



## **EVENTS MANAGEMENT & CONFERENCE SERVICES**

## **POLICES AND OPERATING PROCEDURES**

## UNIVERSITY CENTER POLICES AND OPERATING PROCEDURES

### Building Hours

University Center (UC) building hours vary by semester and are always posted at UC entrances and on the [UC home page](#). UC Administration reserves the right to change building hours or close the building for holidays or emergencies. UC building hours are subject to change without notification, although reasonable efforts will be made to provide as much notice as possible.

### Room/Space Reservations

Events Management & Conference Services (EMCS) schedules space in the UC. Please visit the [EMCS Web site](#) for scheduling information and relevant event policies and procedures. The following groups may reserve UC facilities:

#### University Groups:

- Sponsored and registered student organizations
- Registered university, faculty and staff organizations
- University departments and administrative units

#### Non-University Groups:

- Groups invited to campus by University departments or units may use the UC through the joint sponsorship process as outlined at [www.utsa.edu/events/cohost](http://www.utsa.edu/events/cohost).

#### Special Events and Weddings:

- The UC may be used by individuals or groups not affiliated with the University through the building's status as a Special Use Facility as outlined in the [UTSA Handbook of Operating Procedures \(HOP 8.06\)](#).
- The UC may also be used for weddings pursuant to [Board of Regents Rules and Regulations \(BORR\) 80108](#) and authorization by the university President.

#### Academic Classes:

- Academic classes, lectures, laboratories, tests, or any type of class for credit may not be scheduled in the UC except under special circumstances. In all such cases, a formal request must be submitted to UC Administration a minimum of two (2) weeks prior to the initial class. The University must pay an agreed upon amount for any academic class to meet in the UC since the facility is funded by a legislatively defined fee for specific purposes.

### UC Space Policies

#### Common Spaces:

- Common spaces in the UC are generally available to the University community and visitors.
- Individuals sleeping in lounges for extended periods may be asked to leave.
- The UC Director/designee may schedule "common space" for activities that advance the mission of the UC, Student Affairs and/or the University.

### Rooms for Individual Use:

The Acacia and Wild Persimmon rooms are available to individuals for general use for a period of two (2) consecutive hours on a walk-in, first-come, first-served basis. No reservation is needed.

### Prohibited Items:

Any items deemed by UC management to pose a risk of diminishing the facility's suitability to meet its mission are not allowed in the UC. Use of these items may result in suspension of UC privileges and in the assessment of restoration (cleaning/repair) fees. The following list, although not exhaustive, includes items that are typically prohibited in the UC:

- **Confetti**
- **Glitter**
- **Sand**
- **Silly String**
- **Dance Powder**
- **Aerosol Sprays (including paint and glue)**
- **Tape (except painters tape)**
- **Smoke/Fog Machines**
- **Fireworks (including sparklers)**
- **Hay**
- **Open Flames (of any kind)**
- **Cinder Blocks or Paving Stones**

### Decorations and Furnishings:

- With the exception of UC management approved events (e.g., Homecoming door decorations), decorations or posters may not be affixed to ceilings, windows or doors. The use of tacks, rubber cement, cellophane tape, nails, paint, staples, duct tape, or other materials that might damage building surfaces is prohibited. With the permission of UC management, decorations or posters may be affixed to walls with blue painters tape only. Non-flammable, nontoxic poster and banner paint may be used in the Student Activities Graphics Room, UC 1.218.
- Equipment and furnishings assigned to the UC are for use within the UC and its grounds. Furniture in lounges and public spaces will not be moved to accommodate events or programs. Groups moving furniture in public spaces and failing to restore spaces to their original condition will be assessed labor fees to return the space to its original condition.
- Specific furniture arrangements in meeting rooms can be accommodated through [EMCS](#).

