

UNTHSC's Employee Events Guidelines

Below are the guidelines taken from the UNTHSC's Facility Policy, if you would like to view the full policy, contact the Room Scheduling Office at rooms@unthsc.edu.

Employees will be permitted the use of the Health Science Center facilities for personal events. The Health Science Center offers no support or endorsement to any religious or political organization of any kind. It is the policy of the institution to permit employees to meet on the Health Science Center property as long as the institution's name is not used and there is no implied endorsement by the Health Science Center.

Please note in addition to the UNTHSC Employee Event Guidelines, the following will be strictly enforced.

1. Employee will be required to leave cash deposit of \$200. The deposit will be refunded the next working day after the event if there are no damages or custodial services needed
2. The employee must attend and be present throughout the entire event
3. Employee will be held responsible and will pay for all damages incurred by guests
4. Employee who does not clean up after their event will be charged a \$100 clean up fee
5. Employee must monitor children attending events and the children should not be allowed to roam the campus or leave the reserved event area
6. Employee will be charged a \$25 fee for returned checks

Employees who request use of the facilities for events will be charged a fee for use of the facilities based on an hourly rate with a minimum fee. Fees will be calculated by the Room Scheduling Coordinator and will be based on the following:

EAD Atrium or 291

\$25.00 hourly charge per room with a minimum charge of \$50.00 and a maximum charge of \$300.00 per day, per room

Parking on Campus

Contact HSC Police at (817-735-2211) or email Laura.Gonzalez@unthsc.edu at least two calendar weeks prior to the event for parking information and guidelines.

AV Equipment

Use of audiovisual equipment is available through the Department of Classroom and Event Technology Support (CETS). Requests must be made directly through the Audiovisual Coordinator (817-735-2481 or cets@unthsc.edu). Employee will be charged a fee for use of equipment through the department and information on specific charges can be obtained through their office.

Do Not Move Furniture All furniture must remain as is.

Tables/Chairs Set-up

If your group requires tables and chairs for your event, a diagram must be submitted two weeks before your event

The groups will be expected to CLEAN UP (placing food and other material in the trash and placing tablecloths in designated area) after the meeting or event and will be held RESPONSIBLE for physical damages that may occur to building, furnishings, audiovisual equipment, etc. as a result of the group's activities.

Custodial Service Costs: \$25.00 for the first 100 attendees and additional \$25.00 per 100 attendees up to a \$100.00 maximum per day if food/drinks are part of the activities. If the group has more than 100 attendees, a two week notification will be required.

Request to Serve Alcohol: The serving of alcoholic beverages in any building owned or leased by the Health Science Center is prohibited without permission. You must complete a "Request to Serve Alcohol Form" no later than two weeks prior to the scheduled event. If the event has more than seventy-five (75) attending the group will be required to pay \$35.00 an hour for campus

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safety/police officer to be present. The "Request to Serve Alcohol" form can be obtained from the Room Scheduling Office.

Health Science Center Policy states:

* No smoking anywhere on the UNT Health Science Center campus, including clinics, classrooms, office buildings, state owned vehicles, and outside property.

* No notices, advertisement or memoranda may be tacked or otherwise affixed to walls, doors or windows.

Reservations remain tentative pending receipt of payment. Payment in the full amount for room rental is required to confirm reservation and must be paid two weeks before the event.

Payments may be refunded if the reservation is cancelled more than two weeks in advance.

I have read and accept the rules stated above.

Signature

Date

Printed Name

Contact Information (Address, phone and email)

***University of North Texas Health Science Center's
Employee Group Room Request***

<i>Requestor/Contact Person</i>	
<i>Organization Name</i>	
<i>Email</i>	
<i>Phone #</i>	
<i>Address</i>	
<i>Date of Event</i>	
<i>Start time (includes set-up time)</i>	
<i>End time (includes set-up time)</i>	
<i>Room Requesting</i>	
<i>Title of Event</i>	
<i>Type of Event</i>	<input type="checkbox"/> Meeting <input type="checkbox"/> Lecture <input type="checkbox"/> Reception <input type="checkbox"/> Panel Discussion <input type="checkbox"/> Other _____
<i>Number of Participants</i>	
<i>Do you plan on serving food?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Do you need tables and chairs?</i>	<input type="checkbox"/> Tables _____ how many? <input type="checkbox"/> Chairs _____ how many?
<i>Do you need tablecloths?</i>	<input type="checkbox"/> Yes (\$2.05 per cloth charge will apply) <input type="checkbox"/> No
<i>Do you need Custodial Services?</i>	<input type="checkbox"/> Yes (charges will apply, see policy) <input type="checkbox"/> No
<i>Will you be serving Alcohol</i>	<input type="checkbox"/> Yes (charges may apply, see policy) <input type="checkbox"/> No
<i>AV Equipment</i>	<input type="checkbox"/> Yes (charges will apply) <input type="checkbox"/> No