



UNIVERSITY CENTERS

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University Centers
Facilities Use Policies and Procedures
Effective January 1, 2011

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Policies and Procedures General Statement

I. Student Organizations registered with the Center for Student Involvement; Campus Departments or Off-Campus Groups or Individuals are eligible to request and use facilities available on a first-come, first-serve basis.

II. The University Centers (UCs) - Facilities Use Policies and Procedures provides for the efficient use and fair administration of facilities within the University Center, UC Satellite, campus grounds and all other locations under the jurisdiction of the UC Conference and Reservation Services Office (UC CARS). General updates to the Facilities Use Policies and Procedures may occur upon review and/or recommendation by the University Center Policy Board (UCPB) or as other departmental or University policies referenced within these policies are adjusted or revised as needed.

III. All groups using space reserved through the University Centers are expected to observe Federal, State and local laws, any applicable University of Houston policies and procedures and the University Centers policies. It is the responsibility of the individual/organization utilizing facilities and services to ensure that the events in their entirety are in compliance with the above laws and policies.

Policies and Procedures Waiver

Request for a waiver of any University Centers policies described within the Facilities Use Policies and Procedures document must be submitted in writing to the Assistant Vice President for Student Development or designee via a UCs Policies and Procedures Waiver Request Form. The form is available online and in the UC CARS Office. The form must be submitted to the UC CARS Office at least ten (10) business days prior to the day of the event. The Policy Waiver Request Process is not applicable for Student Life Policies, UH MAPP Policies, or other general University of Houston policies that are referenced within this policy document. For additional questions or clarifications regarding the policies applicable for a Waiver Request, please contact the UC Conference and Reservation Services Office (UC CARS) located in Room 210 of the University Center. Phone: (713) 743-5287.

Terms and Definitions

As used in the Facilities Use Policies and Procedures document, unless the context otherwise requires:

- “*UC*” – refers to the University Center facility.
- “*UC Satellite*” refers to the University Center Satellite facility.
- “*UCs*” refers to the University Centers organizations
- “*UC Conference and Reservation Services Office (UC CARS)*”, refers to the entity responsible for coordinating the use of all facilities within the University Center, UC Satellite, campus grounds and various other locations on campus.
- “*Student Organizations*” – refers to organizations that are currently registered with the Department of the Center for Student Involvement at the University of Houston main campus.

- “**Campus Department**” – refers to any University of Houston main campus office or department.
- “**UH-Sponsored**” – refers to a joint programming venture between a student organization or campus department with an off-campus group and/or individual(s).
- “**Off-Campus Groups**” – refers to groups or individuals requesting space for a non-University meeting or event.
- “**Group**” – refers to a student organization, campus department, or any non-University individual or group.
- “**Authorized Representative**” – refers to a group’s contact person who signs the reservation request.
- “**Reservation**” – refers to arrangements for one or multiple bookings of facilities locations by one group where the bookings are logically or cohesively joined in some manner.
- “**Booking**” – refers to any use or planned use of facilities.
- “**Regularly Scheduled**” – refers to a series of bookings involving the same group for the same purpose at habitual intervals over the course of a semester.
- “**No Show**” – refers to any unannounced absence from a scheduled facility by any group.
- “**Special Event**” – is defined as one with an anticipated audience of 300 or more; or requires usage of at least three locations simultaneously; or requires police coverage; or requires four or more hours of set-up time; or includes potentially disruptive amplified sound; or could be potentially disruptive; or has significant safety and security issues; or has the potential to affect the entire campus community.
- “**Admission Fee**” – refers to any charge or contribution associated with an event, regardless of label, which is either required or voluntary in nature.
- “**Business Day**” – refers to weekdays (Monday through Friday) in which the University is officially open for service.
- “**Change Order Fee**” – refers to any charges added to a reservation for additions made to a reservation less than two (2) business days before an event.

Building Hours of Operation *

University Center:

- Monday-Wednesday 7a.m.-12a.m.
- Thursday 7a.m.-1a.m.
- Friday & Saturday 7a.m.-2a.m.
- Sunday 1p.m.-12a.m.

UC Satellite (Fall and Spring Semesters):

- Monday-Thursday 7a.m.-8p.m.
- Friday 7a.m.-5p.m.
- Saturday & Sunday Closed

UC Satellite (Summer Semester):

- Monday-Thursday 7a.m.-5p.m.
- Friday 7a.m.-4p.m.
- Saturday & Sunday Closed

**Times are subject to change based on the University Holiday Calendar, as well as special circumstances as determined by the Assistant Vice President for Student Development.*

Facilities in the University Center and UC Satellite can be reserved outside of the regular operating hours listed above. It is recommended that requests are made at the time of the original reservation. Approval will be based on staff availability and timeliness of the request, as well as benefit to the University community. The UC CARS Office is located in Room 210 of the University Center. Website: www.uh.edu/UC Click on UC Event Services. Phone: (713) 743-5287.