### Room Cleanliness and Housekeeping:

- Any items brought into UC meeting spaces by clients or their vendors must be removed by clients or their vendors at the conclusion of the reservation. Any items that are not removed will be assessed a storage fee until they are removed by the client or client's service provider. Unclaimed items will be disposed of consistent with the [University policy on abandoned property](#).
- [EMCS](#) determines which events in the UC are assessed housekeeping fees. Leaving rooms in a state that causes UC housekeeping to go above and beyond a normal and reasonable room cleaning will result in a room restoration fee as indicated in the [UC Resource, Labor and Facility Fee Schedule](#).

### Damages:

Clients using UC meeting spaces will be held responsible for any damages caused to the UC or UC equipment in the reserved space during the client's reservation period. Clients will also be held

responsible for damage in public spaces adjacent to their reserved spaces if the damage is determined to be connected to their specific reservation or event. Fees will be assessed to restore UC equipment and facilities to their pre-reservation condition.

#### Animals:

Working animals such as service dogs, and dogs used in law enforcement, are the only animals permitted in the UC. The UC Director/designee must approve animals used in demonstrations and lectures.

#### Deliveries, Loading/Unloading:

- All loading and unloading is to take place either at the UC II or UC III loading docks. Service elevators are located near the UC II loading dock. Curbside unloading is also allowed at the north or south entrances of the UC.
- A temporary permit must be secured from Business Auxiliary Services – Parking Division if the loading/unloading of vehicles will take an extended period of time.

#### Amplified Sound:

Advanced permission is required to use amplified sound as indicated in [UTSA HOP 9.37, Section IV](#). UC staff will determine and monitor for appropriate sound levels in and around the UC facilities. The UC reserves the right to monitor and address concerns with sound level and noise bleeding into adjoining spaces.

#### Fees:

Please see the [UC Resource, Labor and Facility Fee Schedule](#) for a fee breakdown.

### **Safety and Security**

#### Building Access:

- Exterior keys to the UC will be issued only to authorized university staff whose responsibilities may require them to access the UC during non-operational hours.
- Users authorized to be in the UC after hours are to notify UTSA Police (210-458-4242) of their presence in the facility indicating approximately what time they are planning to leave and secure their exit.
- All other individuals must vacate the UC at the close of operating hours. Hours are posted throughout the UC and on the UC Web site.

#### Bicycles, Skateboards and Roller Blades:

The use of bicycles, skateboards, unicycles, roller skates and roller blades is prohibited inside the UC. Bicycle racks are provided outside for securing property around the UC. Parking, riding and movement of vehicles, wheeled or otherwise, is prohibited within the UC except those used for transporting individuals with disabilities or those operated by UC staff with proper authorization.

**Weapons:**

No weapons of any kind (real or facsimile) are allowed in the UC buildings except by law enforcement officials authorized to possess them.

**Emergency Procedures:**

- In regards to health or safety emergencies, call UTSA Police at 210-458-4911.
- All emergencies must be reported to the UC Information Center by calling 210-458-4735 or to the UC Administrative Office at 210-458-4745. In the case that no one can be reached at those numbers, contact the on-duty building manager at 210-563-9798.
- During a fire alarm, all persons in the UC must exit the building quickly and orderly through the nearest exit.
- In the event of an emergency, all UC guests are to follow the directions of UC staff and university emergency personnel.

**Personal Conduct in the UC****Behavior:**

Behavior that violates federal, state or local law will not be tolerated and may result in prosecution and/or loss of privileges within the UC.

**Dress Code:**

Visitors to the UC must be fully clothed—including footwear.

**Smoking:**

The UC is designated as a Non-Smoking Facility; therefore, smoking is prohibited throughout the UC, including outside covered walkways/breezeways and connecting bridges, and within 20 feet from all outside entrances per [UTSA HOP 9.36](#).

**Food and Drink****Catering:**

Catering within the UC must be provided by [ARAMARK](#) or a [UTSA approved caterer](#). Certain exceptions for weddings or special events may be granted on a case-by-case basis. Kitchen prep areas are provided to facilitate catering and are primarily used as a staging area for caterers. Use of the UC kitchens will not be permitted for cooking without prior permission by the UC Director/designee, and payment of assessed fees as outlined in the UC Service Provider Policy Agreement.

