

Student Centers and Dining Management

Policies and Procedures

Student Centers and Dining Management Policies and Procedures.....	1
Overview	1
Mission Statement.....	1
Mission Values.....	1
The Role of the College Union, as defined by the Association of College Unions International.....	1
Applicable Laws and Regulations	2
Guest Relations Specialist.....	2
Responsibilities of Student Centers and Dining Management and Departmental Offices or Facilities Therein	2
Advertising, Signs, and Banners	2
Damage to Facilities	2
Use of Lounges, Entryways, and Corridors	3
Lost and Found	3
Building and Event Hours.....	3
Customer Property	3
Americans with Disabilities Act (ADA).....	3
Solicitation and Expressive Activity	4
Building Use Restrictions	4
Programmable Space and Event Policies	4
Programmable Space, or Areas Available for Use.....	4
Bluebonnet Ballroom and Rio Grande Ballroom.....	5
Palo Duro Lounge.....	5
Career Development Center Atrium	5
Foyer and Maverick Circle.....	5
Control of Facility and Right to Enter	5
Eligibility and Priority of Users	5
Reservation Guidelines	6
Student Centers and Dining Management Office	6
Submission of Requests	6
Pre-Semester Reservations	6
Advance Planning	6
Booths, Check Tables, and Equipment Check-out.....	7
Cancellation and No-Show Policy.....	7
Rainsites	7
Inclement Weather and Event Interruption.....	7
Setups	7
Academic Use	8
Room Conditions.....	8
Finals Week Policy	8
Security.....	8
Event Catering.....	8
Chartwells	8
Brazos Park, Commons, and University Center as Special Use Facilities	8
Special Use Facilities and Room Usage Fees	8
Life Safety Guidelines for Event Setups (Addendum 1)	10
Event Confirmation Information (Addendum 2).....	13

Student Centers and Dining Management

Policies and Procedures

Overview

Student Centers and Dining Management has day-to-day operational responsibility for space associated with three facilities: The University Center (UC), UT Arlington's traditional union-type facility; Brazos Park, an outdoor music and entertainment pavilion and green area adjacent to the University Center Mall; and Commons, which focuses primarily on dining services with some additional event and student study spaces available to the University community. Student Centers and Dining Management partners with the Office of Student Organizations to manage Brazos Park event reservations, but event planning, setup, and facilitation in addition to maintenance and operations are the responsibility of Student Centers and Dining Management. Student Centers and Dining Management is also responsible for entering into lease contracts with businesses that wish to utilize the retail space in the College Park District along Spaniolo Avenue and Center Street on the eastern edge of campus. The Director for Student Centers and Dining Management maintains day-to-day authority. Student Centers and Dining Management provide services for all members of the University community: students, staff, faculty, and alumni in addition to contracting with some external guests for event or dining purposes. This document, and the policies and procedures outlined herein, is intended to focus on event planning and facilitation services, oversight and management of the above mentioned facilities, and general guidelines for Student Centers and Dining Management operations.

Mission Statement

The mission of Student Centers and Dining Management is to provide for the personal and intellectual development of the students of U.T. Arlington as the living room of the campus.

Mission Values

- **Education:** We actively seek challenges that facilitate personal and professional development for students, staff, faculty, and the University community, in a supportive learning environment.
- **Customer Service:** We provide the highest quality of student/customer interactions while remaining flexible, responsive, and open-minded in delivering programs, services, facilities, and technology.
- **Communication:** We practice an honest and open exchange of ideas in an environment where positive encouragement serves as the basis for our communication.
- **Diversity:** We value the knowledge to be gained from the backgrounds, lifestyles, experiences, differences, and cultural heritages represented in our community and we support a safe environment where all people are valued, respected, and treated with dignity.
- **Recognition:** We recognize, reward, and celebrate the collective accomplishments of our staff and perpetuate an environment that is supportive, engaging, and enjoyable.

The Role of the College Union, as defined by the Association of College Unions International

The college union advances a sense of community, unifying the institution by embracing the diversity of students, staff, faculty, alumni, and guests. We bolster the educational mission of the institution and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, and facilities. By any form or name, we serve as the heart of the campus community and create a welcoming environment by:

- Operating as a student-centered organization that engages in shared decision making and holistic development through employment and involvement.
- Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
- Educating students in leadership and social responsibility and offering firsthand experiences in global citizenship.
- Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships.

Traditionally considered the living room, the college union enhances the student experience and cultivates an enduring connection to the institution.

General Guidelines

Applicable Laws and Regulations

The use of the Student Centers and Dining Management facilities (Brazos Park, Commons, and UC) are subject to state and local laws, the *Rules and Regulations* of the Board of Regents of The University of Texas System, and the U.T. Arlington *Handbook of Operating Procedures*. All students using these facilities are expected to abide by the University's student code of conduct.

Guest Relations Specialist

A Guest Relations Specialist is on duty at all times that Commons and the University Center are open. The Guest Relations Specialist may be contacted at the Campus Information Center located on the main level of the University Center or the Information Desk located on the upper level of Commons.