Reservation Request Policies and Procedures

- 1.1 Requests for use of facilities must be submitted in writing initially by facsimile or in person to the UC CARS Office. If requests are made by facsimile, all other appropriate forms must accompany the requests. Reservations are not guaranteed until a confirmation has been issued. Once a confirmation is received by a customer, changes submitted in writing will also be accepted via email.
- 1.2 Reservations are processed in the order in which they are received, with consideration being given to size of the group, type of set-up needed, and space availability. The UC CARS Office reserves the right to assign and, if necessary, reassign facilities to assure the maximum and most appropriate use of facilities.
- 1.3 Reservation requests for regular meetings received less than five (5) business days before the event may be denied due to insufficient time and/or space available to process and accommodate the request.
- 1.4 Reservation requests for large-scale or special events received less than twenty (20) business days before the event may be denied due to insufficient time and/or space available to process and accommodate the request.
- 1.5 Reservation requests for large-scale or special events requiring advance planning will not be accepted more than six (6) months prior to the date of the event unless a Policy and Procedures Waiver Request Form has been completed and submitted for review and consideration. Exceptions to this Waiver requirement are reservation requests submitted for University of Houston campus-wide traditional/annual events which may be reserved one (1) year in advance.
- 1.6 All other forms, if applicable for an event - solicitation permit, alcohol permit, temporary food dealer's permit, burn permit, tent permit, special parking request -- must be completed and submitted with the appropriate approvals to the UC CARS Office prior to the event. For specific timelines and information regarding special permits please refer to the section on Special Permits and Additional Approvals within this document.
- 1.7 University Center or UC Satellite facilities may not be reserved for study hall purposes by any organization, group or individual.
- 1.8 The only locations that may be requested as rain-site locations for outdoor events are the UC Arbor and/or the Cougar Den.
- 1.9 Changes made less than two (2) business days before the event may be subject to Change Order Fees.
- 1.10 Contact the UC CARS Office during regular business hours or a Customer Relations Manager (CRM) after hours or on weekends for any set-up adjustments.
- 1.11 The UC CARS Office reserves the right to cancel and/or reschedule reservations

due to situations beyond the control of the University (i.e. adverse weather conditions/acts of nature, loss of utilities, etc.).

- 1.12 If false information is provided with a reservation request, disciplinary action may be taken against groups or individuals.

Reservation Requests for Spaces with Special Conditions

- 2.1 The **Governor's Hall** is an informal student lounge that may only be reserved in combination with the Houston Room as a lobby space.
- 2.2 The **Houston Room Ticket Booth** may only be reserved in combination with a Houston Room function.
- 2.3 The **Palo Duro Room** availability during regular weekday business hours will be limited for groups other than the University Centers Department. Exceptions may be made in the event there are no other spaces of the appropriate size available during the time requested by a group.
- 2.4 The **PGH Breezeway Information Tables** are available for reservation by student organizations only.
- 2.5 The **UC Circle, UC Lawn Areas, UC North Patio, UC Arbor and UC Satellite/Patio Hill** all require additional paperwork and/or approvals applicable to the UH Freedom of Expression Policy. The Freedom of Expression Policy is available on the UCs website: www.uh.edu/UC. Go to UC Event Services and then Policies and Procedures.
- 2.6 The **UC Food Court Seating Area** is available for reservation only during non-food service operating hours within the UC Food Court.
- 2.7 The **UC Satellite Food Court** may only be requested and reserved by obtaining special permission for use after regular hours of operation.
- 2.8 The **UC Satellite Television Lounge #1** may only be requested and reserved by student organizations from 2-5pm on Fridays during the fall and spring semesters.
- 2.9 The **UC South Information Tables** located at the south entrance to the UC may only be reserved by UH registered student organizations or by UH campus departments for events with no additional sponsors.
- 2.10 The **UC North Information Tables** are available for reservation by all groups.

Event Sponsorship

3.1 A Sponsorship is defined as a joint programming venture between a Registered Student Organization, campus department or an off-campus group and/or individual(s).

