Section 2	General Administrative Policies and Services	03/29/99 -Originated
Subject 2.6	Facilities Use	09/10/09 -Reviewed w/ changes -Reviewed w/o changes
Policy 2.6.2	**Special Use Facilities**	President's Office -Author

Special Use Facilities

Policy

In accordance with the Regents' Rules, the President designates specific facilities as *Special Use Facilities*. The following UTMB facilities are identified as *Special Use Facilities*:

- Ballinger Mills Room
- Caduceus Room
- Levin Hall Dining Room and Foyer
- The Rosenberg House, including Guest Suites*
- Open Gates*

*Note: The Rosenberg House and Open Gates are closed until further notice pending renovation and repair resulting from storm damage.

Specific information regarding these facilities, including associated costs and additional guidelines, is available on line.

Reservation and use of such facilities shall be in accordance with the guidelines listed below.

Guidelines

- Designation as a *Special Use Facility* shall not constitute the facility a public facility or forum that is open to use by individuals, groups, associations, or corporations on a first come, first served basis.
- Priority in the reservation and use of *Special Use Facilities* shall be given to programs and activities of UTMB that are in furtherance of and related to the educational, cultural, recreational, and athletic programs of UTMB.
- As a lower priority, individuals, groups, associations or corporations, without the necessity of joint sponsorship, may reserve and use *Special Use Facilities* provided that the activity is consistent with UTMB's mission and is approved by the President.
  - -- Rates must be charged for the use of the *Special Use Facility* that, at a minimum, ensure recovery of that part of the operating cost of the facility attributable directly or indirectly to such use. If the user charges attendees an admission or registrations fee, or accepts donations from those in attendance, UTMB shall require the user to make a complete accounting of all funds collected and of the actual cost of the event. If

Guidelines (cont'd)

The funds collected exceed the actual cost of the event, the user shall be required to remit such excess to UTMB.

- Subject to all constitutional and statutory provisions relating to the use of state property or funds for religious or political purposes, and subject to the guideline above regarding cost recovery, *Special Use Facilities* may be used for religious and political conferences or conventions.
  - -- Religious organizations applying for use must submit written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation.
  - -- Political organizations applying for use must present written evidence that the organization had candidates for either federal, state, district, or local offices listed on the ballot at the last general election.
- Rental of space for display of advertising and the display of samples of merchandise in designated areas, approved by the President or designee, inside *Special Use Facilities* is permitted. This includes advertising by displays on an electronic scoreboard or message center inside the Facility or on an outdoor electronic marquee or message center. The sale of advertising space on ticket envelopes for events sponsored by UTMB and in any publication distributed in connection with a sponsored event or announcing future sponsored events is also permitted.

References

UT System Board of Regents' Rules and Regulations, Part One, Chapter VI, Section 6.(10)

Institutional Handbook of Operating Procedures:
Policy 2.6.1, *Use of University Facilities*