

Section 2 Subject 2.6	General Administrative Policies and Services Facilities Use	03/29/99-Originated 09/05/13- Reviewed w/ changes -Reviewed w/o changes 10/15/13 -Effective President's Office- Operations	-Author
Policy 2.6.1	Use of UTMB Facilities		

Use of UTMB Facilities

Definition

Joint Sponsorship: the collaboration between UTMB faculty, registered students, staff, alumni or a registered organization, with an association, organization, corporation or any individual or group that is not registered.

University Facilities: Grounds, buildings, and facilities owned or controlled by UTMB that are maintained and used for programs and activities related to the role and mission of UTMB. See Policy 2.6.2 for specific guidelines regarding *Special Use Facilities*.

Policy

No person, organization, group, association, or corporation may use grounds, buildings, or facilities owned or controlled by UTMB for any purpose other than in the course of the regular programs or activities related to the role and mission of the UTMB, unless authorized by the Regents' Rules and Regulations. Any authorized use must be conducted in compliance with the provisions of the Regents' Rules and Regulations, the approved rules and regulations of UTMB, and applicable federal, State, and local laws and regulations.

Use by Students, Faculty, Staff, and Registered Groups

Subject to constitutional and statutory restrictions on the use of state property for religious or political purposes, a students association; a registered student, faculty or staff organization; or an officially recognized tax exempt alumni association whose fund-raising activities are dedicated to the benefit of UTMB, may reserve and use university facilities in compliance with reasonable and nondiscriminatory time, place, and manner provisions. They may not, however, reserve or use university facilities for the purpose of engaging in any project or program with any association, organization, or corporation, or with any individual or group of individuals that are not registered with UTMB pursuant to Policy 2.6.4, *Registering Faculty and Staff Organizations*.

Use by Outside and Unregistered Groups

The use of university facilities by individuals who are not students, faculty, or staff; by groups who are not registered student, faculty, or staff organizations; or by associations or corporations for program or activities must be jointly sponsored by UTMB and shall be subject to the

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**Use by Outside
and Unregistered
Groups,
continued**

following conditions:

1. Only the President, or his or her designee, can authorize joint sponsorship.
2. In order for joint sponsorship to be appropriate, the educational implications of a program or activity must be self-evident; must directly supplement the educational purposes of UTMB; and must not result in financial gain for the invited individual, group, association, or corporation.
3. The program or activity must be upon the invitation of UTMB.
4. Since UTMB, as a part of the UT System, established as a public institution without regard to political affiliation or religious faith, UTMB cannot be a joint sponsor for political or religious/sectarian gatherings.
5. UTMB will be responsible for all details of the program or activity
6. UTMB reserves the right to approve all copy for advertising and news releases, and
7. may require an accounting of the income and expenses directly related to the program or activity.
8. The fee to be paid by the invited individual, group, association, or corporation will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship. At a minimum, the fee must ensure recovery of the cost incurred by UTMB.
9. Facility availability for UTMB activities shall always have priority over the scheduling for programs or activities that are jointly sponsored.

Authorized Users

Individuals, groups, associations, without the necessity of joint sponsorship, may use those facilities designated as *Special Use Facilities* provided the activity is consistent with UTMB's core values and is approved by the President or his delegate. (See Policy 2.6.2, Special Use Facilities).

UTMB activities considered to be integral to operations will be given first priority and all others will be considered secondary priorities and may result in rescheduling.

With prior written authorization, students, faculty, or staff; a students' association; or a registered student, faculty, or staff organization, may petition, post signs, set up booths, or peacefully demonstrate in or on

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Authorized Users, continued

university facilities.

No person, including a student or employee, shall distribute any petition, handbill, object, or piece of literature; post or carry any sign, placard, or banner; or engage in speech or conduct in or on university facilities if it is obscene, libelous, or directed to inciting or producing imminent lawless action and is likely to incite or produce such action.

Required Identification

In order to protect the safety and welfare of students, employees, patients, and other participants in the programs and activities of UTMB and to protect the property, buildings, and facilities of UTMB, it is unlawful for any person who is on any property or in a building or facility owned or controlled by UTMB to refuse to identify themselves in response to a request from an *institutional representative* (any member or counsel of the Board of Regents of the UT System or the executive secretary to the Board; any executive officer or administrative officer of UT System; any administrative officer of UTMB; any attorney of UT System or UTMB; and any peace or security officer of UTMB acting pursuant to authority of Texas law).

A person identifies himself or herself by

- giving his or her name and complete address substantiated by a current driver's license, other photo ID, or other official documentation;
- and stating truthfully whether he or she is a student or employee of UTMB.

Any person who refuses to identify himself or herself may be convicted of a misdemeanor punishable by a fine of not more than \$200.

Use of Alcoholic Beverages

The use of alcoholic beverages is prohibited in and on university facilities. However, the President may waive this prohibition with respect to any event sponsored by UTMB. An event is sponsored if a budgeted office, department, or division of UTMB is responsible for organizing the event, inviting attendees, and paying expenses related to the event, including the purchase of food and beverages.

Note: Meetings or events organized and presented by registered faculty, staff, or student organizations are not considered sponsored events.

This does not apply to Special Use Facilities. (See Policy 2.6.2, Special Use Facilities). It also does not apply to property, buildings, or facilities

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**Use of Alcoholic
Beverages,
continued
Compliance
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that are occupied by a third party pursuant to a written lease or occupancy agreement that does not specifically exclude alcoholic beverages.

In addition to any criminal sanctions that may be imposed, students, faculty, and staff found in violation of the guidelines listed above will be subject to disciplinary action which may include termination.

References

Regents' Rule 80101, Category of Facilities and Authorized Users
Regents' Rule 80102, Alcoholic Beverages
Regents' Rule 80104, Use of Facilities
Regents' Rule 80105, Joint Sponsorship of the Use of Property
Regents' Rule 80106, Special Use Facilities
Regents' Rule 80108 Use of Facilities for Weddings

Texas Education Code, Section 51.202

Institutional Handbook of Operating Procedures Policies:
2.6.2, Special Use Facilities
2.6.4, Registering a Faculty or Staff Organization