

FACILITIES USE POLICIES

The use of University facilities is intended for official events of the Institution sponsored by student organizations and faculty and administrative departments. These events cover a range of sponsorships and according to the purpose and sponsorship are assigned 1) a priority in scheduling and 2) are charged for services and rental depending on the event. Outside individuals and agencies are also afforded use of the facilities when the space is available for a reasonable rental fee and a fee for services.

Request for Facilities

All persons, groups, and departments wishing to use University space, excluding McKenzie Arena and the Fine Arts Center, should complete a *Facilities Request*. (For use of the arena, requests will be processed through the Arena by calling 423-425-4706 and for the Fine Arts Center call 423-425-4371.) The *Facilities Request* form is also available at www.utc.edu/Administration/UniversityCenter/forms/facilities_request.pdf. It can be 1) word processed online and downloaded off the computer, 2) FAXED (423-425-2243), 3) mailed, or 4) completed in person.

The event can be publicized once the requestor receives an e-mailed and/or printed confirmation (a printed confirmation will be sent to the contact when a fee/charge will be accessed for the event). The request's contact person or sponsoring organization/department is responsible for the information guidelines and expenses provided in the written confirmation. The sponsoring University department account number should be **provided and signed by an authorized account signature.**

Services

Users will be billed for events that entail costs to the University (security, custodial, set-up, media services equipment, etc.) at the established rate. Persons, groups, or departments may not bring in food, beverages, or external catering services for the event.

Aramark (425-4200) has the contract for catering services on campus.

Barnes & Noble (425-4107) has the contract for book sales on campus.

Community Events

Off campus groups may be approved for use of campus facilities up to four (4) times per year. The group will be charged a rental fee and services costs as required for the event. The request must be made a minimum of four (4) weeks in advance. One person should serve as the point of contact for the event's logistics in coordination with the UTC facility manager. Events may not be scheduled prior to six (6) months in advance.

Inquiries for workshops, seminars, training, and conferences will be referred to Continuing Education following Conference and Non-Credit Programs Administrative Policies (Section 040, Part No. 14 (UTC)).

Camps

Requests for camps, summer programs, or similar week-long programs are processed through Continuing Education. This processing includes space reservations, scheduling, and other required campus services. Requests should be made in a timely fashion to allow for planning time and communication to all involved campus services. UTC Athletic Department sports camps are an exception.

Campus Out-of-Door Spaces

Requests for events for campus out-of-door spaces must be initiated through the University Center reservation process. These spaces are:

Amphitheatre
Grassy knoll –across from Campus Crossroads
Lansing Court
Library portico
SGA Park
Vine Street
Chamberlain and any other fields

Requests should be made in advance in a timely manner to obtain approval from the Facilities Use Committee.

Co-sponsored Events

University departments and student organizations may request University space for a legitimately co-sponsored program with an off campus group. The request must be made a minimum of four (4) weeks in advance. All sponsors must be listed on the application. The sponsoring University department should indicate the University account number. **A rental fee will be charged for co-sponsored events at half the rate. If an admission fee is charged, the full rate will apply. Any other required University services will be charged at full rate. Events with off-campus participants (workshops, seminars, in-service, etc.) are referred to Continuing Education for review. Events with 75 or more off-campus participants must be handled by Continuing Education conference and meeting management services.**

Continuing Education Sponsored Events

Short term personal and non-fee professional classes are not charged a maintenance fee. A professional course charging a fee will be charged a maintenance fee. Classes extending beyond six (6) weeks should reserve academic classroom space. State agencies and community non-profits, are charged a maintenance fee for an event or per day for an event. Non-University and outside groups are charged the rental rate fee. Any out of pocket costs for extra services will be charged to Continuing Education.

Public Notice of Events

Public notice of an event may not be announced until the sponsor receives an e-mail and/or printed confirmation of the approval.

Updated 8/07