

Indoor Facility Usage Policy for Authorized Events

1. Purpose, Scope, and Intent. This document is intended as a guide to the reservation policy for the use of indoor spaces, which includes both instructional and meeting/event spaces, on the University of Tennessee, Knoxville campus.

2. Authorized Users. The Rules of the University of Tennessee, Chapter 1720-01-02, define the persons or groups who may use University property; these persons or groups are called "Authorized Users". In accordance with this rule, the following persons or groups may use University property, subject to other University rules, policies, or procedures adopted by a University campus, center, or institution and federal, state, and local laws:

- 1) University students;
- 2) University employees;
- 3) Members of the Board of Trustees;
- 4) Government officials acting in their official capacities;
- 5) A person or entity invited by the University;
- 6) A person who has been invited by a student, a student organization, or an employee in his/her personal capacity, to join the student, student organization, or employee in the use of University property (e.g., friends and family), but not including the use of University Property for free expression activities; provided that the use of University property shall not exceed the scope of invitation.
- 7) A person using University property for free expression activities pursuant to Chapter 1720-01-12 (Use of University Property for Free Expression Activities by Non-Affiliated Persons);
- 8) Volunteers of the University, as defined by University policy;
- 9) Prospective students visiting University property and persons accompanying prospective students;
- 10) Alumni visiting University property and persons accompanying alumni;
- 11) A person who has a right of access to University property under Tennessee Code Annotated § 8-50-1001 or any other statutory provisions permitting access to University property;
- 12) Any person or entity engaged in one of the following uses of University property:
 - a. The use of University property for the purpose of attending a University activity or event that is open to attendance by the members of the general public at a designated place and time (e.g., athletic contests, plays, lectures, concerts);
 - b. The use of University –owned streets, or University-owned sidewalks bordering University-owned streets, as thoroughfares while traveling from one location to another location;
 - c. The use of University property that is open to the general public (e.g., campus bookstore, library, museum);
 - d. The use of University property consistent with the terms of a rental agreement with the University; or

- e. The use of University property for a purpose relating to obtaining medical treatment from the University.

3. Authorized Events. The definition of an Authorized Event, for the purpose of this document, is an event that is organized by and scheduled through an authorized event organizer (section 4), that is properly sponsored (section 6), and that has a fully confirmed space reservation request. All University events are subject to the requirements of UT fiscal policy.

4. Authorized Event Organizers. The following five groups of authorized users are defined as “Authorized Event Organizers” and are responsible for scheduling reservations for Authorized Events through Ad Astra.

- 1) University student organizations
- 2) University departments and offices
- 3) Members of the Board of Trustees
- 4) Government officials acting in their official capacities
- 5) Persons or entities invited by the University

Usage of University property is subject to all University rules, policies, and procedures, including this University Space Policy, and is subject to any relevant federal, state, and local laws.

5. Types of Events. This document applies to the following types of events:

5a. University Events. These are events that are organized by University administration, one or more of the University’s academic units and departments, or one or more of its registered student organizations. A University event is not considered an Authorized Event until it meets the criteria listed in sections 3 and 4.

5b. Non-University Events. These are all events that are not University Events. A sponsor is required as explained in section 6 below. Once a sponsor is confirmed, the reservation process through Ad-Astra may commence. A Non-University event is not considered an Authorized Event until it meets the criteria listed in sections 3 and 4.

5c. Unsponsored Events by Non-Affiliated Persons. The sponsorship requirements of Section 6 below do not apply to the activities of non-affiliated persons as permitted by Tenn. Comp. R. & Regs. § 1720-01-12.06-07, but the remainder of the requirements of these Guidelines remain applicable to such activities.

6. Sponsorship Requirements. Except as provided by Tenn. Comp. Regs. 1720-01-12.06, all Non-University Events must be sponsored by University administration, one or more of the University’s academic units and departments, or one or more of its registered student organizations. The event sponsor must be identified as the sponsor responsible for the event.

The responsible sponsoring party requesting event space through Ad Astra must plan the event and be present at the event. A sponsor may not “front” for another organization for the purpose of securing a venue at no cost or reduced fees for a non-university event. For example, a community group or for profit entity may not utilize a registered student organization to reserve a venue unless the event is planned by the student organization and open to students. Authorized event organizers who violate this requirement may be barred from using University space.

7. Requesting a Space. The inventory of indoor spaces to which this document applies is maintained on the University’s Ad Astra space scheduling system. Reservations for these spaces are requested through Ad Astra. The University Space Policy (events.utk.edu) describes the process by which reservations are made and lists the policies governing the allocation of indoor space for events.

8. Responsibilities of Users. Once an event ends, the space used for the event must be left in the same (or better) condition as when the event began. If clean-up or repairs are needed following an event, the user will be assessed supplementary charges to recover the cost of clean-up or repairs. Users whose events repeatedly incur these supplementary charges may be prohibited from using University space and/or may be subject to additional charges.