Responsibilities of Student Centers and Dining Management and Departmental Offices or Facilities Therein

The University Center and Commons will be responsible for providing the physical area for a specified use, utilities, building maintenance, and custodial services, and for establishing operating hours for each building. Departmental offices located within the University Center and Commons will be responsible for:

- All electronic connections (for instance: telephone, computer, photo copier, video, et cetera) and all related costs.
- Furniture and facility damage up to the full cost of replacement or repair.
- Obtaining approval from the Space Allocation Committee for alteration of existing facilities.
- Abiding by University Center and Commons operational hours.
- Providing general cleanliness.
- Security of materials when area is not in use.
- Abiding by University policies.
- Persons with authorized access who lock themselves out of an area (not controlled by Mav Express or IT for Campus Operations) should first contact the department responsible for that space to gain access. If the department is unable to provide access during regular hours, Key Control should be contacted for assistance. If after hours, they should contact University Police Dispatch, who will coordinate with the on-call Key Control employee. A lock-out fee and associated expenses will be charged by Key Control to the person or department.

Advertising, Signs, and Banners

Signs, fliers, and banners must be approved and stamped by the Student Organizations Office before posting. Signs and posters may be placed on designated bulletin boards only. Standard flyer size for display on campus is 8½" x 11". Any sign less than or equal to 11" x 17" is considered a flyer.

Outdoor banners or posters (larger than 11" x 17") may be displayed only on the south side of the University Center, on the exterior brick wall, and the posters must be approved by the Student Organizations Office prior to posting.

Donation and/or collection bins may be utilized, but are relegated to Lobby 100, the area between Intercultural Student Engagement Center and Starbucks on the northwest end of the University Center; they must be stamped and approved by Student Organizations Office; no more than one per drive may be on display; and each display is limited to thirty (30) days.

No literature may be left on Brazos Park, Commons, or University Center tables, literature may be passed out pursuant to Student Organizations Office guidelines, but then all literature must be collected and not left lying around on tables or in other areas.

Damage to Facilities

Signs, banners, placards, or other objects may not be taped, tacked, stuck, nailed, pinned, or otherwise attached to, affixed or leaned on, to, or against any walls within Brazos Park, Commons, or the University Center. Therefore, users must make arrangements with the reservations and event planning team about methods of displaying any decorations. No person may wear shoes that have metal taps, cleats, or any other type of soles that may scratch, indent, mark, or otherwise damage the surface of

the floors of Commons or University Center. Any organization or individual that violates this provision may be subject to disciplinary action and may be responsible for the payment or repayment of the cost of repair of any resulting damage.

Brazos Park has artificial turf in the green space; as such, no stakes (including those used for yard signs, tents, canopies, or inflatables) may be placed in the turf. Paint, colored chalk, and watercolor are prohibited. Please use sandbags or water barrels as needed. No vehicles are permitted on the turf.

Use of Lounges, Entryways, and Corridors

Lounges, entryways, and corridors shall be kept free from tables, chairs, displays, and other such items that might, in the judgement of the staff of Student Centers and Dining Management interfere with the safe passage of traffic. Furniture located in lounges should not be moved. No lounge space, other than the limitations placed on Palo Duro Lounge and Foyer/CDC Atrium, is programmable space.

Lost and Found

The University Center maintains a lost and found at the Campus Information Center, and Commons maintains a lost and found at the Information Desk. Items found at Brazos Park will be taken to the University Center lost and found. All unclaimed items of value are sent to the U.T. Arlington Police Department at the end of each day. Student I.D. cards will be collected by Mav Express at the end of each day. Items of no or low value will be gathered and sent to a public community donation location.

Building and Event Hours for the Commons and University Center

Long Semester building hours:

Monday-Saturday: 7:00 AM–12:00 AM; Sunday: 11:00 AM–12:00 AM

Summer building hours:

Monday-Saturday: 7:00 AM–10:00 PM; Sunday: 11:00 AM–10:00 PM

Long Semester event hours

Monday-Thursday: 7:00 AM–10:00 PM; Friday-Saturday: 7:00 AM–12:00 AM; Sunday: 11:00 AM–10:00 PM

Summer event hours:

Monday-Saturday: 7:00 AM–10:00 PM; Sunday: 11:00 AM–10:00 PM

Reservations should begin and end when scheduled. If an event needs to start early or continue beyond standardized times, those arrangements must be made in the Commons & University Center Operations office and will carry an hourly fee.

Customer Property

Student Centers and Dining Management personnel do not accept responsibility for any personal belongings or equipment that is owned by users of facilities under their purview.