3.2 Registered Student Organizations or campus departments shall not serve as fronts for off-campus groups or individual(s) for the purpose of obtaining reduced facility use rental rates. Registered Student Organizations shall not serve as fronts for campus departments. Events sponsored by registered student organizations or campus departments discovered to be fronts for any entity will be adjusted to the appropriate facility rental rate.

3.3 Sponsored events between Registered Student Organizations and campus departments will be charged at one half the campus department rate or student organization fundraiser rate.

3.4 Registered Student Organizations holding events marketed to high school or college level students within the greater Houston metropolitan area will be charged the campus department rate.

3.5 Registered Student Organizations holding events marketed to any off-campus community groups or individual(s) within or beyond the greater Houston metropolitan area, other than high school or college level students will be charged the UH sponsored rate.

3.6 Campus departments holding events with an admission fee* or events that are marketed to any off-campus community groups or individual(s) within or beyond the greater Houston metropolitan area , with the exception of official University of Houston Enrollment Services recruitment events will be charged the UH sponsored rate.

3.7 In order for an event to be eligible for a sponsored rate the following requirements must be met:

- The sponsoring group must actively participate in the event by assuming responsibility for all reservation arrangements and charges assessed.
- All communications with the UC CARS Office must be conducted by the sponsoring group representative.
- A member of the sponsoring group must be present throughout the entire event.
- All accumulated charges will be billed to the sponsoring group

Additional Requirements by Group Type

For specific rental fee rate information refer to the UC Room/Space Rental Fees available on the UCs website at www.uh.edu/UC. Click on UC Event Services.

Student Organizations

- 4.1 Only organizational representative(s) listed on the The Center for Student Involvement Center for Student Involvement Student Organization Registration Form are authorized to make or cancel reservations on behalf of their student organization.
- 4.2 Reservation requests for regularly scheduled meetings may be made in advance for an entire semester. Spring Semester requests may be submitted beginning November 15th. Summer and Fall Semester requests may be submitted beginning April 15th. Student organizations are limited to two (2) regularly scheduled meetings per week.
- 4.3 Student organizations are eligible for up to four (4) meeting/event reservations per calendar week (Sunday through Saturday).
- 4.4 Student organizations are not charged for the use of facilities, unless the facilities are used for sponsored events or events with an admission fee. Charges associated with extending building hours, use of audio-visual equipment, special services, special staff or labor is the responsibility of the student organization.
- 4.5 For events held in the Houston Room with an admission fee, student organizations will be charged a rental fee of \$150 per day plus any additional costs associated with special building hours, special staff, labor charges or additional equipment required.
- 4.6 Student organizations will be charged one-half of the Campus Department Rental Rate for use of other facilities used per day plus any additional costs associated with

special building hours, special staff, labor charges or additional equipment required for events that have an admission fee.

- 4.7 Student organizations planning large-scale or special events meeting the definition of “special event” as determined by the The Center for Student Involvement are required to begin the initial event planning process through the Center for Student Involvement Event Registration Process.

Campus Departments

- 5.1 Departments are eligible for up to four (4) meeting/event reservations per calendar week (Sunday through Saturday).
- 5.2 The University Center and UC Satellite may not be used for academic courses.

Off-Campus Groups

- 6.1 Off-Campus Groups are limited to five (5) reservation days per month.
- 6.2 Off-Campus Groups may be required to provide a Certificate of Insurance for Bodily Injury and Property Damage. The certificate must name the University of Houston as additionally insured. Subrogation against the University must be waived.

Facility Usage Policies and Procedures

- 7.1 Use of any space in the University Center, UC Satellite, on campus grounds and all other locations under the jurisdiction of the UC CARS Office is prohibited without a confirmed reservation.
- 7.2 Use of a space for any reason other than the purpose stated on the reservation request is not permitted. All changes to bookings/reservations must be submitted in writing, signed by an authorized representative of a group, and approved by the UC CARS Office. Reservations are not transferable.
- 7.3 Reservation confirmations and all other appropriate forms/permits are required to be on-site throughout the event. Failure to produce appropriate forms/permits upon request may result in suspension of the event.
- 7.4 Groups and/or the authorized representative/s holding functions or activities at the University Center, UC Satellite and other reservable locations will be held responsible for their guests' compliance with the UCs Facilities Use Policies and Procedures as well as University of Houston policies and procedures as described in MAPP (Manual of Administration Policies and Procedures) available on the MAPP website located at www.uh.edu/mapp.
- 7.5 Leaving the facility in an unclean condition or damaging facilities and/or equipment may result in additional charges to the group for cleanup and/or recovery of losses.
- 7.6 The UC CARS Office reserves the right to cancel existing reservations and deny approval of future requests of groups not following the UCs Facilities Use Policies and Procedures or other applicable University policies.