**Potluck Meals:**

Only catered meals or food prepared in a commercial kitchen are allowed in UC meeting spaces. Departments are strongly encouraged to use their own conference rooms and office areas for staff potlucks. No heating elements or appliances (crock pots, electric skillet, hot plates, etc.) may be used in UC spaces, except by approved licensed caterers. Groups found to be holding potlucks in UC meeting

spaces will be assessed a room restoration fee as listed on the [UC Resource, Labor and Facility Fee Schedule](#).

Alcoholic Beverages:

[UTSA HOP 9.16](#) provides guidelines for the consumption of alcoholic beverages on campus, including the UC, a Special Use Facility. These guidelines reflect the university's concern for a responsible approach to the serving and consumption of alcohol. Alcohol must be served by a licensed caterer. Self-service of personally provided alcohol (e.g., BYOB events) is prohibited. Any event with alcohol requires approval from the Office of the President, which may be sought through [EMCS](#).

### **Event Service Providers/Vendors**

Clients are ultimately responsible for service provider conduct on University property. In the UC, all clients and service providers sub-contracted by clients (caterers, florists, entertainers, DJs, etc.) must agree to abide by the terms set in the UC Service Provider Policy Agreement.

### **Solicitation, Advertising and Marketing**

Relevant Policies:

- All promotional materials, signage, flyers, banners, posters, etc. within the UC must comply with the following policies and procedures:
  - [Student Activities Posting Policy](#)
  - [Posting of Materials Policy](#) (HOP 9.09)
  - [Peaceful and Public Assembly Policy](#) (HOP 9.37)
  - [Solicitation Policy](#) (BORR 80103)
- Promotional materials must be removed immediately following the completion of the event. If they are not, UC Operations' removal of materials may result in fees charged to the advertising entity.

Interior Banners:

Interior banners are allowed in the UC as listed in [HOP 9.09](#). Registered Student Organizations (RSO) may hang banners from the UC main corridor staircase using the provided hanging wire on a first-come, first-served basis. Banners may not interfere with stairway usage and must be approved by the Office of Student Activities per the [Student Activities Posting Policy](#).

Exterior Banners:

Exterior banner space must be reserved at least five (5) days in advance through the EMCS office by completing the on-line reservation form located at [www.utsa.edu/events](http://www.utsa.edu/events). There is an exterior banner hanging fee as listed in the [UC Resource, Labor and Facility Fee Schedule](#). Organizations/departments must pay the fee in advance at the UC Information Center with cash or with an IDT. Banner reservations may not exceed 14 days; however, reservations may be renewed for an additional 14 days. Only UC Operations staff may install and remove banners outside the UC. Banners that become torn, damaged or create a safety risk will be removed.

*Banner Dimensions:*

- Minimum: five (5) feet long by three (3) feet high
- Maximum: 15 feet long by three and a half (3 ½) feet wide

*Banner Locations:*

- UC Corridor Paseo Entrance
- UC Paseo Bridges
- UC Paseo (facing building railings)

## Bulletin Boards and Table Tents:

Only specific groups may reserve UC bulletin board and table tent spaces as described in the [Bulletin Board](#) and [Table Tent Policies](#).

**Disclaimer**

UC policies and procedures are subject to change. Notice of any changes will be posted on the UC website.

## EVENTS MANAGEMENT & CONFERENCE SERVICES

### RESERVATION, SCHEDULING AND EVENT POLICIES AND OPERATING PROCEDURES

#### Introduction

Events Management & Conference Services (EMCS) reserves space for events in the University Center (UC), academic buildings, and most outdoor spaces on UTSA's Main Campus. The policies and procedures listed below outline usage considerations for these facilities and are based on the *UTSA Handbook of Operating Procedures (HOP)* and *UT System Board of Regents' Rules and Regulations (BORR)*.