Americans with Disabilities Act (ADA)

Every effort will be made by the Student Centers and Dining Management team to ensure that all facilities are accessible to people with disabilities in a manner consistent with the guidelines set forth in the ADA:

- Personal Mobility Devices such as wheelchairs or other mechanized transportation systems will always be allowed and welcomed at Brazos Park, Commons, and University Center.
- No pets or animals are allowed in the Commons or University Center other than service animals.
- Any reasonable accommodation that can be made for any service offered at Brazos Park, Commons, or University Center will be made, given that requests come in a timely fashion.
- When being approached about an accommodation or other issue, a building user cannot be asked about the nature and extent of their disability.
- For more information, please visit this website: <https://www.uta.edu/student-affairs/sarcenter>

Solicitation and Expressive Activity

- Solicitation of Students is not allowed unless it is expressly a designation of an event. An example of this would be an activity fair.
- Expressive Activity is limited to Brazos Park and the Green at College Park so long as there are no events already reserved in those spaces.
- For more information, please visit this website: <https://www.uta.edu/student-affairs/free-speech/policies-and-procedures>

Building Use Restrictions

- Confetti, glitter, sand, hay, and related materials may not be used at Brazos Park, inside Commons or University Center.
- Candles and other flammable materials, including Sterno or canned heat, may not be lit or used at any time for any event or purpose. This includes hotplates or electric cook tops as well.
- Fog machines or hazers are prohibited.
- Helium balloons may be used but should always be tethered to a heavy object. Helium balloons in Palo Duro Lounge must be requested at least five (5) business/class days in advance. All balloons must be disposed of after an event; if they are not, a disposal fee may be incurred. Releasing helium balloons in Commons or the UC is strictly prohibited.
- Per University policy [CO-CV-PO-03](#), bicycles and scooters are not permitted in any building, including Commons and University Center. Additionally, no vehicles are permitted on the turf of Brazos Park.

Programmable Space and Event Policies

Programmable Space, or Areas Available for Use

The following spaces are available in the Hereford University Center (UC) for event purposes, and should be considered programmable space:

- Blanco,
- Bluebonnet Ballroom (divides into three smaller rooms),
- Career Development Center Atrium,
- Carlisle Suite (consisting of Academy and Club Room; see note below),
- Foyer,
- Guadalupe,
- Maverick Circle,
- Palo Duro Lounge (see note below),
- Pecos,
- Red River/Concho (can be divided),
- Rio Grande Ballroom (divides into two smaller rooms),
- Rosebud Theatre,
- Sabine,
- San Jacinto/Neches/Pedernales (can be divided into any single room or any combination of two rooms),
- San Saba/Palo Pinto (can be divided), and
- Student Government Chambers.

The following spaces are available in Commons for event purposes, and should be considered programmable space:

- Nueces (divides into two smaller rooms),
- Bosque (preset classroom, follows standard UC reservation protocols),
- Frio (preset classroom, follows standard UC reservation protocols),
- Caddo (preset classroom, follows standard UC reservation protocols),
- Room 202 (student study room, available each Monday for the following week in no more than two (2) hour blocks),
- Rom 203 (student study room, available each Monday for the following week in no more than two (2) hour blocks),
- Room 204 (student study room, available each Monday for the following week in no more than two (2) hour blocks),
- Lavaca (conference room, follows standard UC reservation protocols, unless it is not reserved, in which case it will follow standard study room reservation protocols).

Brazos Park is the outdoor pavilion and green area, booked together, adjacent to the eastern end of the UC Mall. The Office of Student Organizations reserves Brazos Park, and policies for reservations should be referenced through that office. Student

Centers and Dining Management supports events at Brazos Park for all event furnishings, audio/video gear, and equipment needs which can be arranged through the reservations and event planning team. Event hours for this space follow event hours listed above the Building and Event Hours of the Policies and Procedures document.

University Club is a restaurant in the University Administration Building, located at 701 S. Nedderman Drive, designated for service to staff and faculty. Reservations can be made through UT Arlington Dining Services for events, and some of those events can be supported by Student Centers and Dining Management event personnel when requested.

Events that take place outside of Brazos Park, Commons, or University Center, either in another building or outside, are referred to as Off-Site Events. When requested, those events can be supported by Student Centers and Dining Management event personnel.

Programmable Spaces, regardless of location around campus, may only be used with confirmation from the reservations and event planning team. Event services and programmable space may be reviewed and requested by visiting www.uta.edu/ucenter.

Bluebonnet Ballroom and Rio Grande Ballroom

Events in the ballrooms require numbers of no less than one hundred and fifty (150) attendees without advance approval from the director of Student Centers and Dining Management.

Palo Duro Lounge

From 10:00 AM – 4:00 PM every weekday during long semesters, this space may be reserved for events that are open to the entire campus community, as long as the setup meets the scrutiny of lunchroom overflow templates. Private events, including those being hosted by registered student organizations (RSO), may reserve or block off the Lounge after 4:00 PM during the week or any time on weekends.

Career Development Center Atrium

Any event that is requested during the work week, Monday – Friday, 8:00 AM – 5:00pm, must be approved by Career Development Center before the Student Centers and Dining Management team can approve it. Weekend events or events after hours follow standard University Center reservations protocols.

