

Institutional Handbook of Operating Procedures
Policy 02.06.01

Section: General Administrative Policies and Services	Responsible Vice President: VP University Events
Subject: Facilities Use	Responsible Entity: Office of the President – University Events

I. Title

Use of UTMB Facilities

II. 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.

III. 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 student 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 [IHOP - 02.06.04 - Registering Faculty and Staff Organizations](#).

IV. 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 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 may require an accounting of the income and expenses directly related to the program or activity.
7. 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.

8. Facility availability for UTMB activities shall always have priority over the scheduling for programs or activities that are jointly sponsored.

V. Authorized Users

Individuals, groups, and 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 [IHOP - 02.06.02 - 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 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.

VI. 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.

VII. 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 [IHOP - 02.06.02 - Special Use Facilities](#)). It also

does not apply to property, buildings, or facilities that are occupied by a third party pursuant to a written lease or occupancy agreement that does not specifically exclude alcoholic beverages.

VIII. Compliance Violations

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.

IX. Relevant Federal and State Statutes

[Texas Education Code, Section 51.202](#)

X. Relevant System Policies and Procedures

[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 or Buildings](#)

[Regents' Rule 80106, Special Use Facilities](#)

[Regents' Rule 80108 Use of Facilities for Weddings](#)

XI. Related UTMB Policies and Procedures

[IHOP - 02.06.02 - Special Use Facilities](#)

[IHOP - 02.06.04 - Registering a Faculty, Staff or Student Organization](#)

XII. Dates Approved or Amended

<i>Originated: 03/29/1999</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
09/05/2013	11/18/2016
	10/03/2019

XIII. Contact Information

Office of the President – University Events
(409) 747-4600