General Policies and Procedures

- 8.1 Shirts and shoes are required to be worn while in the University Centers.
- 8.2 Smoking and other use of tobacco is prohibited in the University Center and the UC Satellite.
- 8.3 Roller skates, skateboards, bicycles, roller blades, and scooters may not be used in the University Center or UC Satellite.
- 8.4 Bicycles are to be secured in designated areas only. The securing of bicycles to

- stairways, handrails, hallways, entrances, light poles, trees, or shrubbery is prohibited.
- 8.5 Weapons of any kind are prohibited on the campus of the University of Houston.
 - 8.6 The University Centers are not responsible for any lost, stolen or damaged property belonging to users of the facilities.
 - 8.7 Animals are not permitted in the University Center and UC Satellite with the exception of animals trained to assist the disabled.
 - 8.8 Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed at any time.
 - 8.9 All forms of gambling are prohibited by law unless specifically provided for by statute.
 - 8.10 Use of any appliance with a heating source (example iron, specialized catering equipment, space heater) in meeting facilities requires advance approval from the UC CARS Office.
 - 8.11 Photo identification is required of all individual patrons utilizing the facilities. Everyone must be able to present identification upon request of a University of Houston Staff Member.
 - 8.12 Furniture must not be removed from reserved meeting rooms/spaces it is assigned unless prior approval has been granted in advance through the UC CARS Office.
 - 8.13 Property of the University Centers may not be removed from the facilities.
 - 8.14 Reserved meeting rooms/spaces are not to be utilized for childcare services.

Event Planning Services & Specialized Staff

The UC CARS Office is able to provide and arrange for special services (electrician, piano tuning, portable generators, etc.) for your event. Fees will be determined by the UC CARS Office and confirmed with the group in advance.

Audio-Visual Services, Special Event Set-Ups/Room Diagrams, & Additional UC Equipment Services

- 9.1 All set-up and audio-visual information should be included with the reservation request. A binder with sample room set-up diagrams is available in the UC CARS Office. UC CARS Staff are available for assistance with planning your room diagram/layout.
- 9.2 Audio-visual equipment is confirmed on a first-come, first-serve basis. The UC CARS Office has the ability to rent equipment from various vendors. The fees associated with any rented equipment will be passed on to the reserving group. The group will be notified of costs prior to ordering.
- 9.3 The group is responsible for the securing and condition of all the audio-visual equipment during scheduled meeting time. If equipment is lost, stolen, or removed from its original location or displays damage beyond normal use, the reserving entity will be charged a repair or replacement fee. If the event/meeting concludes before the scheduled time it is the responsibility of the group to inform the UC CARS Office or the Customer Relations Manager on duty to ensure audio-equipment is secured.
- 9.4 Lighting and “special effects” equipment, such as smoke, fog and fire machines are prohibited without prior approval from the UC CARS Office.

Special Permits and Additional Approvals

General Information

Timelines for approval of special permits varies. The required forms to submit for review and approval are located on the UCs website at www.uh.edu/UC. Click on UC Event Services and go to Forms. The UC CARS Office can assist groups with the various requirements and procedures to follow in order to process forms with the appropriate area/office which reviews and grants approval for each type of permit.

Alcohol Consumption and Distribution at Events

- 10.1 Groups desiring to serve or consume any type of alcoholic beverage on campus must register their event in advance by completing and submitting a Registration of Alcoholic Beverage Distribution Form. Information on University of Houston Alcohol Policies and Alcohol Forms may be obtained through the Dean of Students Office or through the UCs website at www.uh.edu/UC. Click on UC Event Services and go to Forms. Alcohol Beverage Distribution Requests must be received and date stamped in the Dean of Students Office a minimum of fifteen (15) business days in advance of the scheduled event for review. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Dean of Students Office.
- 10.2 Groups holding functions or activities in the University Center, UC Satellite and other reservable locations must adhere to University of Houston alcohol policies as published in the Student Handbook, the UCs Food and Beverage Policies, and applicable local, state and federal laws regarding possession, consumption and distribution of alcohol.
- 10.3 Groups intending to include an alcohol beverage service for a catered event in the University Center or UC Satellite will be required to arrange for the alcohol beverage service through University of Houston Dining Services Catering who is the holder of the liquor license on campus. Additionally for all events with an alcohol beverage service provided by UH Dining Services Catering, all catered food to accompany this service for meetings/events must also be provided by UH Dining Services Catering.
- 10.4 Food and non-alcoholic beverages must be available at all functions where alcohol will be served.