Foyer and Maverick Circle

The Foyer is the pre-function space between Bluebonnet Ballroom and Rosebud Theatre; the Maverick Circle is the outdoor space directly outside the north Foyer entrance between the University Center and the parking lot. The Foyer cannot be reserved without also reserving at least one section of Bluebonnet Ballroom or Rosebud Theatre. Maverick Circle cannot be reserved without also reserving the Foyer. Maverick Circle is not a parking area.

Control of Facility and Right to Enter

In permitting the use of Brazos Park, Commons, or University Center facilities and equipment, the Student Centers and Dining Management office staff is not relinquishing custody or control of said premises and does retain the right to enter on any occasion without any restriction whatsoever. All departmental facilities shall at all times be under the charge and control of Student Centers and Dining Management personnel.

Eligibility and Priority of Users

Programmable spaces may be reserved by registered student, staff, or faculty organizations; U.T. System; U.T. Arlington colleges, schools, departments and other budgeted agencies; and external clientele. Reservation and use of the available programmable spaces around campus are subject to the following priorities:

1. Events, meetings, programs, and activities of registered student organizations (RSO).
2. Events, meetings, programs, and activities that are deemed an institutional priority.
3. Events, meetings, programs, and activities of U.T. Arlington's Division of Student Affairs that are consistent with the duties and missions of those departments.
4. Events, meetings, programs, and activities of U.T. Arlington and its colleges, schools, departments, and agencies that are in furtherance of and related to the educational and cultural programs of U.T. Arlington.

5. Events, meetings, programs, and activities of registered staff and faculty organizations.
6. Events, meetings, programs, and activities jointly sponsored by U.T. Arlington in accordance with Rule 80101 of the Regents' *Rules and Regulations*.
7. Events, meetings, programs, and activities used under Special Use Guidelines. Special use facilities within the UC are limited to Bluebonnet Ballroom, Carlisle Suite, Guadalupe, Palo Duro Lounge, Rio Grande Ballroom, and Rosebud Theatre. There are no special use facilities in The Commons.

Reservation Guidelines

Student Centers and Dining Management Office

All requests for events, meetings, programs, or activities in Brazos Park, Commons, and University Center are made and approved by the reservations and event planning team in the Student Centers and Dining Management Office, located in the lower level of the University Center. The office is open from 8:00 AM – 5:00 PM, Monday through Friday (except during University-recognized holidays), reached via phone at 817-272-2929, or email at ucrequest@uta.edu.

Please see Addendum 2 for specifics about day-of-event logistics and requirements.

Submission of Requests

Reservable spaces in Commons and University Center facilities, or services provided by event personnel, may only be used with confirmation from the reservations and event planning team in the Student Centers and Dining Management office. Event, meeting, program, activity spaces, or booths (informational tables) can be reserved by registered student organizations (RSO) on Mav Engage (<https://www.uta.edu/student-affairs/student-organizations/officer-resources/mavengage>) and can be reserved by departments on the University Center website (www.uta.edu/center). If any organization wants basic checkout equipment (up to two tables, four chairs, extension cord, speaker, ice chest, wagon, et cetera), for an outdoor event, then they must request through Mav Engage. If any organization wants similar equipment taken somewhere else (not managed by Mav Engage, those can be reserved by emailing ucrequest@uta.edu after outdoor space has been reserved through Mav Engage. The individual whose information accompanies the request will be named the event “contact” and will be responsible for all further communication. Reservations must be confirmed via email; submittal of request is not a guarantee. Space or service availability is confirmed on a first come, first served basis. The minimum advance time for an event request is five (5) business/class days prior to the event date. If the event request does not include all the pertinent event details, then such information must be submitted to the reservations and event planning team no later than three (3) business/class days prior to the event date. Late requests will be filled only as other workflow allows and may be accompanied by a same day request fee.

Pre-Semester Reservations

Pre-semester requests for events, meetings, programs, activities, or event support services to be held in Brazos Park, Commons, or University Center facilities, or provided by Student Centers and Dining Management event personnel will be accepted beginning on the dates specified below:

- Spring semester and summer general reservations book opens for RSOs in mid-October, and departments on the first Monday of November.
- Fall semester general reservations book opens for RSOs on the first Monday following Spring Break, and departments two Mondays later.

Advance Planning

The U.T. Arlington Advance Planning process ensures priority scheduling for major campus events requiring early planning. The purpose of this process is to guarantee space for recurring, campus-wide programs aligned with institutional priorities. Events must meet at least four (4) of the following five (5) criteria:

- Occur annually and have been in existence for three (3) years or more.
- Participation is open to the entire campus community.
- Use major space in the University Center.
- Require contracts twelve (12) months or more in advance.

- Revolve around the University Academic Calendar or University Institutional Priorities.

