreational programs and events. Consistent with this commitment, the University will make available certain university facilities for use by recognized student groups, University-affiliated groups, and non-affiliated groups, provided there is no conflict with scheduled University activities or events and the usage and event do not detract from the University's mission, goals, and policies.

The purposes of these *Facilities Use Guidelines* are to:

- Establish regulations for reserving space or using campus grounds or buildings.
- Centralize the process of scheduling facilities.
- Minimize scheduling conflicts.
- Ensure the proper and efficient use of university facilities; and
- Provide efficient and timely information regarding campus activities and events.

These procedures are established to implement the University's *Buildings and Grounds Use Policy* (11.001). All guidelines and procedures contained in this document apply to all University facilities, as well as all grounds associated with the buildings. These guidelines and procedures in no way restrict or supersede any University policies. The Manager of Event Operations, under the direction of the Chief Operating Officer, is responsible for administering these guidelines. Any questions regarding these guidelines should be directed to the Manager of Event Operations by e-mail at roomreservations@untdallas.edu

These guidelines do not apply to requests for the use of UNT Dallas facilities for expressive activity (e.g., speeches, assembly, marches, parades, rallies, picketing, distribution of literature, graphic or pictorial displays and other similar activities intended to communicate an idea or an opinion). Any requests for the use of facilities for expressive activity by UNT Dallas students, student organizations, employees, and sponsored guests must be approved by the Office of Student Affairs prior to the event, in accordance with UNTD Policy [7.009](#), *Free Speech and Public Assembly*. For questions about this policy or to schedule an event that may include expressive activity, please contact the Office of Student Affairs at (972) 338-1775 or StudentAffairs@untdallas.edu.

Public Forum Classification

When UNT Dallas makes its facilities available to outside groups and individuals for events and activities, those facilities become limited public forums under the First Amendment of the United States Constitution. In limited public forums, University may impose reasonable restrictions on the time, place, and manner of expression, provided such restrictions are:

- a. Content-neutral and viewpoint-neutral;
- b. Narrowly tailored to serve significant government interests;
- c. Leave ample alternative channels for expression.

University may not discriminate against speech based on its political, religious, philosophical, ideological, or other content, except where such restrictions are necessary to serve compelling government interests and are narrowly tailored to achieve those interests.

These guidelines are designed to ensure compliance with constitutional requirements while allowing the University to maintain order, safety, and the effective operation of its educational mission.

Statement of the Americans with Disabilities Act and UNT Dallas Buildings

UNT Dallas does not discriminate on the basis of sex, race, color, religion, national origin, age, sexual orientation, disabled veteran status, veteran of the Vietnam era, or qualifying disability under the Americans with Disabilities Act (ADA) in its programs, activities, admission, or employment practices. Individuals qualifying under the Americans with Disabilities Act (ADA) in need of special assistance to participate in a program, service, or activity sponsored by UNT Dallas are asked to contact Cynthia Suarez at (972) 338-1777 a minimum of three (3) business days in advance of the event.

Suggestions, problems, or complaints concerning services, programs, or activities of UNT Dallas should be brought to the attention of the Equal Opportunity Administrator.

Priorities for Scheduling UNT Dallas Facilities

The following priority is used for scheduling facilities:

1. **First priority** for the use of UNT Dallas facilities is reserved for instructional and research programs (e.g., classrooms, auditoriums, and other facilities used for teaching and instructional programs that earn credit).
2. **Second priority** for the use of university facilities is assigned to programs sponsored and

conducted by academic and administrative departments or organizations affiliated with those departments, including student organizations.

3. **Third priority** for the use of university facilities is assigned to all other groups outside the University.

The University reserves the right to change facility assignments or to cancel any previously scheduled facility assignments if such change or cancellation is made to meet University needs. The University is not responsible for any costs or damage suffered by a sponsoring group because of such a change or cancellation.

Categories of Facility User Groups

For the purposes of scheduling University facilities, the University designates the following user groups:

University-Affiliated Groups.

A University-Affiliated Group is defined as:

- a. UNT Dallas schools, colleges, and departments that are conducting official University activities, events, and programs.
- b. UNT Dallas student organizations that are officially registered through Student Life.
- c. Official UNT Dallas organizations, University-sanctioned centers, programs, grants, and projects conducting official University activities.
- d. Non-University events hosted by registered student organizations and University Departments. A University contact must coordinate such events. (Events under this section may be assessed an event fee; criteria for such events will be determined by the facilities/events department.) * See appendix 2*
- e. University functions where participant fees are assessed, such as admission fees, donations, registration fees, fundraising benefits, etc.

