

Policies of the University of North Texas Health Science Center	Chapter 4
4.102 External Group Facilities Use Policy	Administration

Policy Statement.

Community groups will be permitted the use of the Health Science Center facilities only with the prior approval of the President or his designee. 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 Health Science Center offers no support or endorsement to any religious or political organization of any kind. The policy of the institution is to permit non-profit groups 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. Groups that desire to use UNTHSC facilities must execute the current form of the UNTHSC External Group Facilities Use Agreement prior to the use of UNTHSC facilities.

Application of Policy.

Community Groups

Definitions.

1. Facilities. All structures and open areas on the campus or in areas under control of the Health Science Center.
2. Assign. To give primary jurisdiction over use of space to a specific using unit for an extended period of time.
3. Schedule. To give use of a space to a using group for a limited time period for a specific event or purpose.

Procedures and Responsibilities.

Fees

1. Groups who are granted permission to use Health Science Center 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 determined by the Room Scheduling Coordinator, and must be paid in advance by Licensee, and will be based on the following:
 - \$25.00 hourly charge per room with a minimum charge of \$50.00 and a maximum charge of \$300 per day, per room

- An external group may request exemption from fees if they meet the following criteria:
 - Be affiliated with UNTHSC through a community partnership or relationship that is mutually beneficial to both organizations
 - Have a UNTHSC employee as a board member, officer, or similar position
 - The external group must submit a written request to waive fees to the Room Scheduler who forwards the request to the Chief of Staff and/or Senior Vice President for Community Engagement for approval.

Responsible Party: Room Scheduler

2. Groups that desire to use UNTHSC facilities must execute the current form of the UNTHSC External Group Facilities Use Agreement prior to the use of UNTHSC facilities.

Responsible Party: Group Using UNTHSC Facilities

References and Cross-references.

04.101 Internal Group Facilities Use Policy

Forms and Tools.

External Group Room Request Form

External Group Facilities Use Agreement (current form)

Alcohol Request Form

Atrium Set-up Form

Fee Waiver Form

<http://www.hsc.unt.edu/Sites/RoomSchedulingOffice/>

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Revised: