

Event Policies for University Center, Commons, and UC Equipment.

Please read the following policies **prior** to your event.

- ★ Please contact the reservation coordinator who assisted you with your event no later than five (5) days prior to your event regarding set-up. If changes or additions are made less than two (2) working days prior to your event, they will be subject to availability. If your event is taking place outside the University Center, then all arrangements must be finalized no less than five (5) business days in advance to the event date.
- ★ Cancellations must be received in writing (1) whole class day prior to the event date.
- ★ Event Operations & Campus Services does **not** provide laptops with any packages. Laptops for events must be provided by the group hosting the event. All laptops must be HDMI compatible. **We do not support Apple laptops or tablets.** If an Apple product is brought your event to use, we cannot guarantee successful technical operations.
- ★ Event space will remain locked until you arrive. Once you arrive, please call the **Campus Information Center** (817-272-4636) to unlock the room or **The Commons Information Desk** (817-272-6955).
- ★ Events taking place inside The Commons or UC will maintain a temperature range that shall not exceed 76° or fall below 72°. If your room temperature falls outside one of these two parameters, please contact the Campus Information Center or Commons Info Desk (817-272-4636) for assistance.
- ★ Same-day event changes or additions will result in a late request fee. This will be determined during billing and will depend on the request details. To avoid this, please contact the Event Operations & Campus Services office within 5 class days to confirm setup needs.
- ★ Lounge furniture should **never** be moved in the University Center or the Commons. If lounge furniture is moved without previous approval, your event will be charged a room reset fee.
- ★ If additional cleaning is needed after your event due to overflow trash, stains, or other debris, a cleaning fee will be incurred and will be reflected in your final invoice. If you need extra trash assistance during your event, please call 817-272-2929. Moving the trash bins is prohibited and doing so will incur a room reset fee.
- ★ Outside food may not be brought into The Commons or E.H. Hereford University Center without prior approval. If your event will have food, please submit a Vendor Approval Form to the Event Operations & Campus Services office with a minimum of 14 class days prior to event. Our office does not provide linens. Please contact the Catering Office for linen services.
- ★ If you have an indoor rain site reserved in tandem with outdoor space, the decision to use *either* the outdoor space or rain site must be made no later than **1 full business day** prior to your event date or the rain site will be canceled.

- ★ No confetti, glitter, use of candles or flammable materials is allowed.
- ★ If you need a special disability accommodation, please contact Event Operations & Campus Services at 817-272-2929. Please allow at least seven (7) business days to arrange the accommodation.
- ★ Register your event to appear in the online UTA Events Calendar by visiting www.uta.edu/events.

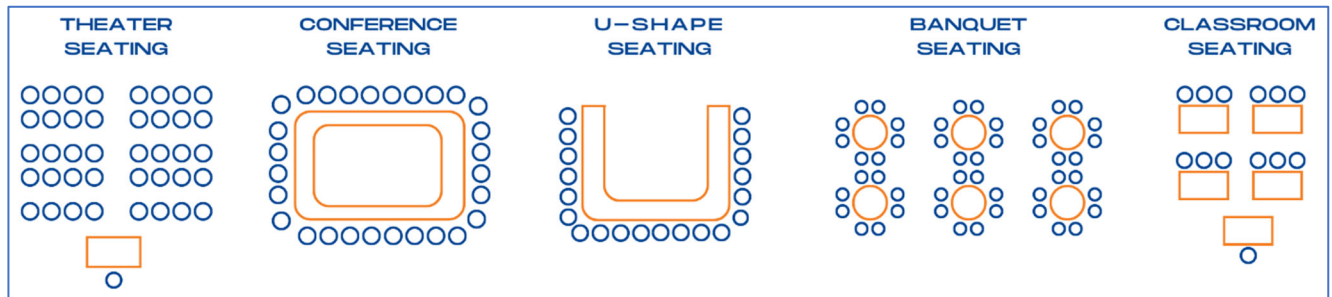
You, and all your event participants, are responsible for the compliance of all laws of the United States and the State of Texas, all ordinances of the County of Tarrant and the City of Arlington, all Rules and Regulations as set out by the Board of Regents of the University of Texas System, and all regulations of the University of Texas at Arlington and of The Commons and E.H. Hereford University Center.

Updated 2025

Life Safety Setup Standards

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.