



**Policy Number and Chapter:** 11.001 Facilities

**Policy Title:** Facility Use Coordination

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**Policy Statement.** University of North Texas facilities are primarily for use by its students, faculty, administrators, and staff for activities and events that are directly related to fulfilling the mission of the University. UNT welcomes campus organizations and visitors to use UNT facilities provided there is not a conflict with scheduled university activities or events and the proposed event is compatible with the educational mission of the University, including its mission of protecting freedom of expression and assembly. Use of space is coordinated to attain maximum benefit to the University of North Texas community.

Permission to use campus facilities does not imply endorsement, sponsorship, or support by the University of the views, opinions, or programs of the users or speakers.

**Application of Policy.** The policy applies to University of North Texas students, employees, organizations and visitors.

**Definitions.**

1. **Affiliated Group.** "Affiliated Group" means a student organization, an organization funded or sponsored by UNT, or employee or student organizations. Affiliated groups include any alumni association or other groups which are organized and operated for the benefit of UNT.
2. **Campus Grounds.** "Campus Grounds" means all common outdoor areas owned, leased or controlled by the University that are accessible to all students, employees, and visitors, such as sidewalks, park-like areas and malls.
3. **Event.** "Event" means all activities, functions, or programs occurring outside of centrally scheduled class times on or within University facilities.
4. **Event Scheduler.** "Event Scheduler" means the UNT official with specific responsibility for administration of the Facilities Use Coordination Policy for each reservable facility.
5. **Facilities.** "Facilities" means any building, structure or outdoor space which is owned by UNT or operated under UNT authority.
6. **Facility Use Guidelines.** "Facilities Use Guidelines" means specific guidelines, administered by the Event Scheduler, to manage the requirements of this policy.
7. **Organization.** "Organization" means a group composed of university students or employees, or visitors who come together in pursuit of a common purpose.

8. Schedule. "Schedule" means to permit use of a space to an individual, group or organization for a defined time period for a specific event or purpose.
9. Unaffiliated Group. "Unaffiliated group" means groups or individuals that are legally separate from UNT, even though some of the members or participants may be UNT personnel, alumni or students; including but not limited to non-profit organizations, civic and professional organizations, and employee personal events.
10. Visitor. "Visitor" means a person who is not a student or employee of the University.

## **Procedures and Responsibilities.**

### **I. Administration of Facilities Use Policy.**

The Office of Space Management and Planning will administer and monitor requirements of this policy with assistance of each Event Scheduler.

### **II. Use of Campus Facilities.**

Space in campus facilities will be scheduled according to the following priorities:

- A. Classroom instruction, testing, and exams in educational and general spaces.
- B. Official university functions, including educational and general spaces.
- C. Administrative and academic activities and meetings, programs and activities sponsored and conducted by affiliated groups.
- D. Programs or activities sponsored by unaffiliated groups and individuals that are not in conflict with the operations and activities of UNT or UNT policies.

### **III. Coordination and Scheduling Responsibility.**

- A. Requests to schedule use of a space or facility should be made through the Event Scheduler for the desired space in accordance with the Facility Use Guidelines.
- B. The Office of Space Management and Planning will maintain a record of reservable spaces and the associated Event Scheduler for the space.
- C. All University spaces must be scheduled in accordance with Section II in order to maximize utilization and promote cross functional use to the greatest extent possible.

**IV. Facility Use Guidelines.** Each Event Scheduler will develop Facilities Use Guidelines which will be consistent with this policy, UNT Policy 07,006 (Free Speech and Public Assembly on Campus Grounds), and other applicable UNT Policies. Guidelines for scheduling facilities may not consider the political, religious, philosophical, ideological or academic viewpoint, or any potential controversy a user may generate. Guidelines will designate:

- A. Spaces within the facility that are available for use and any limitation that may apply to such use, including limitations on the number of persons who may occupy a particular space based on fire codes, and health and safety standards.
- B. Procedures, conditions of use, and any departmental guidelines for reserving or utilizing the space. Additionally, guidelines will consider:

- i. Expedited attendance size;
  - ii. Anticipated needs for campus security;
  - iii. Accommodations the University deems necessary for the speaker; and
  - iv. Relevant history of compliance or noncompliance with university policies by the speaker or individual or organization requesting to use the space.
- C. Fee structures based on comparable rates charged by venues in the community (as determined by a periodic review conducted by the Office of the President, Vice President for Finance or designee) based on the category of user and type of event.
- D. Other requirements such as coordination with other University entities as required for specific event types including but not exclusively UNT Police, UNT Risk Management Services, Office of General Counsel, Dean of Students and UNT Facilities.

#### **V. Risk Management.**

- A. Risk Assessment. UNT Risk Management Services is responsible for developing and implementing requirements associated with events in university facilities or grounds to provide an evaluation of risk assessment, required insurance coverage, or other necessary requirements to ensure the health, safety, and wellbeing of participants.
- B. Police Presence. UNT Police presence may be required as a condition for holding certain events to assure the safety of persons or property. The decision to require the presence of officers and the determination of the number of officers and associated costs will be determined based on policies and procedures developed by the UNT Police and UNT Risk Management Services.

#### **IV. Compliance and Enforcement.**

Non-compliance with this policy or other applicable UNT policies may result in denial of subsequent requests to use UNT facilities use, and where appropriate, other action by the University.

#### **References and Cross-references.**

UNT Policy 05.015, Ethics and Standards of Conduct  
UNT Policy 04.011, Smoke and Tobacco-Free Workplace and Campus  
UNT Policy 04.016, Use of Alcoholic Beverages  
UNT Policy 04.026, Animals On Campus Grounds  
UNT Policy 07.006, Free Speech and Public Assembly on Campus Grounds  
UNT Policy 07.012 Code of Student Conduct  
UNT Policy 11.002 Space Management and Assignment  
UNT Policy 12.003, Protection of Building and Grounds  
UNT Policy 12.004, Vehicle Operation and Parking

**Forms and Tools.** N/A

**Revision History**

<b>Policy Contact:</b>	Associate VP for Facilities
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