

University of North Texas Health Science Center Facilities Use Guidelines – Affiliated and Unaffiliated Groups

Below are guidelines set forth in accordance with [UNTHSC Policy 4.105 - Facilities Use](#). After reading the guidelines and liability waiver, and if you agree to the terms, you must submit your event request electronically through the Event Request Form link provided in this document. You may contact the Room Scheduler with any questions at rooms@unthsc.edu or call 817-735-2556. All forms can be found on the Room Scheduling website at <http://web.unthsc.edu/rso>.

Affiliated and unaffiliated groups will be permitted the use of the UNTHSC facilities, but must adhere to the guidelines provided. The Policy encourages cooperative programs with outside organizations which will benefit the institution in its major goals—medical education, research, patient care and community services. The UNTHSC offers no support or endorsement to any religious or political organization of any kind. It is the policy of the institution to permit certain non-profit groups to meet on the UNTHSC property as long as the institution's name is not used and there is no implied endorsement by the UNTHSC.

Room Fees

Profit or Non-Profit groups who request use of the facilities for programs or events will be charged a fee for use of the facilities based on an hourly rate with a minimum fee. Fees will be based on the following:

Room in Carl E. Everett Education and Administration (EAD), Research (RES) and Library (LIB)

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

Study Room in Library (LIB)

\$15.00 hourly charge per room

Room in Medical Education Training (MET) – Monday - Friday, 5:00PM – 10:00 PM

\$55.00 hourly charge per room with a minimum charge of \$110.00 and a maximum charge of \$440.00 per day, per room

Reservations remain tentative pending receipt of payment. Payment in the full amount for room rental is required to confirm the reservation and must be paid in advance. Payments may be made with cash, check, or money order.

Payments may be refunded if the reservation is cancelled more than fourteen (14) days in advance.

Recurring Meetings

If your group has recurring meetings on campus, there is a chance each semester your meetings will have to be moved to a different location.

Removal of Partition in MET

Removal of the partition is subject to approval by the Room Scheduler after consultation with

Facilities Management. Groups requesting the partition in MET 124/125 Auditorium be removed to combine the rooms must make arrangements no later than **10** business days prior to the event. Groups must submit an email to rooms@unthsc.edu requesting removal of the partition with information regarding the meeting and the purpose of removing the partition.

Fees for Partition Removal/Replacement

A fee will be charged only if groups do not meet the **10** business day notice requirement or if Facilities has to work outside of normal business hours of 8:00 AM – 5:00 PM. Removing/replacing the partition requires at least **2 hours of labor**. The fee to remove/replace the partition is \$150.00.

Round Tables in MET

Round tables are available for use in the MET building multi-purpose room 109-111 ONLY. The groups will be expected to provide their own tablecloths for their event (tables are 72” in diameter).

Event Promotion and Publicity.

Nonaffiliated groups may use the UNTHSC logo to advertise the location of an approved event as long as the use is not misleading with regard to sponsorship.

Parking on Campus

For parking arrangements for guests attending events on campus, please contact the HSC Police at 817-735-2211 or email Parking@unthsc.edu at least **10** business days prior to the event for parking instructions and guidelines.

AV Equipment

Use of audiovisual equipment is available through [Classroom and Events Technology Support \(CETS\)](#). Requests must be made at least **10** business days prior to the event directly through the Audiovisual Coordinator at 817-735-2481 or Cets@unthsc.edu. Affiliated and unaffiliated groups will be charged a fee for use of equipment through the department and information on specific charges can be obtained through their office.

Temperature Adjustment

Monday – Friday from 8:00 am – 5:00 pm contact Facilities Management at 817-735-2182. After-hours and weekends contact the HSC Police Department at 817-735-2210.

Furniture

DO NOT move or remove furniture from the room(s) or building(s). 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 to the Room Scheduling Office at least **10** business days prior to your event.