Non-Affiliated Groups.

Non-affiliated groups are defined as the following:

- a. Non-Profit Organizations;
- b. Businesses/ Profit Organizations;
- c. Non-University Agencies;
- d. Civic and Professional Organizations;
- e. UNT Dallas employees who sponsor or co-sponsor an event and do so outside of their official job duties.

*Public service or interest matters will be referred to the president's office for determination. *

General Guidelines for Facilities Use

1. All rooms in UNT Dallas buildings have been designated for a specific function, and all appropriate equipment and furnishings have been provided. All events and activities will be assigned to a room that has been designated for that purpose. The parking lot may not be scheduled for events or activities except with the special permission of the Chief Operating Officer.
2. No equipment or furnishings can be added to or removed from a room without prior permission from the Manager of Event Operations
3. Users of University facilities must return furniture and equipment to their proper places, remove all non-University items upon the completion of the scheduled event, and leave the facility in the condition in which it was found. A housekeeping fee will be charged for all events requiring excessive housecleaning/cleanup. Cleaning rates will be charged in accordance with the UNT Dallas Building Rental Rate Chart.
4. UNT Dallas is not liable for personal injuries or for loss or damage to non-University property. All personal and suppliers' effects are to be removed at the end of the event. Items found in the facility will be turned over to the UNTD Police/Security.
5. UNT Dallas reserves the right to terminate any activity that presents a possible danger to the audience or damage to the facility.
6. Anyone under the age of 17 who is attending an on-campus event must be accompanied, always, by a parent/guardian or other adult who is legally responsible for the minor.

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7. The stated capacity of the facility may not be exceeded at any time. All hallways, stairways and other routes of evacuation shall be always kept unobstructed.
 8. The UNT Dallas Manager of Event Operations reserves the right to deny use of the facility for programs, meetings, events, or other activities that are prohibited by law or University policy or that may pose a health or safety issue to the UNT Dallas Campus community.

Political Programs and Activities

University facilities may be used for political programs and activities by all user groups, subject to the same content-neutral restrictions that apply to other events. University does not endorse any political candidate, party, or position by permitting use of its facilities.

All political activities must comply with the following requirements:

- a. Events must meet all standard facility use requirements including safety, capacity, insurance, and scheduling criteria;
- b. Political fundraising activities are permitted but must comply with applicable federal and state campaign finance laws;
- c. The University assumes no responsibility for compliance with campaign finance regulations, this responsibility rests solely with the event organizers;
- d. Political events are subject to the same fee structure and priority system as other non-academic events;
- e. Event organizers must provide written acknowledgment that the University's provision of facilities does not constitute endorsement of any political candidate, party, or position.

The University reserves the right to require equal access provisions when facilities are made available for political activities, consistent with constitutional requirements for limited public forums.

Prohibited Activities

The following includes, but is not limited to, those activities that are prohibited on university premises:

1. Use of Alcohol. The use of alcoholic beverages is prohibited on the campus or as part of any University activity unless explicit written permission has been obtained by the Chief Operating Officer or the Dean of Students for sponsored events where alcoholic beverages may be legally distributed. For more information, see UNTD Policy [11.003](#) on

Alcoholic Beverages.

2. Smoking and Tobacco Use. Smoking in any building on the UNT Dallas Campus is prohibited, as set forth in UNTD Policy [11.002](#), and is prohibited within 20 feet of all exterior entrances or windows. Smoking areas are provided at designated areas at the exterior of all buildings. Effective 8/19/2011, the UNT Dallas Campus will be smoke-free.
3. Gambling. Gambling is prohibited on university premises.
4. Animals. No animals are allowed in the buildings except for special animals and animals that are approved as part of an official function. All animals on the premises of the UNT Dallas Buildings shall be appropriately controlled by restraint or confinement to ensure the safety of all members of the University community.
5. Vehicles in Unapproved Areas. No vehicles are permitted at any time to operate off of improved surfaces. Parking or driving on grassy, planted areas is prohibited. No vehicle shall be driven or parked on a sidewalk or a handicap ramp except for emergencies or specifically approved by the Director of Facilities and General Services.
6. Roller Blades, Scooters, or Skateboards are not allowed in university buildings, courtyards or immediate grounds. Wheelchairs, mobility devices and carts, dollies, and similar equipment and mechanical aids used to transport people and our materials are allowed.
7. Removing University Equipment from Premises. No University equipment or furnishings may be removed from university premises. No equipment or furnishings can be moved from one room to another without the explicit written permission of the Director of Facilities and General Services.
8. Open Flames. For safety reasons, candles, incense, campfires, grills, and open flames are not permitted per Risk Management.