#### Scheduling Priorities

EMCS schedules events in the UC for groups in the following priority:

1. Sponsored Student Organizations
  2. Registered Student Organizations (RSOs)
  3. University Departments/Units
  4. Joint sponsorship events or special use events such as weddings, banquets and receptions
- NOTE: academic classes are not scheduled in any UC space except with special advanced arrangement through the Registrars' office in conjunction with Academic Affairs.

#### Priority Scheduling Deadlines (Open Reservation Dates):

These scheduling dates provide the campus an opportunity to request event space in the UC up to one (1) semester in advance. Reservation requests received after these deadlines will be handled on a first-come, first-served basis.

To schedule for:	Summer	Fall	Spring
Registered Student Organizations	February 1	April 1	October 1
University Departments/Units	February 8	April 8	October 8
University-Wide Events Sponsored Student Organizations	Same as RSOs, but up to one (1) year in advance		
Joint Sponsorships Special Use Events	Based on availability after reservation dates have passed		
Individual Students	Individual students may not reserve rooms for meetings or events. Students may use the Acacia and Wild Persimmon rooms as study rooms on a walk-in, first-come, first-served basis for a period of two (2) consecutive hours.		

#### Priority Exceptions:

Certain large-scale, annual university events may schedule in advance of the priority dates to best accommodate the challenges associated with securing space, resources and financial support.

#### Reservable Space

EMCS reserves space for the UC and most areas on the UTSA Main Campus, including academic space for non-classroom purposes. Academic space for meetings and events may not be scheduled until the semester's census date, which falls 10 days after the beginning of each semester. Use of campus

facilities are governed by the [UTSA HOP 8.06](#). Please review the [UTSA Space Contacts Page](#) to learn who can book specific spaces.

## Reservations

Reservations for Registered Student and Faculty/Staff Organizations and University Departments must be made with the [online reservation form](#) using a valid UTSA e-mail address. Non-university organizations must call EMCS at 210-458-4155 regarding availability.

Reservation requests should include the name and purpose of the event, a description of activities that will take place during the event, requested set up time, actual time needed for the event, and clean-up time. Certain reservations will not be confirmed without an event planning meeting (see the *Event Planning Meetings* section). EMCS is committed to the success of your event. Providing detailed event information will enable the events managers to reserve appropriate space and resources and avoid last-minute add-on charges.

### Availability:

- Room availability changes daily and is impossible to predict in advance. If requesting a specific place and date, please determine availability before submitting your request via the [online search tool](#). Major/large event spaces must be booked a minimum of 30 days in advance and small meeting spaces should be booked a minimum of five (5) days in advance, however, spaces do fill up quickly and plans should be made as early as possible.
- Events managers book space to accommodate the needs of the event and maximize the efficient use of the university's facilities. EMCS reserves the right to substitute a similar space for any requested space. Other factors affecting space scheduling include food service, hours requested, set-up and break-down time, location of nearby events and academic classes, and estimated attendance.
- As meeting space on campus is at a premium, blanket reservations without details will not be held longer than two (2) weeks.

### Confirmation:

- Confirmations are sent as a PDF file by e-mail from [UCEvents@utsa.edu](mailto:UCEvents@utsa.edu). It is the responsibility of the event client to ensure all dates, times, locations, set-up, resources, and special instructions are included in the reservation and are accurate. Event clients are responsible for confirming requests a minimum of one (1) week prior to the event as maximizing the use of building space may require occasional room changes. Event clients will be notified by e-mail of any reservation changes made by EMCS.
- By receiving the reservation confirmation, event clients are accepting the items listed and agree to abide by all UT System BORR, the UTSA HOP, and state and federal laws.

### Changes and Additions:

To make changes or additions to your event, e-mail [UCEvents@utsa.edu](mailto:UCEvents@utsa.edu) with the Event Reference number noted in the subject line. Changes must be made at least 72 hours before the event. Changes made after that deadline will result in late change fees. Events managers will make every effort to accommodate late requests, but may not always be able to do so.