Major space is defined as Bluebonnet Ballroom in the UC, Brazos Park, and Nueces in Commons. The Advance Planning process is by no means intended to cover all events that will occur on campus or in the University Center. Student Centers and Dining Management personnel will reach out to event planners from around campus who coordinate events that meet these standards. The communiqué will include things such as open-request periods, deadlines, and specifics about event requests such as event codes, date ranges, and space limitations. Any Advance Planning reservation that goes unused must be properly and procedurally cancelled through the Student Centers and Dining Management office sometime during the first five (5) business/class days during the semester in which the extraneous reservation takes place. If a reservation is cancelled, then that event will no longer qualify since it no longer occurs annually. Excessive violation of this cancellation policy will result in loss of privileges for inclusion in the Advance Planning process.

Booths, Checkout Tables, and Equipment Check-out

Booths, or informational tables, are available in the corridors around the University Center Plaza food court and may be reserved by groups through regular standardized channels. Food may not be gifted or sold from Booth spaces inside the University Center. Additionally, there are checkout tables available at the Campus Information Center in the University Center and Information Desk at Commons. These are to be used outdoors, or in other buildings. Other equipment may be checked out as well, excluding technical equipment. Reservations should be made through regular standardized channels, and requests should be received no less than 24 hours in advance. Transportation is the responsibility of the organization checking out the equipment. If equipment comes back late, damaged, or not at all, then appropriate replacement, repair, or retrieval fees will be assessed.

Cancellation and No-Show Policy

Cancellation of a reservation must be received by Student Centers and Dining Management personnel, either via Mazévo event database or Mav Engage, at least three (3) business/class days prior to the date and time of the reservation. The individual who has been named the “contact” for the reservation must place the cancellation. Cancellations can also be made in writing, via electronic communication, or by calling the Student Centers and Dining Management office. Failure to utilize a reserved facility without the required notice of cancellation will be considered a no-show reservation. A no-show reservation may result in charges for room use and setup hours, loss of future reservation privileges, and/or cancellation of future reservations.

Rainsites

The Student Centers and Dining Management office recommends that all events scheduled to take place outdoors schedule an alternate location or alternative date in case of inclement weather. Rainsite requests for events scheduled outdoors will be limited to available space on the day of the event, event personnel limitations, and must be arranged in advance with the reservations and event planning team. All rain calls must be made the business/class day prior to the dedicated event setup time.

Inclement Weather and Event Interruption

During inclement weather situations, Student Centers and Dining Management performs as follows:

If the University closes due to a severe weather event, then the event reservations are cancelled automatically. There will be no cost for cancellations of this nature, and the reservations and event planning team will work with each organization to try and find an alternative facility option at a later date. If the University does not close, but inclement weather threatens the safety of event attendees or guests, the Director for Student Centers and Dining Management will make the decision if events are to be cancelled.

In the case that an event occurring in Brazos Park, Commons, or the University Center is interrupted due to a fire alarm, bomb threat, inclement weather, utility failure, or building evacuation, the event will be allowed to continue for a sufficient time to complete the event without additional charges, provided that the continuation does not interfere with another event.

All other crises will be handled on a case-by-case basis.

Setups

Please include all setup details – such as tables, chairs, AV equipment, artist requirements, and billing information – with event request submittal. For complex or technical setups, or events in larger rooms, plan on meeting with the reservations and event planning team several weeks in advance, with all details finalized at least five (5) business/class days in advance. Late

changes may not be accepted and could result in extra fees or loss of your reserved space. All setups must follow Fire and Life Safety Code (see Addendum 1).

Academic Use

No academic classes or activities will be held in Brazos Park, Commons, or University Center.

Room Conditions

The condition of all event spaces, meeting rooms, and multi-use facilities in Brazos Park, Commons, and University Center are checked prior to and immediately following events. The expectation is that event spaces will be left in generally the same state they were in prior to an event taking place. Misuse, damage, or excessive mess in the facilities will result in charges being assessed to the user of said space.

Finals Week Policy

There will be no events during Finals Week due to Student Centers and Dining Management being staffed primarily by student employees. If an event is deemed to be absolutely necessary during Finals Week, approval must be given by the Associate Director for Student Centers and Dining Management.

Security

If an event, meeting, activity, or program is judged by the Student Centers and Dining Management office personnel, or any other department on campus, to require U.T. Arlington Police presence that decision will be honored by all users of Brazos Park, Commons, and University Center. In that case, it will be the responsibility of the organization planning the event, meeting, activity, or program to make those arrangements and pay for those services offered by the U.T. Arlington Police Department.

Event Catering

Chartwells

Chartwells is the on-site food service provider and caterer; Chartwells operates as Maverick Dining, and the catering arm of the operation is called Maverick Catering. That company will be offered preferential treatment in catering events, meetings, activities, or programs. Additionally, that company, and no other, will be allowed to use on-site facilities and kitchen utilities during event food service.

Any event may use an outside food service provider or caterer, but a Food Waiver must be completed and returned to the Student Centers and Dining Management office. For an outside food vendor to be certified for on-campus food service, proper insurance needs to be owned by the company, naming UTA as an additional certificate holder. While any company may apply to be a food vendor for on-campus functions, there is a list of approved food vendors maintained in the office or online at www.uta.edu/ucenter.