Requests for Scheduling UNT Dallas Facilities

1. All events on University property except regularly scheduled classes must be scheduled and approved through the Manager of Event Operations and must be issued an approved *Facilities Request Form* to be listed on any University calendar or to be publicized (e.g., flyer, poster, media, etc.). The submission of the request form does not guarantee a reservation; it only notifies the Manager of Event Operations of the request.
2. Requests to reserve campus facilities must be submitted to the Manager of Event

Operations a minimum of 21 days prior to the date of the activity (or a minimum of 30 days if special set-up or arrangements are needed). Any changes to the room setup less than 3 days before the event will result in an additional setup fee in accordance with the UNT Dallas Building Rental Rate Chart.

3. Facilities reservations are assigned on a “first come, first served” basis unless a conflict involving a higher priority user occurs. In the event a university activity is scheduled that conflicts with a previously scheduled activity of a lower priority, the University activity will have priority. In such circumstances, a lower priority user may be required to change facilities, times, or dates of an activity. Examples of an event that takes priority are those that are institutionally mission-driven with great impact towards enrollment.
4. The maximum number of persons to attend any event must be given to the Manager of Event Operations at the time of scheduling the event. Any changes in the maximum number of attendees must be reported no later than two weeks before the event. No room capacities will be exceeded at any time.
5. All reservations are tentative until payment for the deposit is received by the University. The deposit is non-refundable and must be in the amount of half the room’s full rental rate to confirm reservations. The total balance owed must be received by the University no later than three (3) business days prior to the day of the event. Failure to comply with the payment schedule may result in the cancellation of the event.
6. All rates will be charged in accordance with the UNT Dallas Building’s Rental Rate Chart. Any damage to rooms, furnishings, or equipment will be billed according to the repair or replacement cost at the discretion of the Manager of Event Operations.
7. Use of University facilities by non-affiliated individuals and groups must be authorized by a written *Facility Use Agreement*. The agreement must be signed by the responsible person(s) of the event in acknowledgement that they understand and agree to all obligations set out in these guidelines and University policies.
8. No event or activity may be moved to a different room without rescheduling the event.

Approval of Requests for Use of University Facilities

Generally, the Manager of Event Operations will authorize requests for the use of university facilities based on factors including, but not limited to:

- a) availability of the facility.

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- b) facility use priority system.
 - c) appropriateness and general feasibility of the facility for use specified.
 - d) potential conflict with other activities.
 - e) Fulfillment of necessary requirements, including but not limited to payment of fees, proof of insurance, existence of proper use agreements, and required approval of other University departments.

The University reserves the right to deny the use of its facilities to any individual or group whose planned activity or event does not enhance the University's educational mission or whose planned activity or event may pose a safety hazard for participants or members of the University community. The University also reserves the right to cancel or reschedule a scheduled event when it conflicts with university affairs or events sponsored by the University.

Reservation Confirmation

When the requestor agrees to schedule the event, the Manager of Event Operations provides written confirmation. The confirmation of use of classrooms may not be given until after the second full week of classes during the semester or summer session on the date of the scheduled event.

Right to Change Room Location

The University reserves the right to change the room location of a reserved event. Room reservations may be changed under any of the following conditions:

- a. A small group has been assigned a space larger than needed and another group can better utilize the space, provided additional space is available.
- b. The current room assignment for the scheduled event could cause a distraction to university events and activities.

Prior notice will be given to the contact person for the event, with sufficient prior notice so as not to substantially affect the event.