### Cancellation Procedure and No-Show Charges:

Cancellations must be submitted in writing to [UCEvents@utsa.edu](mailto:UCEvents@utsa.edu) a minimum of 72 hours prior to the event. Any space that is reserved, confirmed, and not canceled in writing 72 hours prior to the event will

be billed at full rates to the reserving client's on-campus account. All cancellations will be confirmed via e-mail.

#### Event Planning Meetings:

An event planning meeting is required for any event classified as a "major event." These types of events include: large events; events occurring over several days; events held on weekends; late night events; events taking place outside; and events planned on campus away from the UC. All major event reservations must be requested more than 30 days before the event date. EMCS will not book space for major events inside 30 days.

#### Advertising Events:

No event should be publicized until a printed reservation confirmation (including a reference number) has been received from EMCS. Requestors advertising an event before receiving a confirmation assume all risk of advertising if the information is incorrect.

#### Registered Student Organization Reservation Limitations:

No meetings or meeting series reservations may exceed six (6) hours in length per week. RSOs are also not allowed to reserve space (including table reservations) during university-designated study or final exam days.

#### Space Usage

##### Food:

Food is only allowed in certain locations on campus as outlined in the [UTSA HOP 8.06](#). See the Food Service and Catering policy section for more details about events and food.

##### Access Time:

- Rooms and spaces are generally available 15 minutes before the scheduled start time listed on the reservation confirmation. Clients using the Ballroom or Denman may request up to four (4) hours to allow for vendors, catering, decorating, etc. to set up. Clients using other rooms may request up to one (1) hour set up time. Any set up time beyond the permitted limits will be charged to the client at the room's regular hourly rate as listed on the [Resource, Labor and Facility Fee Schedule](#).
- Fees will be assessed for events that occur before or after regular UC operating hours to ensure adequate building and event staffing. Please refer to the [Resource, Labor and Facility Fee Schedule](#) for specific fee information.

##### Room and Audio-Visual (AV) Set Up:

- The reserved space will be delivered to the client set with tables and chairs at the client-requested access time. AV staff will work with the events managers and the client to schedule audio-visual, lighting and sound checks as needed no earlier than two (2) hours prior to the event start for major events or 30 minutes prior to all other events.
- UC meeting rooms are set to the standard for the room as indicated on the [Quick Reference Guide](#) unless another set up is requested. Special set up configurations outside the standard may result in additional charges. Basic room diagrams are available on the [EMCS Web site](#).

**Tear Down:**

Any resources, materials, decorations or service items brought into event spaces by clients or their service providers must be removed from event spaces by the clients or their service providers at the end of the event. Failure to remove these items may lead to additional cleaning or restoration charges by Facilities Services or the UC.

**Housekeeping:**

A [housekeeping fee](#) is assessed for all events of 100 people or more with food, and all events for 300 people or more. The housekeeper will begin no earlier than one (1) hour after the start of the event and will be assigned to a specific event to complete the following duties:

- During the event:
  - Maintain cleanliness of event space and adjoining public areas
  - Service the restrooms closest to the event area
- After the event:
  - Clean event floors and restrooms
  - Wipe off tables and chairs
  - Remove general event trash (not items that belong to catering)

**Room Restoration:**

A [restoration fee](#) is charged when cleaning beyond normal and reasonable housekeeping service is required to restore a room to a pre-event state. Events with or without assigned housekeeping can be assessed a restoration fee.

- For example, a banquet with drop-off catering where event organizers do not remove the catering trash and service items would be charged a restoration fee. A lecture attended by 250 people who leave behind significant amounts of paper, beverage containers, or other debris would also be assessed a restoration fee.

**Room Capacity:**

To comply with city, state and federal law, EMCS cannot book an event in a space where forecasted attendance exceeds the capacity of that space. The [Quick Reference Guide](#) lists room capacities for a wide variety of standard set ups. Special set ups may reduce a room's overall capacity.