Burn Permits

- 11.1 Burning of candles, incense or open flames without prior approval for a burn permit are prohibited.
- 11.2 Requires a minimum of a five (5) business day advance approval through the University of Houston Department of Public Safety (UHDPS) Fire Marshal's Office. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Fire Marshal's Office.

Freedom of Expression Policy

- 12.1 The Freedom of Expression Policy as part of MAPP policy is applicable to University of Houston students, faculty, staff and others who wish to engage in non-curriculum related organized expressive activities at locations on University property as identified in the policy. Non-permitted commercial activities as defined within the Freedom of Expression Policy are not allowed. For questions regarding this policy and whether or not it would apply to a proposed or scheduled meeting/event, groups

should contact the UC CARS Office. The full Freedom of Expression Policy is available on the UCs website: www.uh.edu/UC. Go to UC Event Services and then Policies and Procedures.

- 12.2 Organized Expressive Activity Requests require a minimum seven (7) business day advance once received and date stamped in the Dean of Students Office. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Dean of Students Office.

Temporary Outdoor Signage Requests

- 13.1 The use of temporary outdoor signage is only permitted for official University sponsored events as determined by the University of Houston Freedom of Expression Policy. In this policy, an official University sponsored event is defined as any event, program, or activity sponsored by a University Department in the course of fulfilling their University Mission, activities that occur within the classroom, or events that occur within the regular or recurring sphere of activity of a University Department.
- 13.2 Temporary Outdoor Signage Requests require a minimum ten (10) business day advance once received and date stamped in the Dean of Students Office. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Dean of Students Office.
- 13.3 Each completed Temporary Outdoor Signage Request Form must include the following information and attachments: a sample of the sign and sign dimensions, the type of material to be used for construction of the sign, the number of signs requested to be posted, a map displaying the proposed locations for the signs, the timeline requested for the posting of the signs as well as the date for the removal of the signs by the group.
- 13.4 The event sponsor's name is also required on each printed signage item.
- 13.5 UH-Sponsored events planned by University Departments partnering with a student organization or off-campus group also requires the completion of a University Sponsorship Verification Form by the sponsoring University Department.

Special Parking Requests

- 14.1 The UC CARS Office will coordinate with Parking and Transportation Services and attempt to provide adequate parking for events with minimal disruption to normal parking operations at the University of Houston.

Solicitation

- 15.1 All sales and solicitation in the University Center or UC Satellite must be sponsored by a campus department or student organization and must be approved in accordance with University policies. For further clarification, please refer to the University Policies section of the Student Handbook under the heading, "Soliciting of Funds, Selling of Nonfood Items".
- 15.2 Solicitation Permits are available for student organizations through the Center for Student Involvement or from the UCs website: www.uh.edu/UC. Go to UC Event Services and then go to Forms.

Sound Amplification

- 16.1 Groups holding functions or activities using amplified sound are required to comply with the University Centers Amplified Sound Policy which is available in the UC

CARS Office and on the UCs website. This policy exists to create an environment that will permit all meetings and events to take place without disruption.

- 16.2 Amplified sound is limited by policy in the UC Arbor, UC North Patio, UC Satellite Patio/Hill and Lynn Eusan Park between the hours of 11:30a.m. to 1:30p.m. and from 4 p.m. to midnight on class days. On non-class days, amplified sound will be permitted from 8:00 a.m. to midnight. For additional information, refer to the Amplified Sound Policy available in the UC CARS Office or on the UCs website at www.uh.edu/UC. Click on UC Event Services and go to Policies and Procedures.

Temporary Food Dealer's Permit

- 17.1 Food and beverage may be sold or distributed on campus only through student organizations or campus departments.
- 17.2 The sponsoring group must secure a Temporary Food Dealer's Permit from University of Houston Department of Public Safety (UHDPS) Fire Marshal's Office. The permit requires a minimum of a five (5) business day advance approval. Groups should build in ample event planning time for routing of paperwork through other required offices/areas prior to submitting requests for review by the Fire Marshal's Office.
- 17.3 The approved permit must be submitted to the UC CARS Office in advance of the scheduled meeting/event and should also be available on-site during the meeting/event.
- 17.4 Student organizations are limited to two (2) food or beverage sales per month. Sales tax may be applicable for more than one fundraiser held per month. Contact the Center for Student Involvement for additional information and State of Texas sales tax requirements that may be applicable.