Alcohol may be served at events after 5:00 PM or on weekends. The following steps must be taken to gain approval: Completion of an Alcoholic Beverage Request form, which can be obtained in the office or on the website, as mentioned above, and all requests must be approved by Chartwells, Director for Student Centers and Dining Management, and Vice President for Administration and Economic Development. All alcohol must be served by Chartwells and accompany a food order by the same.

For more information, please visit the website for policy [CO-CF-PO-01](#).

Brazos Park, Commons, and University Center as Special Use Facilities

Special Use Facilities and Room Usage Fees

The University Center offers special use facilities for external customers hosting events, meetings, activities, or programs. Brazos Park and Commons are not available for special use. Rooms are billed per day; partial-day discounts are not available. Rates may be found online at www.uta.edu/ucenter. Overnight storage is prohibited, unless otherwise approved, in writing, by Student Centers and Dining Management personnel. Non-university reservations require a Facility Use Agreement (FUA) executed through Student Centers and Dining Management and approved by the Vice President for Administration and

Economic Development. University registered student organizations and departments have scheduling priority. A non-refundable deposit of fifty percent (50%) is due upon executed contract return; full payment is required two weeks prior to the event date.

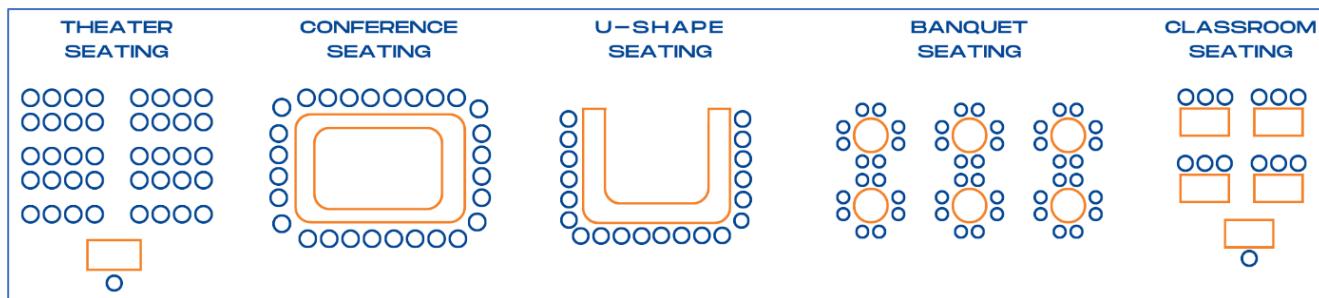
For more information, please visit the website for policy [CO-UF-PR-15](#) and [CO-UF-PO-03](#).

Student Centers and Dining Management – Addendum 1

Life Safety Guidelines for Event Setups

General Rules:

- Unobstructed Exits, Aisles, Doors/Locks
 - ♦ Nothing may be setup in stairways, aisles, or exit routes.
- Unobstructed Safety Equipment
 - ♦ Do not block or store materials in front of electrical panels, fire hydrants or extinguishers, eyewash stations/showers, or other safety equipment.
- UC Equipment Security



- ♦ All UC gear must be secure to avoid falling hazards, tripping hazards, or damage to people.

Standard Setup Information

- **4' 6' 4' rule** – Aisles in the large rooms should be set up in the following way: Vertical aisles should be 6' wide and any additional aisles should be 4' wide, with the aisle widths repeating 4' and 6' appropriately.
- Classrooms and Conference/U-Shape
 - ♦ In Bluebonnet and Carlisle Academy, we utilize 6' tables.
 - ♦ In all other rooms, we utilize 18" tables.
 - ♦ Generally, we will utilize standard UC event chairs unless the space has specialty chairs like in Palo Duro or Carlisle, and we will sit 3 chairs per table. However, 3 chairs are a little tight, so sometimes a customer might ask for – or if there is enough space, we can offer – to do the setup with 2 chairs per table instead of 3.
 - ♦ In a classroom setup, to allow for aisle accessway, there should be at least 19" from the back of chairs to following the row of tables.
- Banquet
 - ♦ In Nueces (in the Commons), we have 6' circular tables that will sit 10 Commons event chairs comfortably.
 - ♦ For the upper UC we have 6' x 5' fold-and-roll style round tables that will sit 8 standard UC event chairs, 8 Palo Duro chairs, or 8 Academy chairs comfortably.
 - ♦ For Bluebonnet (and Foyer or sometimes Palo Duro) we have 6' x 5' folding top round tables that will sit 8 standard UC event chairs, 8 Palo Duro chairs, or 8 Academy chairs comfortably.
- Theater
 - ♦ In the large rooms, the maximum a row can be is 12 chairs before an aisle must be created (if applicable). Tables and aisles should follow the **4' 6' 4' rule**.
 - ♦ In the midsize rooms, the maximum a row can be before an aisle must be created is 10 chairs; however, the aisle must be at least 6' wide if created.
 - ♦ In the breakout rooms, we can have rows of up to 8 chairs before an aisle must be created, and the aisle must be at least 4' wide if created.
 - ♦ In a theater setup, to allow for aisle accessway, there should be at least 12" from the back of chairs to fronts of the following row of chairs.
- Activity Fair or Booth Style Setups
 - ♦ 6' tables with, or without, chairs; must be set at least 2' apart (depending on space allowances). Tables can be tightly backed up against each other, but the aisle for the audience to walk through must be at least 6' in width.
- Picnic

- ♦ 6' tables side-by-side, end-to-end with 3 chairs per side. Cannot be more than 3 tables in a row without an aisle.
- ♦ Tables and aisles should follow the **4' 6' 4' rule**.

