

Campus Event Policy Information

For additional information regarding campus guidelines for indoor facility usage, please visit <https://events.utk.edu/wp-content/uploads/sites/65/2019/01/Indoor-Space-Usage-Policy.pdf>

A. Authorized Events

- An Authorized Event is an event that is organized by and scheduled through an authorized event organizer that is properly sponsored and that has a fully confirmed space reservation request.

B. Authorized Event Organizers

- The following five groups of authorized users are defined as “Authorized Event Organizers” and are responsible for scheduling reservations for Authorized Events through Ad Astra.
 - University student organizations
 - University departments and offices
 - Members of the Board of Trustees
 - Government officials
 - Persons or entities invited by the University

C. Types of Events

- University Events
 - Events organized by University administration, one or more of the University’s academic units and departments, or one or more of its registered student organizations.
- Non-University Events
 - Events that are not University Events. A sponsor is required as explained below. Once a sponsor is confirmed, the reservation process through Ad-Astra may commence.
- Un-sponsored Events by Non-Affiliated Persons.
 - Sponsorship requirements does not apply to the activities of non - affiliated persons as permitted by Tenn. Comp. R. & Regs. 1720-01-12.06.07, but the remainder of the requirements of guidelines remain applicable to such activities.

D. Sponsorship Requirements and “Fronting”

- All Non-University Events must be sponsored by University administration, one or more of the University’s academic units and departments, or one or more of its registered student organizations.
- The event sponsor must be identified as the sponsor responsible for the event.
- The responsible sponsoring party requesting event space through Ad Astra must plan the event and be present at the event.
- A sponsor may not “front” for another organization for the purpose of securing a venue at no cost or reduced fees for a non-university event.
 - For example, a community group or for-profit entity may not utilize a registered student organization to reserve a venue unless the event is planned by the student organization and open to students.
- Authorized event organizers who violate this requirement may be barred from using University space.

E. Space Requests

- All space requests must be submitted through the events.utk.edu portal.
- Space availability checks may also be made in the portal.
- All requests must be submitted a minimum of ten days in advance.
- Meetings
 - A small gathering of individuals to discuss a specific topic.
 - May be recurring
- Events
 - Several individuals and / or groups in support of a particular activity.
 - May be a single day or span consecutive days

Student Union Event, Reservation, and Facility Policies

The Student Union serves as the community center of campus, a central gathering place for students, faculty, staff, alumni, and guests. Complementing the academic experience, the Student Union is committed to student development and learning, civic engagement and discourse, multiculturalism, healthy living, and sustainability.

To meet the diverse needs of our campus community and to maximize utilization, policies have been developed. The policies outlined in this document

- apply to the Student Union facility and associated outdoor spaces,
- assist in keeping facility and associated spaces in ideal condition,
- facilitate the most effective use of facility and associated spaces, and
- intend to provide consistent management of space.

Usage of University property is subject to all University rules, policies, and procedures, including the University Space Policy, and is subject to any relevant federal, state, and local laws.

General Information

The Director of the Student Union and staff will enforce the policies.

The policies apply to all indoor and outdoor spaces associated with the Student Union.

The Director (or designee) retains the discretion to reschedule, alter, end, remove, deny, or limit any event within an area covered by this policy.

General Facility Information

Facility Hours

Monday	7:00am – 11:00pm
Tuesday	7:00am - 11:00pm
Wednesday	7:00am - 11:00pm
Thursday	7:00am - 11:00pm
Friday	7:00am - 12:00am
Saturday	7:00am - 12:00am
Sunday	11:00am - 10:00pm

Student Union Event Policy Information

Reservations

- Student Union space meeting and event reservations (reservation bookings) are requested via events.utk.edu.
- When reserving space, it is important to include time for event preparation, decorating and event breakdown. Please be considerate of other users and not infringe upon their reservation by beginning or ending after your reservation time. You may request set-up and breakdown time when submitting your event request.
- Please note the definitions of events and meetings as defined by the Campus Events Office
 - Meeting
 - A small gathering of individuals to discuss a specific topic
 - May take Campus Event Services three days to approve space request before it can be processed by the Student Union Event Services team.
 - Event
 - Several individuals and / or groups in support of a particular activity
 - Must be submitted a minimum of 10 days in advance
 - May take Campus Event Services three days to approve space request before it can be processed by the Student Union Event Services team.
- Your event is not confirmed until you receive an email containing a confirmation attachment. Review the email and attachment to ensure all details are correct.
- The Student Union staff reserves the right to relocate meetings and events within the facility should it be necessary for more efficient operations and to accommodate as many space requests as possible.
- The Student Union staff reserves the right to limit how often any sponsor can reserve spaces for large events. In the interest of allowing as many groups as possible to host large events, the initial limit is two and additional reservations are dependent upon time and space.

Event Status

Event status terms listed below are used to describe the status of a reservation.

- **Confirmed**
 - All event details are final. No significant changes can occur.
- **Pending**
 - Space is reserved but still needs final details (room set-up, lighting and sound package, etc.)
- **Cancelled**
 - Reservation has been cancelled and space released by reserving group.