Right to Cancel or Reschedule Events

The University reserves the right to cancel or postpone scheduled events or terminate any agreement with little or no notice. In the event of such cancellation, postponement, or termination, there may be no claim or right to damages or reimbursement on account of any loss, damage, or expense incurred. Use of facilities and/or equipment can be denied because of, but not limited to, the following reasons: building maintenance, scheduling conflict with higher

priority, inclement weather, lack of available staff or security for the event, or failure to pay previous charges in full by the due date.

If an event is cancelled by the University, the Manager of Events will contact the primary contact listed on the Facilities Request form to discuss the cancellation and opportunity for rescheduling.

Role of Manager of Event Operations

The Manager of Event Operations schedules and coordinates the use of facilities and services for both University-affiliated and external individuals or organizations. The Manager of Event Operations is responsible for these functions:

- Review the request for compatibility of the activity with the mission and goals of the University.
- Reserve and confirm dates, facility space, and services.
- Coordinate the setup for each event based on the information submitted via the reservation request. If no specific setup is requested in advance, the room/facility will be set in the standard format for the room/facility; and
- Coordinate audiovisual equipment requested by external users. Campus student groups, affiliates and employees are responsible for coordinating any audio-visual equipment needed.
- Consult with campus law enforcement, UNT Risk Management Service, and/or the UNT System Office of General Counsel when there is a reasonable probability to conclude that an event may pose a potential risk to the health or safety of the University community or cause undue, excessive or material risk of liability to the University.

Availability of Facilities for Scheduling

The hours for which University facilities are available for scheduling are in the Appendix of this document.

Access to the University Facilities

1. Access to University facilities will be for the reserved period only. All event preparation, deliveries, decorating the event space, and event clean up may occur only during the scheduled time.
2. All events will conclude not later than the ending time stated on the event *Facility Use Agreement*.

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3. Facilities will not be available for reservation on days the University is scheduled to be closed.

Use of Facilities Outside of Normal Operating Hours

Individuals or groups using campus facilities outside normal operating hours will also be responsible for any utility costs associated with heating, cooling, and lighting of facilities. The use of university buildings and grounds outside the normal operating hours may also require the presence of custodial grounds, and/or building and maintenance staff for facility support and supervision. Staffing requirements will be determined by the Manager of Event Operations, and the expense of such staffing requirements will be charged to the user group to defer the cost of employee labor. Exceptions will be granted to university-sponsored events.

For information about facility rates, see *Appendix: UNT Dallas Facility Rental Rates*.

Fees for Using University Facilities

1. A standard rental charge applies for the use of university facilities by non-affiliated groups or people not associated with UNT Dallas (including employees acting beyond the scope of their employment). A standard event fee will be applied to all Affiliated Groups that are external partnerships.
2. No rental charges apply for the use of facilities for an event sanctioned by the University and/or registered student organizations, unless the event is deemed a major event by the Manager of Event Operations.
3. Any event considered a major event will be charged a fee to provide security and staff necessary to properly serve and protect the public. The Manager of Event Operations, in coordination with the Director of Facilities and General Services and University Police, reserves the right to determine the definition of a major event. Costs for security services will be charged to the user.
4. An additional 50 percent charge will be added to the total facility rental rate for events where participants must pay admission or registration fees.
5. Full payment must be made at least 3 days prior to the event.

Facility rental rates are listed in the Appendix of this document. Rental charges include use of the facility and fixed equipment (maintained by the Director of Facilities and General Services Department) only unless otherwise noted.

Request for Fee Waiver

UNT Dallas reserves the right to reduce or waive fees for facilities use where a compelling public need or interest is served. All requests for fee waivers must be submitted in writing to the Chief Operating Officer.

Where Payment is Made

Make all checks payable to the University of North Texas at Dallas. On the envelope or package, please write ATTN: Event Operations. Mail checks to 7300 University Hills Blvd. Dallas, TX 75241. Cash payments must be made in person to the Office of Student Financial Services at 7300 University Hills Blvd., Dallas, Texas 75241. Office hours are from 9:00 a.m. to 5:30 p.m., Monday through Friday. Any funds collected for events by departments must be submitted to the Office of Student Financial Services in accordance with the University's cash handling policy and procedures.

User Cancellations

Notice of cancellation must be given as soon as possible, but no later than 48 hours prior to the event. Some fees are refundable if the user cancels the reservation. Regulations for the refund of fees are as follows:

1. Cancellations occurring 48 hours or more prior to the date of the event will result in a full refund of all prepaid fees.
2. Cancellations occurring less than 48 hours prior to the scheduled time of use will result in a refund of 50 percent of prepaid fees.