9. Usage Fees. A schedule of the rental fees associated with the use of indoor spaces for events is published by the Campus Events Office at (events.utk.edu). This schedule is subject to change.

9a. University Events.

It is the University’s intent that no rental fee will apply to use of the University’s indoor spaces for University events sponsored by University administration, the University’s academic units and departments, and its registered student organizations. However, there are spaces with fee structure exceptions because they are dependent on generating revenue to support the facilities. Such facilities would include those that house Auxiliary units or those which are funded outside of normal operating E&G funds.

In order for a facility to implement a fee structure or guideline that is different than referenced in this policy and be included in the list below, a proposal must be submitted to the University Space Committee for consideration and approval.

A listing of spaces with approved fee structure exceptions is published by the Campus Events Office at (events.utk.edu). This listing is subject to change.

Cost-recovery charges associated with specific staffing requirements, specific set-up and break-down requirements, or specific equipment needs are limited to those approved by the Senior Vice Chancellor for Finance and Administration or

his/her designee. Additional cost-recovery charges may also apply when a special-use space has specific staffing requirements (e.g. security) or when a University event in special-use space has specific set-up and break-down requirements or specific equipment needs (e.g. specialized audio-visual or IT equipment). These cost-recovery charges may vary based on the special-use space.

Supplementary charges may apply as per Section 8 above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15).

9b. Non-University Events.

For non-University events in indoor spaces, rental fees for non-University events vary by location. A schedule of the rental fees associated with the use of indoor spaces for events is published by the Campus Events Office at events.utk.edu. This schedule is subject to change.

Cost-recovery charges associated with specific staffing requirements, specific set-up and break-down requirements, or specific equipment needs are limited to those approved by the Senior Vice Chancellor for Finance and Administration or his/her designee. Additional cost-recovery charges may also apply when a special-use space has specific staffing requirements (e.g. security) or when a non-University event in special-use space has specific set-up and break-down requirements or specific equipment needs (e.g. specialized audio-visual or IT equipment). These cost-recovery charges may vary based on the special-use space.

Supplementary charges may apply as per Section 8 above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15).

10. Deposit Required. When rental fees apply to a non-University event, a deposit of 25% of the estimated rental fees and estimated supplementary charges must be paid to secure the space reservation.

11. Cancellation Policy. Users must cancel reservations for spaces they plan to not utilize. Penalty fees for failing to cancel a reservation in a timely manner will be specified in the event contract for non-university events. Authorized Event Organizers may forfeit their reservation privileges if they do not cancel their reservation in a timely manner and/or may be subject to additional charges.

12. Food Catering. Food is permissible in some indoor spaces, but during and after the event, the space must not be damaged by any food preparations. Also, all recyclables, compostable, and landfill waste must be collected and disposed of in the proper fashion and removed from the site at the conclusion of the event.

Aramark is the preferred campus caterer and its contact number is 865-974-4111 or [\(Click Here\)](#). University events and non-University events may utilize outside licensed caterers. However, the following locations are exclusive to Aramark for events that need catering: Student Union, UT Visitor's Center, and all areas adjacent to dining locations on campus.

13. Alcohol Policy. The dispensing and consumption of alcohol must be in accordance with the campus alcohol policy ([Click Here](#)). Although these guidelines are written for the campus community, other authorized users and visitors must comply with the policy as well.

14. Parking. Parking, at times, is extremely limited based on the location, date, and time of the event. All arrangements for parking must be made through Parking and Transit Services, 865-974-6031. ([Click Here for Parking Map](#))

15. Change of Location/Right of Refusal. The Campus Events Office reserves the right to not approve an event or to cancel a reservation in the event there is a facility, health, or safety issue that requires appropriate action. Such decisions will not be made based on the content of speech and/or the identity of the presenter(s). The Campus Events Office reserves the right to make necessary changes in location as needed to accommodate the needs of the campus. Every effort will be initiated to provide ample notice of any changes.

The Campus Events Office reserves the right to cancel or postpone any outdoor event if weather conditions jeopardize the safety or security of faculty, staff, students, guests, or equipment. Fees may still apply even if the event is cancelled.

16. Security/Insurance. The University of Tennessee Police Department (UTPD) will be notified of all events scheduled through the Campus Events Office. UTPD and event management shall determine if the event requires any security staffing needs. This may include police, emergency management, or other certified staffing requirements. To the extent permitted by Tenn. Code Ann. § 49-7-2405(a)(15), the event sponsor/organizer is responsible to pay the cost associated with providing security and other appropriate event staffing.

Non-university events are required to provide proof of liability insurance to the satisfaction of the University Risk Management Office based on the event and to name the University of Tennessee as additional insured. Any additional insurance required will be at the event organizer's expense.

17. Reservation of Rights Clause. The University Space Committee representing the University of Tennessee, Knoxville campus reserves the right to make any final decisions on all matters not covered by the guidelines outlined above, as well as the right to change, alter, and/or rearrange parts or all of these guidelines at any time.