Room Specific Protocols

- Large Rooms – Bluebonnet, Rosebud, Foyer
 - ♦ These rooms should always have a 6' perimeter from the wall except with Activity Fair or Booth Style (as these setups already have sufficient space to exit in the event of an emergency).
 - ♦ In Bluebonnet, aisles are extremely important as the setups will commonly be for large groups of people.
 - Theater and Classroom style seating need to follow the **4' 6' 4' rule**. Classroom setups should be done with 6' tables as opposed to 18" tables like in mid-size or breakout rooms.
 - Banquet setup generally requires the tables be 6' apart from end to end. The rows are generally staggered – offset by a half-width of one table – to allow for more tables to fit in the space. In this setup, there must be 4' between each row of tables. If the rows are not staggered, then there should be a 6' perimeter around each table.
 - Conference style setups are rarely used in large event rooms.
 - ♦ Rosebud is permanently setup as a theater; however, there should not be tables or chairs or other additional setup furnishings in the area between the back of house seating and exit doors. In addition, the side aisles should be kept clear at all times and never be used for storage.
 - ♦ Foyer is an open lounge space, but when it is used for event purposes, the furnishings should be kept out of the public egress/ingress paths, or when required, there should be a 6' perimeter around all event furnishings.
 - Doors to Bluebonnet, Rosebud, or any other spaces that empty into Foyer/CDC Atrium should always be kept clear at all times, or when required, there should be a 6' space given around all event furnishings.
 - ♦ Trash Cans:
 - Bluebonnet has four public trash/recycle combo units, all on wheels to allow for easy movement as needed for event purposes.
 - Rosebud only has two public trash/recycle combo units that are placed just inside the doors; these are non-mobile.
 - Foyer has four public trash/recycle combo units that are placed around the space to allow for entry/exit into the space; these are non-mobile.
- For the larger Midsize Rooms – Palo Duro, Rio Grande, Nueces
 - ♦ These rooms should always have a 6' perimeter from the wall except with Activity Fair or Booth Style (as these setups already have sufficient space to exit in the event of an emergency).
 - ♦ All these rooms have large capacities, so aisles are important.
 - ♦ Rio Grande is very much like Bluebonnet, just on a smaller scale:
 - Theater and Classroom style seating need to follow the **4' 6' 4' rule**. Classroom setups should be done with 18" tables.
 - Banquet setup generally requires the tables be 6' apart from end to end. The rows are generally staggered – offset by a half-width of one table – to allow for more tables to fit in the space. In this setup, there must be 4' between each row of tables. If the rows are not staggered, then there should be a 6' perimeter around each table.
 - Conference style setup can be done with 18" or 6' tables (depending on space allowances).
 - When building presenter's packages or dual-projector packages, the screens should be placed on small risers which will impact critical egress/ingress paths.
 - ♦ In Nueces, life safety ingress/egress paths are fairly straightforward.
 - Utilize 18" tables in the space for all conference and classroom setups.
 - Banquet setups feature the only circular tables we own, they have a 6' diameter and we can set 10 chairs per. Again, like the other larger rooms, we try to utilize staggered setup models for banquet in this room.
 - ♦ Palo Duro is very unique. It has three different designations: It serves as lunchroom overflow on a daily basis for our Plaza food court, it is an open lounge space, and can be used for event purposes. There are *everyday* setups for the first two options, but for event purposes, there are the following things to be concerned about when planning or executing setups:
 - Use the Palo Duro-specific chairs for setups until we run out, then it is okay to mix them with standard event chairs from upstairs or Bluebonnet.