A setup fee will be charged if the event cancellation is not given prior to any setups being completed. All setup fees will be in accordance with the UNT Dallas Building Rental rates.

User Responsibility

It is the responsibility of the approved user to comply with all laws, these guidelines, and University policies and procedures while on university property. Failure to comply may result in immediate termination of the use of the facilities.

University individuals and groups who use University facilities and University groups who sponsor non-University individuals or groups to use University facilities are responsible for

ensuring that event guests and attendees read and understand all obligations set out in these guidelines and University policies.

Payment of all charges for the use of university facilities and services is the responsibility of the group and/or the individual representing the group. If the group does not meet its financial obligations to the University, the individual who requested use of the facility is responsible for the payment. University groups that sponsor an event with a non-affiliated group or organization are responsible for any financial or other obligation incurred if not settled by the non-affiliated group.

Any organization with outstanding financial obligations to the University relating to its use of university facilities will forfeit its priority ranking for the facility use reservation of dates and will not be granted any additional reservations until the financial obligation is met.

Violations of the Guidelines

When a user violates the conditions for use of facilities, laws, or University policies or these guidelines:

1. The event may be cancelled or terminated.
2. Future requests by the user for use of the facilities may not be approved.
3. The non-affiliated group and/or individual(s) may be subject to legal penalties; and,
4. If the user is a student or employee, the individual may also be subject to discipline by the University.

Insurance Coverage and Indemnification

For University-sponsored events, the University is self-insured for general liability. The University also participates in a blanket event coverage insurance plan that is available to members of the University community who sponsor events on campus. Individuals and groups that sponsor events with a major level of associated risk may be required to purchase liability coverage if Risk Management Services recommends it.

For all events not sponsored by the University, the University 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 the Risk Management Services.

A certificate of insurance must be provided with this executed Agreement. The licensee is required to maintain commercial general liability coverage with a minimum combined limit for bodily injury.

injury and property damage of \$1,000,000 per occurrence/ \$2,000,000 aggregate. The general liability policy shall not contain any exclusions for sexual molestation. The University of North Texas System, University of North Texas at Dallas, its Board of Regents, officers, employees, agents, and volunteers shall be named as additional insureds as to all applicable coverage.

As a state agency, the University of North Texas at Dallas is self-insured for general liability.

Vendors that come to UNTD for events are required to produce evidence of insurance through the procurement process that meets the following requirements:

Limits:	General Liability	2M/1M
	Automobile	1M
	Workers’ Compensation	Statutory Requirements
Additional Insureds:	Board of Regents for the University of North Texas System	
	University of North Texas System	
	University of North Texas at Dallas	

A Waiver of Subrogation is required on all policies, and there shall be no exclusions for sexual molestation.

Vendors that do not have insurance can purchase TULIP (Tenant and User Liability Insurance Policy) insurance through URMIA. Please see below for more information.

TULIP: [URMIA \(aig.com\)](http://aig.com)

TULIP (Tenant and User Liability Insurance Policy) provides special event liability coverage. It is designed for third-party users of our space who do not carry liability insurance. This is a low-cost, event-specific insurance.

Contact Risk Management at askriskmanagement@untdallas.edu with any questions.

Security for Events

All groups or organizations must provide adequate security as required by the University. Security needs are evaluated by the University for each Facility Use Request, and the University reserves the right to require any level of security or law enforcement protection for events that it considers appropriate. The Manager of Event Operations, in coordination with Risk Management Services and University Police, reserves the right to determine the definition of a major event. Costs for security services will be charged to the user.