Alcohol at Events

Request to Serve Alcohol: The serving of alcoholic beverages in any building owned or leased by the UNTHSC is prohibited without permission. You must complete a Request to Serve Alcohol Form and submit to the Room Scheduling Office no later than **10** business days prior to the scheduled event. If the event has more than seventy-five (75) attending, the group will be required to pay \$37.00 an hour for a UNTHSC police officer. The Request to Serve Alcohol Form can be found on the Room Scheduling website at <http://web.unthsc.edu/rso>.

Alcohol can only be served after 5 PM Monday – Friday. For information regarding serving alcohol on campus; see item #4 (pages 4 and 5) in the [Reimbursement-of-Expenditures-for-Official-Functions-and-Administrative-Business-Meetings Policy](#)

Tobacco Use

In accordance with [UNTHSC Policy 4.104-Tobacco-free Campus](#), use of tobacco products is prohibited on the UNTHSC campus, including clinics, classrooms, office buildings state owned vehicles, and outside property.

Signs and Other Posted Materials

No notices, advertisements or memoranda may be tacked or otherwise affixed to walls, doors or windows. Posted materials must be removed immediately after the event. Directional signage placed around campus is allowed and must be removed at the end of the event.

Atrium Guidelines

DO NOT move or remove the wooden/glass artwork cases from the Atrium. **DO NOT** remove, touch, or cover up the Atrium Gallery artwork. The group will be responsible for any damages. **Please keep tables 18” away from walls with art.**

Wi-Fi Access

If you need Wi-Fi access for your event, please download and complete the [Wireless Access Account Request Form](#) and return by email to rooms@unthsc.edu or fax 817-735-2545.

Services Fees

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.

	Groups 0 - 75	Groups 75 -150	Groups over 150	After hours /weekend
Facilities Management	\$0, with a basic set-up less than 30 minutes during normal business hours \$0, If group elects to do set-up and take down themselves	\$40 \$0, with a basic set-up less than 30 minutes during normal business hours \$0, If group elects to do set-up and take down themselves	Evaluated based on event details	\$80
Custodial	\$0, meeting w/o food Monday - Friday \$15, Meeting w/food Monday - Friday	\$40	Evaluated based on event details	\$40
Note: All require 5 business days’ notice				

Liability

User agrees that all participants, guests, and subcontractors of the User are under the direct and complete supervision and control of the User. As such, User is liable for to the extent damages resulting from participant, guest, and subcontractor utilization of the facilities and services provided by UNTHSC. In addition, the terms and conditions of this agreement do not require UNTHSC to relinquish its control of its facilities and services to User. UNTHSC retains the right to require User, or any of its participants, guests, or subcontractors, to leave the UNTHSC premises if UNTHSC feels that circumstances require it. UNTHSC assumes no responsibility for loss or theft of personal property or damage to personal property of User or any of its participants, guests, or subcontractors, except to the extent arising from the negligence or willful misconduct of UNTHSC, its employees, contractors or agents. **User shall indemnify and hold harmless the University of North Texas System, University of North Texas Health Science Center, its officers, and employees against any and all claims for loss, bodily or personal injury, or damage to persons or property, including claims of employees of User or its agents, to the extent arising out of the negligence or willful misconduct of User, its participants, guests, and subcontractors on or in UNTHSC buildings, properties, or facilities. UNTHSC assumes no liability whatsoever for any property placed by User, its participants, guests, and subcontractors in UNTHSC buildings, properties, or facilities or for any bodily or personal injury to User, its employees, participants, guests, and subcontractors, except to the extent such liability arises from the negligence or willful misconduct of UNTHSC, its employee, contractors or agents.**

If you accept the above guidelines and liability waiver and want to move forward with your request, please click the following link for the Event Request Form to submit your request: <http://web.unthsc.edu/roomres>. After your request has been submitted it will route for approval and the Room Scheduling Office will contact you with meeting location. **Please note that by submitting your Event Request Form you are accepting the above-stated liability waiver.**