Food and Beverage Policies

- 18.1 Groups have three (3) options available for food/drinks for a meeting/event scheduled in the UC and UC Satellite.
1. Groups may provide or bring their own food/drink products.
 2. Groups may use UH Dining Services Catering.
 3. Off-Campus Catering Company - All catering from off-campus sources (caterers, restaurants, etc.) must provide a Certificate of Liability Insurance naming the University of Houston as an Additional Insured Party. The UC does not have kitchen facilities for off-campus catering.
- 18.2 If alcohol is to be served during the event then groups must use UH Dining Services to provide food and alcohol.
- 18.3 Groups providing their own beverages, receiving beverage donations for an event, or contracting with an off-campus catering company for beverages as part of the food arrangements for an event must adhere to the requirements of the University of Houston Exclusive Beverage Contract with the Houston Coca-Cola Bottling Company. An approved beverage/product listing is available at the UC CARS Office or on the UCs website: www.uh.edu/UC. Go to UC Event Services and go to Policies and Procedures.

Posting of Information Displays/Distribution, Banners, Table Tents, and

Decorations

Banners

- 19.1 Student organizations are limited to posting two (2) banners at any given time.
- 19.2 Campus departments or on-campus contracted businesses are limited to posting one (1) banner per building at any given time.
- 19.3 A banner's dimensions cannot exceed five (5) feet tall by fifteen (15) feet wide in the UC Arbor, or five (5) feet tall by fifteen (15) feet wide in the UC Satellite.
- 19.4 All banners are required to have the group's name clearly printed on the banner.
- 19.5 Banners may only be posted on the landing area railing over the UC Arbor Fountain by a group hosting event in the UC Arbor and only during the event.
- 19.6 Groups wanting to hang a banner for an event in a location other than the UC Arbor or UC Satellite should request this in advance and at the time the reservation request form is submitted. Groups must provide the UC CARS Office with the banner location preference, banner dimensions, and the date/s desired for the banner to be hung and dismantled.
- 19.7 Outdoor locations other than the UC Arbor or UC Satellite will be subject to additional approvals through the Dean of Students Office. Refer to the section on Special Permits and Approvals in this document regarding Temporary Outdoor Signage for more information on requirements.
- 19.8 Banners to be hung on the Houston Room Backstage Wall must be requested in advance at the time the reservation request form is submitted. Banners must be delivered to the UC CARS Office a minimum of two (2) days in advance of the scheduled event date to allow for the processing and completion of a work order. Charges will be applied accordingly for this service. Maximum dimensions for banners to be hung in this location should not exceed fifteen (15) feet in height by thirty (30) feet in width.
- 19.9 For information on the use of banners for Traditional Banner Contests, contact the Center for Student Involvement.

Banner Time Period Extensions & Multiple Banners

- 19.10 The standard two-week posting period may be extended/granted through approval during non-peak posting times of the year. Extensions should be requested in advance of initial posting dates in the original request.
- 19.11 Banner reservations may be renewed, subject to space availability, every two (2) weeks by submitting a new reservation request form.
- 19.12 Student Organizations will have the option to post up to two (2) banners at one time or have overlapping times in the event two (2) separate events are planned by the organization.
- 19.13 Maximum posting period for event banners (unless exception granted for extension as noted below) will be limited to ten (10) business days prior to a scheduled event (includes the actual event date).
- 19.14 All reserved and posted banners require a Banner Posting Sticker (BPS) that is visible on the banner. Banners found to not include a current Banner Posting Sticker (BPS) will be removed.

Banner Painting in the UC

- 19.15 Student Organizations are required to paint their banners on the 1st floor landing above the World Affairs Lounge.
- 19.16 Student Organizations must cover the floor with cloth or paper to protect the floor while painting and should ensure that doorways or access to the elevator is not restricted or blocked.
- 19.17 Student Organizations must use water soluble paints. No spray paints allowed.
- 19.18 Student Organizations are responsible for cleaning the area when finished and must clean their paint brushes in one of two designated areas:
 - The custodial closet on the ground level between the Men's Restroom and the entrance to the UC Games Room.
 - The custodial closet on the Underground level adjacent to the World Affairs Lounge.
- 19.19 Student Organizations are not permitted to clean paint brushes in drinking fountains, the Men's/Women's Restrooms, the Mediterranean Room Kitchen or the fountains in the UC Arbor or the World Affairs Lounge.

Decorations

- 20.1 The use of glue, duct tape, nails, and/or tacks on any surface is prohibited. Decorations may not be attached to or leaning against ceilings, light fixtures, walls, woodwork, draperies, windows, curtains or any painted or papered surface. Decorations may not be attached to floors. For offices, stores or departments, please see the appropriate Manager or Department Head for approval.
- 20.2 Use of confetti, glitter, rice, sand, hay and similar materials are prohibited.
- 20.3 Hallway windows in meeting rooms are not to be covered under any circumstances.