Food and Catering

For the purposes of maintaining food safety and control as well as reducing risk liability, the following regulations apply:

1. All food and beverages served for events in university facilities must be provided by ECI at untadmin@ecimanagementgroup.com or 972-338-1991. Any request for outside catering must be submitted for approval to the Chief Operating Officer.
2. Catering service must be identified and approved before or at the time of finalizing the event.
3. Advance permission must be granted by the Manager of Event Operations to allow food or beverages in Room 102 in Building 1 or Room 101 in Building 2.
4. Events where alcoholic beverages will be sold, provided, or consumed must be approved by the Executive Vice President for Administration/CFO at least 10 business days prior to the date of the event using the *Alcohol Use Request Form*. All sales, service, and consumption of alcoholic beverages must comply with Texas Alcoholic Beverage Commission regulations and rules. See UNTD Policy 11.003 for more details.
5. Work rooms have been provided with a wet sink and counter space that can be used for various activities, including personal food preparation. Because these rooms are used by several different people at the same time, on some occasions, it is the responsibility of the users to clean any refuse or soiling of the surrounding area for which they are responsible.
6. Anyone wishing to sell and/or serve food for public consumption must submit a written request to the Manager of Event Operations, including details of the equipment, food to be served, and hours of operation.
7. All food sold and or served for public consumption by groups other than the official University food vendor must comply with all Food Safety Regulations outlined by Risk Management. These regulations can be found on this webpage: [Food Safety](#)

Setup of Information / Vendor tables

All persons assigned to information or vendor tables must adhere to the following guidelines. Any deviation from these guidelines can result in being restricted from future information/vendor events.

1. All information setups and our vendor tables must be sponsored by an authorized

University department or a university-approved organization. All tables must be set up in an area and manner approved by the Manager of Event Operations. No building furnishings may be moved from their original location without explicit permission by the Manager of Event Operations.

2. Three types of table usage setups are recognized:
 - a. Information Tables: Literature available for passers-by to pick up from the table.
 - b. Charitable Tables: Sales by outside groups that are sponsored by a UNT Dallas Department for Fundraising purposes.
 - c. Vendor Table: Literature and or goods on display for the purpose of selling a service or goods.
3. Any signs or banners used at the table may be hung from the front of the table or placed behind the table. Large floor displays are not appropriate for use at a solicitation table. Additional space should be reserved to accommodate large setups.
4. No signs or banners may be affixed to the walls or other surfaces other than what is specifically approved herein.
5. All material written in a foreign language must be accurately translated into English and approved by the International Studies & Programs.
6. All information tables can be reserved for a maximum of five (5) three-day periods per semester. Additional reservations should be requested five (5) business days in advance and are contingent upon space availability.
7. The use of audio equipment or amplifiers is allowed in certain areas with permission from the Events Manager.
8. Sale of food or beverage is prohibited unless for the purpose of raising funds for a UNT Dallas department or approved charity.

Posting of Flyers and Posters on University Facilities

The following guidelines have been established for the placement of flyers, posters, and similar advertisements on university facilities. The Office of Student affairs and Marketing reserves the right to remove any material that does not follow these guidelines.

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1. Posting of posters is only allowed in approved bulletin board locations. A poster is defined as a flyer, notice, or other material that is intended to disseminate information to the campus community. Posters are prohibited on facility surfaces, including walls, posts, windows, doors, elevators, or benches.

Designated posting areas are located at:

Location	Building
Large bulletin board on second floor	2
Large bulletin board on third floor	2

2. Only UNT Dallas recognized groups, organizations, departments, and administration are permitted to post on university bulletin boards.
3. The name of the sponsoring organization must be clearly indicated on the poster.
4. Posters whose content is determined to be libelous or obscene by the Office of Student Affairs may be removed and the organization responsible for the poster may be deemed in violation of the poster policy and subject to discipline.
5. Placing posters over other active posters is not permitted. Defacing or removing posters or signs of other individuals or groups is not permitted.
6. Active posters shall not be removed by anyone other than the sponsoring organization, the Office of Student Affairs and Marketing Department.
7. It is the responsibility of the individual or group hanging the announcements to promptly remove posters from the designated bulletin board. Posters must be removed the day after the event has taken place.

Decorations for Approved Events

1. Users of University facilities may not use screws, nails, tacks, hooks, pins, tape or other adhesives to affix decorations or other items to the facilities or its fixtures, furniture or equipment. Users may not have any open flames at UNT Dallas facilities.
 2. Decorations in private office areas are permitted. All decorations must not interfere with the normal use of the office or safety codes.
 3. Decorations in public areas are permitted if approved by the UNT Manager of Event Operations
 4. Decorations other than approved facilities decorations are prohibited on facility surfaces including walls, posts, windows, doors, walks, fountains, or planters.
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5. The UNT Dallas Manager of Event Operations reserves the right to disapprove and/or require the removal of any decoration that does not meet this policy.