- Event furnishings should be kept out of the public egress/ingress paths, or when required, there should be a 6' space given around all event furnishings. This especially holds true for the emergency egress paths along the entry wall into the Lounge.
- ♦ Trash Cans:
 - Palo Duro has three public trash/recycle combo units, and Rio Grande has two public trash/recycle combo units, all on wheels to allow for easy movement as needed for event purposes.
 - Nueces only has two public trash/recycle combo units that are placed just inside the doors to Nueces A and Nueces B; these are non-mobile.
- For the smaller Midsize rooms – Carlisle, Red River/Concho – and the Breakout rooms – Guadalupe, San Jacinto/Neches/Pedernales, San Saba/Palo Pinto:
 - ♦ These rooms are small enough that we can do setups all the way to the wall, but middle aisles are required. Doors should always be kept clear at all times.
 - ♦ Utilize 18" tables for all conference and classroom setups.
 - ♦ Standard event chairs are used in all these spaces except Carlisle Suite (it has its own specific chairs.)
 - ♦ Red River and Concho each have a public trash/recycle combo unit; none of the other rooms listed above do.
 - ♦ Trash Cans:
 - Carlisle Suite has one public trash/recycle combo unit on wheels to allow for easy movement as needed for event purposes.
- Preset Classrooms – Bosque, Frio, Caddo
 - ♦ No additional event furnishings may be added, these rooms are built to capacity.
 - ♦ No public trash cans are in these rooms.
- Preset Boardrooms – Blanco, Pecos, Sabine in the UC, & Lavaca in Commons
 - ♦ No additional event furnishings may be added, with the exception of one additional 6' table against the wall (or two for Sabine)
 - ♦ No public trash cans are in these rooms.
- Preset Chambers
 - ♦ No additional event furnishings may be added, with the exception of 1-2 extra 6' tables set on the west side of the room when needed or requested.
 - ♦ No public trash can in this room.

Student Centers and Dining Management – Addendum 2

Event Confirmation Information

User Responsibility & Event Confirmation Footer

Responsibility & Compliance

1. The reserving organization is responsible for the actions of all guests, attendees, invitees, and members during the event. The organization will be held accountable for any damages, excessive cleaning, or violations of policy.
2. Smoking is prohibited inside all University Center and Commons facilities.
3. The University is not responsible for items lost, left behind, or stolen.
4. All participants must comply with:
 - 4.1. University of Texas at Arlington regulations;
 - 4.2. University of Texas System Board of Regents Rules;
 - 4.3. Laws of the United States, the State of Texas, County of Tarrant, and the City of Arlington.

Reservations, Cancellations & Deadlines

5. Reservations are not confirmed until all required paperwork has been signed and submitted.
6. Cancellations must be received in writing at least one (1) business/class day prior to the event date.
7. Requests for technical equipment or services must be submitted a minimum of seven (7) business/class days before the event.
8. Event setup details must be coordinated with your reservation coordinator at least five (5) business/class days prior to the event.
9. Setup changes requested less than two (2) business/class days prior are subject to availability and may incur fees.
10. Requests for disability accommodations must be submitted to reservations and event planning team at least seven (7) business/class days before the event.
11. Approval for events occurring outside normal building hours must be submitted ten (10) business/class days in advance.
12. Outdoor events with an indoor rain site must confirm their final location one (1) full business/class day before the event or the rain site will be canceled.

Room Access & Day-of Operations

13. Event spaces are to remain locked until the organizer arrives.
14. It is recommended that an organizer arrive early to inspect the room and report any pre-existing damage immediately. A Guest Relations Specialist is on duty at all times and may be reached at the Campus Information Center in the UC or the Information Desk at The Commons.
 - 14.1. UC Campus Information Center: 817-272-4636
 - 14.2. Commons Information Desk: 817-272-6955
15. Furniture, equipment, and event furnishings may not be moved within or removed from the space without prior approval.
16. Lounge furniture may not be moved under any circumstances; unauthorized movement will result in a room reset fee.
17. Event spaces must be left in good condition. Excessive trash, stains, or debris will result in a cleaning fee.
18. Trash bins may not be moved. Please contact the event staff on duty for assistance.
19. Room temperatures will be maintained between 72° and 76°F. Report temperature issues to the information desks.

Technical & A/V Requirements

20. The Event Operations Team does not provide laptops in any equipment package.
21. All laptops used must be HDMI-compatible. Apple laptops and tablets are not supported, and functionality cannot be guaranteed if used.

22. All equipment should be tested prior to the start of the event. Same-day technical changes or additional requests may result in late-request fees.

Decorations & Prohibited Items

23. The following are not permitted:
- 23.1. Glitter or confetti
 - 23.2. Candles or flammable materials
 - 23.3. Tape, tacks, nails, glue, or pins on walls or surfaces
 - 23.4. Leaning items against walls

Food, Alcohol & Catering

- 24. Outside food is not permitted without prior approval from the Office of Student Centers and Dining Management.
- 25. Groups bringing outside food must submit a [Vendor Approval Form](#) at least 14 business/class days prior to the event.
- 26. This office does not provide linens; contact UTA Catering for linen services.
- 27. The possession or consumption of alcohol is prohibited unless prior written approval is obtained from the President of The University of Texas at Arlington.

Pricing & Billing

- 28. Pricing included in initial reservation documents is not considered final and may change based on additional requests. To receive an official quote, contact your reservation coordinator.
- 29. Fees may apply for:
 - 29.1. Late setup changes
 - 29.2. Excessive cleaning
 - 29.3. Furniture or trash bin movement
 - 29.4. Additional equipment or personnel

Event Promotion

- 30. Events may be submitted to the [UTA Events Calendar](#)