Information Displays/Distribution

- 21.1 Posting in reservable or public locations (with the exception of public bulletin boards) is not permitted. This includes walls, doors, glass, furniture, etc.. Easels, flipcharts, sign stands and pegboards are available for posting purposes through the UC CARS Office. For offices, stores or departments, please see the appropriate Manager or Department Head for approval.
- 21.2 Off-Campus Groups and Individuals wishing to display advertisements are limited to the use of the public bulletin boards in the University Center and the UC Satellite. Any group wishing to display/distribute printed materials (magazines, newspapers or other literature) must obtain permission from the Assistant Vice President for Student Development or his/her designee.
- 21.3 For information regarding temporary outdoor signage, please refer to the Special Permits and Additional Approvals section within this document.
- 21.4 Groups using display/distribution tables must remain at their specific assigned space while conducting their business.

Table Tents

- 22.1 Only table tents advertising on-campus events sponsored by student organizations or campus departments will be approved.
- 22.2 Table tents can be reserved for placement in the UC Food Court Dining Seating Area and UC Satellite Food Court Dining Seating Area.
- 22.3 Reservations for table tent locations are limited to three (3) consecutive business days, are limited to one table tent per table per day, and are subject to availability of space.

- 22.4 A finished table tent must be provided to the UC CARS Office at least two (2) business days prior to confirmed reservation date.
- 22.5 Table tents are restricted in size to a maximum of four (4) inches by five (5) inches when folded or 8.5 inches by 11 inches when full size. The UC CARS Office reserves the right to remove table tents and/or cancel reservations if the table tents exceed these dimensions.
- 22.6 To maintain necessary sanitary conditions, University Centers staff will dispose of table tents as they become stained or dirty.
- 22.7 The University Centers and/or the University Food Service Contractor are not responsible for the disposal of or damage to table tents.

Table Tent/Banner Removal

- 23.1 Groups are responsible for removal of banners and/or table tents by the designated due date noted on written confirmations issued by the UC CARS Office.
- 23.2 Expired banners and/or table tents will be removed by UC staff and will be stored in the UC CARS Office for pickup by a designated due date after the group has been contacted or the banner/table tents will be discarded.

Police Services & Event Coverage Requirements

The UC CARS Office will coordinate with the University of Houston Department of Public Safety (UHDPS) to determine the minimum number police/security officers needed for each event with the exception of student events.

- 24.1 The Dean of Students or designee recommends police coverage necessary for all student organization events.
- 24.2 The Assistant Vice President for Student Development or designee recommends police coverage for all other events booked through the UC CARS Office.
- 24.3 UHDPS coverage may be required for the following types of events:
 - Those with an anticipated audience of three-hundred (300) attendees or more.
 - Those which would fall under the guidelines of the UH Social Event Policy.
 - Those which include potentially disruptive amplified sound.
 - Those which could be potentially disruptive to the University community.
 - Those which have significant safety and security issues.
 - Those where alcohol is being served.
 - Those where cash transactions will occur.
 - Those which have the potential to affect the entire campus community.
 - Those where the Assistant Vice President for Student Development or designee or the Dean of Students or designee recommends that police coverage is required.
- 24.4 UH Police requests made with less than ten (10) business days prior to the event will be subject to a ten percent (10%) late fee.
- 24.5 Cancellation of police requests is the responsibility of the requesting party and must be made at least two (2) business days in advance of the event with the UC CARS Office in order to avoid a charge. The cancellation must be signed by the individual who originally reserved the police and also by the UH administrative authority which approved the original request (Dean of Students or designee or the Assistant Vice President for Student Development or designee).
- 24.6 Metal detection equipment and operational staffing may be required at events. Applicable charges may apply.

Payment Policies and Procedures

- 25.1 All groups must submit payment within ten (10) business days of receipt of their confirmation and prior to their event. If payment is not received within the ten (10) business day period, the reservations may be canceled.
- 25.2 Student organizations and departments with on-campus accounts are able to pay room rental charges and service fees via Service Center Vouchers (SC). An authorized SC Voucher must be received within five (5) business days prior to the day of the event by a student organization or campus department. Accepted forms of payment include money orders, cashiers and organizational/business checks, and credit cards (Visa and MasterCard only). Checks must be made payable to "University of Houston". The University reserves the right to refuse personal checks.
- 25.3 ~~All applicable refunds will be initiated within ten (10) business days of receiving all necessary documentation (will require completion of a Vendor Set-Up Form).~~ All applicable refunds will be initiated within ten (10) business days of receiving all necessary documentation which includes a completed Vendor Set-Up Form. All necessary documentation must be provided within 30 days of the UC CARS request for documentation or the refund will be forfeited.
- 25.4 Groups with outstanding debts to the University of Houston may be refused future reservations and all current reservations may be suspended pending full payment or until proof of payment is submitted to the UC CARS Office. Bad debts processing fees will be charged to the reserving group.