Reservation Types

Examples given are not all-inclusive.

- **Level 1**
 - Campus wide impact events or annual events involving extensive complexity and/ or advanced planning.
 - May request space beyond current academic year for up to five years in advance.
 - Requires pre-event meeting with Union staff.

- Examples: New student orientation, Welcome Week, Homecoming, Student Government Association meetings, Faculty Senate meetings, Chancellor's Honors Banquet, UT Conference events.
- **Level 2**
 - Large complex events requiring advanced planning and audio-visual packages.
 - Events taking place in large spaces or outdoor areas. (Auditorium, ballroom, plaza).
 - May request space beyond current academic year for one year in advance.
 - Requires pre-event meeting with Union staff.
 - Examples: theatrical / musical productions and rehearsals, pageants, concerts, performances, conferences.
- **Level 3**
 - Student Organization meetings and events.
 - May request space beyond current semester for the following semester according to below calendar:
 - Fall: Tuesday following Martin Luther King Jr. Day
 - Spring: Tuesday following Labor Day
 - Summer: Tuesday following Labor Day
- **Level 4**
 - Non - Student Organization meetings and events.
 - May request space for the current semester according to below calendar:
 - Between the hours of 8:00 A.M and 4:00 P.M, no waiting period
 - Fall: Monday after classes begin
 - Spring: Tuesday after classes begin
 - Summer: Tuesday after spring semester classes begin.

Co-Sponsorships

- The group initiating the reservation is the party responsible for the event, also known as event sponsor.
- If charges are incurred, the event sponsor is responsible for the timely payment.

Late Requests

Our ability to accommodate last minute changes and requests is based on time, staff availability, and resources.

- Fulfillment of late space requests may occur if an appropriate room is available.
- Set-up changes / requests and tech services may not be available.

Cancellations

Cancellations must be submitted to sueventservices@utk.edu. The below advanced notice must be given, or the reservation will be considered a no-show.

- Saturday, Sunday, and Monday meetings and events: 12:00 p.m. (noon) Friday
- Tuesday – Friday meetings and events: 12:00 p.m. (noon) day before

No-Shows

A no-show is documented for any meeting or event when the group fails to show within the specified start times below.

- within the first 20 minutes of a meeting or event scheduled for two hours or less
- within the first 45 minutes of a meeting or event scheduled for more than two hours

Repeated no-shows may result in a revocation of privileges. The Student Union Director (or designee) will review appeals.

- First offense
 - Warning email sent to reserver.
- Second offense
 - Warning email sent to reserver.
 - Probation for remainder of semester. (While on probation, reserving group may continue to use space, however, the next no show will result in cancellation of remainder of reservations.)
- Third offense
 - All remaining reservations cancelled and will be placed on probation for the following (non-summer) semester.

Rain Site

As weather is unpredictable, reservations for rain sites are permissible. The sponsoring group must identify within the reservation request that the space is a rain site. A pre-event meeting may be required depending on event level category. If the rain site is not to be used, the event requester must cancel the reservation, or it will be considered a no-show.

- For Monday – Friday events by 12:00p.m. (noon) the day of the event.
- Saturday and Sunday events by 12:00p.m Friday.

Catering

Aramark's Vol Dining is the exclusive caterer for the Student Union. To place an order, visit <https://dining.utk.edu/catering/menu/> or call 865-974-2406.

Indoor Tabling

- Tabling space is reserved through events.utk.edu.
- There are 11 tabling locations available in the Student Union.
- A map of tabling locations may be found on the studentunion.utk.edu website.

Outdoor Tabling

- Tabling space may be requested through events.utk.edu.
- Tables need to be requested from Facilities Services, 865-946-7777 or visit <https://archibus.tennessee.edu/archibus/login.axvw>.

Excessive cleaning, damages, and stolen items.

Event sponsors are responsible for the cost of repairs to the facility; cleaning, repair or replacement of equipment in the event any damage is incurred; or items that are stolen during an event.

Reserving Space Outside of Operating Hours (including Administrative Closings)

Requests for events that begin prior to the facility opening time or extends beyond the closing time of the Student Union will be assessed overtime fees. Requests for these must be made 14 business days prior to the event and are dependent upon staff availability.

- Student Organizations
 - \$25.00 / hour with prior approval
 - \$50.00 / hour without prior approval
- Departments
 - \$50.00 / hour with prior approval
 - \$100.00 / hour without prior approval

Academic Limitations

The following activities may not be held in the Student Union:

1. Regular and recurring class meetings, extra class meetings, required project meetings, seminars, and/or individual course orientations;
2. Other recurring academic activities such as certificate and other credit bearing programs.

