

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](#)