Reservation Cancellations and No-Shows

Student Organizations

- 26.1 Cancellations must be received in writing at least two (2) business days in advance of the event or the student organization will be responsible for paying the Campus Department Rental Rates and other service charges. If the reservation is categorized as a Sponsored Event, the UH-Sponsored Rental Rate will apply.
- 26.2 If a student organization fails to show up for a reserved event, they will be issued a warning letter. After a second "No Show", the student organization will be charged the Campus Department Rental Rates for rooms. After a third "No Show" in the same academic year, the student organization's reservations privileges may be suspended for the rest of the academic year and all remaining reservations for the rest of the academic year will be cancelled.

Campus Departments

- 27.1 Cancellations must be received in writing at least two (2) business days in advance of the event or the campus department will be responsible for paying Campus Department Rental Rates and other service charges. If the reservation is categorized as a "Sponsored" event, the UH-Sponsored Rental Rate will apply.
- 27.2 If a campus department fails to show up for a reserved meeting room/facility, they will be issued a warning letter and charged the Campus Department Rental Rates for rooms. After a second "No Show" in the same academic year, they will be issued a warning letter, charged the Campus Department Rental Rate plus a twenty-five (\$25) service fee. After a third "No Show", the campus department's reservations privileges will be suspended for the rest of the academic year and all

remaining reservations for that academic year will be cancelled.

Off-Campus Groups

- 28.1 Reservation cancellations must be received in writing. If cancellation is made less than thirty (30) calendar days prior to the first scheduled date of the event, the off-campus group and/or individual will be responsible for the full room rental rate and other service charges that have been applied.
- 28.2 If an off-campus group or individual fails to show up for a reserved meeting room/facility, they will be issued a warning letter. After a second “No Show”, they will be issued a second warning letter and charged a thirty-five (\$35) service fee. After a third “No Show” in the same academic year, the off-campus group’s and/or individual’s reservations privileges will be suspended for the rest of the academic year and all remaining reservations for that academic year will be cancelled.

Disciplinary Procedures

The Facilities Use Policies and Procedures are intended to support an environment necessary for learning and development. Any member of the campus community may bring a charge giving details of the alleged violation in writing to the supervisor of the UC CARS Office.

Sanctions

The UC CARS Office may impose any or all of the following sanctions based on violation, repetition, and financial responsibility. If there is a reason to believe that a violation of these UCs Policies and Procedures, applicable Student Life Policies, and/or UH policies (as described in the Manual of Administrative Policies & Procedures (MAPP); website: www.uh.edu/mapp) may have occurred and the sanction could result in an option other than a letter of warning, the authorized representative of the charged group will be required to meet with the supervisor of the UC CARS Office and/or referred to other parties if deemed necessary. After the meeting conclusion, the supervisor of the UC CARS Office will notify the authorized representative of the group in writing if a violation occurred and any subsequent sanctions.

- 29.1 **Letter of Warning:** Group will receive a letter identifying the violation and clearly defining the Policy as it relates to the violation.
- 29.2 **Probation:** Group will not be permitted to sponsor large events such as concerts, mixers, dances, lectures, etc. With permission, organizations may be granted the privilege to conduct meetings and other small events.
- 29.3 **Financial Restitution:** Group will be responsible for damage to facilities, supplies and/or equipment and will be responsible for the repair and/or replacement costs associated with the damage.
- 29.4 **Judicial Referral:** Individual students, Student Organization or Group will be referred to the Dean of Students Office for adjudication of Student Life Policy.
- 29.5 **Fines:** Group may be assessed fines for Policy violations.
- 29.6 **Suspension of Privileges:** Group will not be permitted to reserve space through the UC CARS Office and all remaining reservations for the academic year will be suspended.

Appeal Process

Group must appeal within ten (10) business days from the date of notification. Letters of Appeal should be addressed to the Assistant Vice President for Student Development (282 University Center, Houston, Texas 77204-3049). Appeals will be considered only on the basis of any new information not considered during the initial disciplinary procedure.

UC Policy Board Approval
Final Approval