Storage and Deliveries / Loading Dock Services

- The Union retains the right to limit the amount of stored items and does not guarantee available storage space.
- The Union will not be held responsible for any damage, theft, or loss of items left in stored facilities.
- The Student Union must be notified in advance of planned deliveries.
- Deliveries must take place within the operation hours of 8:00 a.m. and 5:00 p.m..
- Storage policies apply to all deliveries.
- All return shipment items, and all costs incurred, must be arranged in advance by the user. The user is solely responsible for these arrangements, as well as the transportation of items to and from the Union.
- Deliveries cannot be made more than two business days in advance of the event. The Student Union has the right to refuse deliveries more than two business days.
- Any items left without outgoing shipping arrangements will be disposed of three days after the event.
- The following information must be included on all packages for delivery to be accepted and to ensure proper delivery to event space: Name of user and event name, on site contact's name, date of function, box number of total boxes (e.g. 1 of 3), and correct shipping address.
- The Event Services office must have seven business days' notice for all large user delivered equipment to coordinate deliveries with loading dock staff.

Rental Equipment

- Users may request off-campus rental equipment and deliveries. A seven-business day notice to the Student Union is required.
- All delivery and pick-up times must be coordinated through the Events Services office.
- The Student Union has the right to refuse deliveries of rental equipment if said delivery was not coordinated through the Event Services office.
- Storage and delivery policies will apply to off-campus rental equipment.
- The Student Union Event staff can arrange for rental equipment and deliveries on behalf of the user via university agreements with off campus vendors.
- All rental fees will be charged back to the user via invoice.

Vending and Solicitation

- Both commercial and noncommercial solicitations are prohibited in nonpublic areas of the university. Solicitations and sales in public areas of the university are restricted to invitees, registered organizations, and faculty, staff, and students of the university and are subject to reasonable restrictions as to time, place, and manner.
- As it pertains to student organizations, “solicitation” is defined as the seeking of funds or support by a registered student organization from sources other than its members, including the procurement of supplies and other forms of support and the selling and distribution of items, materials, or products and services. Please note that bake sales are not permitted in the Union.
- Information on solicitation, information distribution, and associated university and state policies area available on the Center for Student Engagement [website](#) under Solicitation and Event Requests.

Movies and Other Copyrighted Materials

- The Federal Copyright Act states anyone wishing to show a film or other copyrighted material must first obtain a public performance license agreement. Owning a copy of the material, renting the material, or streaming the material is considered as a violation of the Act. The Center for Student Engagement can assist in obtaining copyright permissions for users wishing to show copyrighted material.
- All users must submit the license to Event Services seven business days prior to the event.

Event Notices and Directional Signage

Posting of any item on painted surfaces, doors, or windows is prohibited. Items posted in violation of this policy will be removed, and the individual posting them will be assessed any costs of removal or repair of damage. However, we offer a variety of options to assist with your event signage.

Digital displays are available for event promotion. For more information visit <https://studentunion.utk.edu/digital-display-advertising/>.

- Groups choosing to place signs in the below approved spaces are responsible for removing them at the end of the event.
 - 8.5 X 11 black frames
 - Easels

- Easels are allowed in event spaces, next to registration or display tables and directly outside the door to event spaces.
- Easels may not be in the line of pedestrian traffic, blocking a stairwell or egress path.
- Student Union staff reserve the right to move any sign not in an approved location.
- A-frames
 - Not for indoor use.
 - Permitted directly outside the building for advertising and directional signage the day of the event.
 - Signs may not block pedestrian traffic and are limited to one per entrance.
 - Student Union staff reserve the right to move any A-frame not in an approved location.
- Table tents are only allowed in the dining areas and must be coordinated with Dining Services.

Decorations

To maintain the cleanliness and longevity of the facility, there are decoration policies. Additionally, the University's decoration policy is available at <https://ehs.utk.edu/index.php/table-of-policies-plans-procedures-guides/decorations/>)

- All decorations need advanced approval by Student Union staff.
- At end of event, the sponsoring group must remove all decorations.
- Damage and clean-up fees applicable, as necessary.
- Glitter and confetti is prohibited. Use of either will incur a cleaning fee.
- Shall not obstruct exit signs, the clear path to an exit, view of an exit, a fire alarm pull station or fire extinguisher.
- Must be flame resistant or flame retardant.
- Candles and open flame decorations are not permitted.
- Props such as clay, modeling compound, glow sticks, paint, etc. that could damage fixtures should be used with caution.
- Live or cut trees are prohibited for use inside buildings.
- Artificial trees shall be labeled or identified as being flame retardant or flame resistant.
- Artificial trees shall not impair the required width of any component (e.g. hallways) of egress.
- No bubble, fog, or smoke machines.
- No fountains or water machines.
- No decorative materials may be attached to, be suspended from or cover any part of the ceiling including light fixtures.
- Must not be attached to any window frames, walls, doors or doorframes by any method that damages the finish when removed. This would include nails, tacks, brads, staples, screws and adhesives.
- Any decoration material which is normally considered flammable, such as batting, cloth, cotton, hay, stalks, straw, vines, leaves, trees, moss, corn stalks, crepe paper and similar materials must be of fire-resistant quality and should bear the seal of approval of the FM or UL.
- Plastics, Styrofoam's, and polyurethane foams cannot be used for decorations or furnishings.
- Garland, lights, or other decorations shall not be wrapped around or attached to handrails.

- Decorations should not cover any signs, including door numbers, exit signage, and similar postings.