**Event Coordination****Registered Student Organizations:**

EMCS events managers will coordinate all aspects of events for RSOs free of charge. Coordination includes selecting and reserving space, working with all on-campus service providers, serving as the point of contact leading up to the event, and reconciling expenses. Resources, equipment, or after-hours charges incurred by RSO events are not included in the coordination.

**University Departments, Units and Organizations:**

EMCS events managers assist university departments, units and organizations to select venues, reserve space and ensure all events are in compliance with the BORR and the UTSA HOP. At the request of the client, EMCS can also provide turnkey event service for your function in the UC. Fees may be assessed depending on the scope and type of the event and services requested.

### Coordination for Events Not in the UC or on UC Grounds

- University departments, units and organizations must contact the following service providers when their events take place in spaces other than those in the UC or on its grounds. Rooms or meeting spaces will not be prepared for your event if clients fail to submit the appropriate requests.
  - Event space access: [Access Control](#) for keys and access to event locations
  - Event Set-up: [Facilities Work Orders](#) for event set up are due 10 business days prior to the event
  - A/V: Academic Technology supports A/V needs in academic buildings only; [Academic Technology Special Event Requests](#) must be submitted 10 business days prior to the event
  
- At the request of the client, EMCS can also provide turnkey event service for functions outside the UC. Fees may be assessed depending on the scope and type of the event and services requested.

### Joint Sponsored Events

- No registered student, faculty, or staff organizations; or individual student, faculty, or staff, may jointly sponsor an event on campus with an off-campus person or organization.
  
- Only academic or administrative units with authority delegated from the President of the university may jointly sponsor events with an off-campus person or organization ([UTSA HOP 9.37, Section VII](#)).
  
- For more information on joint sponsorship, please visit <http://www.utsa.edu/events/cohost/>.

### Special Considerations

Off-Campus Speakers for Registered Student Organizations:

RSOs must comply with [HOP 9.37, Section V](#) regarding off-campus speakers and complete the [Permission to Invite an Off-Campus Speaker form](#) 30 days prior to the event.

Solicitation Tables:

RSOs and UTSA departments may reserve solicitation/information tables through EMCS. Reservations are released after 30 minutes of pickup time. Tables can be picked up as early as 8:00 a.m. and taken to other suitable locations on campus, but must be returned by 4:45 p.m. to avoid a fee. Tables serving food must not be set up in pre-determined areas near campus food service areas. No table reservations are allowed during orientation dates, fairs, Fiesta UTSA and BestFest. RSOs are also not allowed to reserve space (including table reservations) during university-designated study or final exam days. Reservations are taken through the [online reservation form](#) and in-person at EMCS.

Off-Campus Service Provider Conduct:

Clients are ultimately responsible for off-campus service provider conduct on university property. In the UC, all off-campus service providers sub-contracted by the client (caterers, florists, entertainers, DJs, etc.) must agree to abide by the terms set for in the UC Service Provider Policy Agreement.

Amplified Sound:

Advanced permission is required to use amplified sound anywhere on campus as indicated in [UTSA HOP 9.37, Section IV](#).

#### Movies or Public Viewings:

Any student or faculty organization, outside organization or department wanting to screen a movie must obtain screening rights and written permission before reserving a room for the screening. It is a violation of **Copyright Law** to screen a movie or video in a public or semi-public venue without permission. This law includes personally owned and commercially rented films. UTSA is committed to supporting and enforcing the U.S. Copyright Law.

To obtain a license for public viewing you must obtain rights from one of the following sources:

#### For General Market Films:

- **Criterion** 1(800) 890-9494
- **Swank Motion Pictures, Inc** 1(800) 876-5577
- **Motion Picture Licensing Corporation** 1(800) 462-8855

#### For Public Domain Videos:

- **Reelmediainternational**
- **Openflix**
- **Buyoutfootage**

#### Exhibits:

Any exhibit requires advanced permission from EMCS per [UTSA HOP 9.37, Section X](#). An exhibit is defined as any object or collection of related objects designed to stand on the ground or on a raised surface, which is not a table, that is designed for temporary display, and is not permanently attached to the ground.