Loading and Unloading of Equipment and Supplies

1. All equipment must be delivered to the north side of the building 1, where a delivery area has been provided, or to the loading dock area on the south side of Building 2. Small quantities of supplies can be delivered on the south side of Building 1 but if such deliveries do not interfere with persons entering and exiting the building or with vehicular traffic. Large quantities of equipment or supplies requiring a loading dock must be delivered to the building 2 loading dock, located at the south end of the building.
2. All delivery vehicles must stay on paved/concreted surfaces at all times. Any damage to the building, landscaping, or any other part of UNT Dallas property may be charged back to the responsible person(s) at the replacement or repair cost.

Parking

1. Employees and students must purchase parking permits to park in the University parking lot. Information on how to obtain a parking permit may be found on the Parking Services website at: <http://www.unt.edu/unt-dallas/parking/rules.htm>.
2. Information on visitor parking, how visitors get parking passes, and any associated costs for parking is available on the Parking Services website at: <http://www.unt.edu/unt-dallas/parking/rules.htm>. Parking Services is located in the first floor of Dallas Hall. Hours of operation are 9:00 a.m. to 5:30 p.m., Monday through Friday.
3. The University will provide areas designated for special event parking when approved in advance by Parking Services.
4. The University assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is operated or parked on campus. Valuables should not be left in unoccupied vehicles at any time and vehicles should be locked when unattended. Thefts or damages that occur should be reported to the UNT Dallas Police/Security.
5. Unless otherwise posted, the campus speed limit is 10 miles per hour.

Appendix 1: UNT Dallas Facility Rental Rates

Building	Facility	Room Rate	Saturday
Dal 1	Auditorium (Room 102)	\$80/hr	\$100/hr
Dal 1	Atrium/Lobby	\$50/hr	\$60/hr
Dal 1	Regular Classroom	\$40/hr	\$60/hr
Dal 1	Computer Lab	\$50/hr	\$70/hr
FH 2	Lecture Theatre (Rm. 101)	\$80/hr	\$100/hr
FH 2	Multi-Purpose (Rm. 138 A/B)	\$100/hr	\$150/hr
FH 2	Regular Classroom	\$40/hr	\$60/hr
FH 2	Founders Hall Plaza	\$60/hr	\$80/hr
SC	Campus Hall – 4 hours minimum	\$250/hr	\$300/hr
SC	Welcome Center	\$60/hr	\$80/hr
Outdoors	Basketball/Soccer Field	\$50/hr	\$75/hr
Discount	Non-Profit discount 20% off Rental Rate	\$20% off	\$20% off

Additional Services and Related Fees Per Event	
Service(s)	Fee
Setup Fee	\$150
Event Equipment Fee	\$200
Non-refundable Administrative Fee	\$100
Custodial Fee	\$25/hr
Technical Support (A/V Equipment)	\$60/hr
Additional Security 4-hour min.	\$50/hr

Event Fee	
Affiliated External Groups	<p style="text-align: center;">\$710</p> <p style="text-align: center;">*This fee will cover setup, event equipment, custodial, a/v support and administrative fee*</p>

Hours Available for Reserving Facilities	
Normal Business Hours	7:00 a.m. – 11:00 p.m. Monday through Friday
Holiday and Summer Break	Hours may vary
Saturday	7:00 a.m. – 8:00 p.m. (Sunday Closed)

Costs reflected in the above chart are fees for rental (use of) the facility. The standard set up for all events is classroom style and is included in the rates above. Requests for additional services will be charged to the User.

Appendix 2: Criteria to Define External Affiliated Group Fees

1. Do the event goals align with academic, research, or student success.
2. Partnership is only shared by UNTD contact and external group.
3. Is there involvement from the department or students.
4. The event is instigated by the external group seeking to use venue.
5. Events that are not institutionally mission driven with great impact towards enrollment.
6. Department sponsored events where the primary benefits is to the external guest not the university community.

UNT Dallas reserves the right to determine the appropriate number of security and staff necessary to properly serve and protect the public at events. The University will add an additional 50 percent charge to the total facility rental rate for events at which participants are charged an admission fee. Facilities are not available for scheduling on Sundays or holidays. Non-Profit discount will be applied with proof of 501 (c) (3) status form. Revised 07/2025