#### Parking:

Event parking is requested through the Business Auxiliary Services – Parking Division using its online request form at [www.utsa.edu/parking](http://www.utsa.edu/parking) under “Event Parking.” Your events manager can assist you in securing parking for your event guests.

#### Security:

The UTSA Police Department is charged with the safety of all guests on UTSA property. Certain events will require security and be assessed appropriate fees as determined by UTSA PD.

#### Registered Student Organization Fee Waiver:

- An RSO in good standing may have one (1) fundraiser per year where the UC room rental fees are waived. Only UTSA RSOs are eligible for this rental fee waiver. Events co-sponsored or produced with a university department or an outside entity are not eligible for a waiver.
- Basic room rental fees may only be waived if:
  - the event occurs on a single day,
  - there is no professional entertainment, and
  - the Admission charge is less than \$7.50 per person
- Fees will be assessed if the event occurs outside of regular building hours, involves special requests or set-ups that incur incremental labor or have attendance greater than 100 with food or 300 or more without food.

## **Food Service and Catering**

### **Caterers:**

Use of ARAMARK or a UTSA [approved caterer](#) is strongly recommended. University departments or units using a caterer other than ARAMARK will be assessed a fee by [Business Auxiliary Services](#).

### **Self-Catering:**

RSOs and university departments wishing to self-cater must fill out the [Non-Catered Food Service Release form](#).

### **Alcoholic Beverages:**

[UTSA HOP 9.16](#) provides guidelines for the consumption of alcoholic beverages on campus. These guidelines reflect the university's concern for a responsible approach to the serving and consumption of alcohol. Alcohol must be served by a licensed entity. Self-service of personally provided alcohol (e.g., BYOB events) is prohibited. The [Permission to Serve Alcohol Form](#) is required and must be submitted 30 days prior to the event.

### **Food Sales/Distribution:**

Organizations selling or distributing food or beverages on campus must fill out the [Non-Catered Food Service Release form](#) and follow the [guidelines for Temporary Food Establishments](#) as outlined by the San Antonio Metropolitan Health District. Foods prepared at home may not be distributed on campus. All prepared food must be purchased or donated from an approved health-inspected location. Any on campus food sales or distribution may not be advertised to the general public.

### **Potluck Meals:**

Potlucks are not permitted in academic spaces or in UC meeting spaces. Departments are strongly encouraged to use their own conference rooms and office areas for staff potlucks. Potlucks—or any events involving home-cooked food brought to campus—require consent from all members participating in the group and cannot be open to the general public. Groups found to be holding potlucks in UC meeting spaces will be assessed a room restoration fee as listed on the [UC Resource, Labor and Facility Fee Schedule](#). Groups holding potlucks in other areas may be assessed a fee by Facilities Services.

### **Grilling:**

Only charcoal grilling is allowed on campus. Groups that wish to grill must make proper accommodations for a sand trap and other required safety items through [Facilities Services](#) at least two (2) weeks in advance.

### **Tailgating:**

Any food prepared during a tailgate can only be distributed to the group's friends and family. You must also make proper accommodations for a sand trap through [Facilities Services](#) (see "Grilling").

## **Resource, Labor and Facility Fee Schedules**

[UC Resource, Labor and Facility Fee Schedule](#)

[Office of Facilities Shop Rates](#)

**Payment and Late Payment Penalty**

EMCS invoices must be paid within 30 days of the receipt of invoice. Organizations that do not pay in a timely manner lose the right to schedule university space and their future events will be cancelled until accounts are current.

**Policy Disclaimer**

Policies are reviewed regularly and updated annually. Policy changes related to safety or security may be updated at any time. EMCS events managers can assist you to ensure your event is compliant with all relevant UTSA policies.