CHAPTER 1: General Policies

1.0 HOURS OF OPERATION

The following general policies and guidelines pertain to usage of the Student Services Building. Any exceptions to these policies may only be approved by the Student Services Building Manager.

The Student Services Building will be open between the hours of 7:00 a.m. and midnight, seven days a week.

1.1 FACILITY CLOSURES

The SSB will be closed for New Year's Day and Christmas Day, and may operate on reduced hours on other official University holidays. In addition, the facility or any portion thereof may be closed at the discretion of the University. Closure may occur but is not limited to the following: emergency or scheduled maintenance, special events, interruption of utility services and dangerous conditions.

1.2 AFTER-HOURS ACCESS

Exterior doors to the Student Services Building (SSB) are secured by the University Electronic System (BACSII System). A proximity card is required to access the building from midnight to 7 a.m. Card readers are located at the following locations:

North – First floor entrance
North – Ground floor entrance
North – Loading zone entrance
South – First floor entrance

1.3 ACCESS ELIGIBILITY

After-hours access is limited to individuals granted access by the respective department head within the Student Services Building. Individuals granted access by their department head will receive a proximity card issued at no cost by the ID Center. The department administrator with access to the BACSII system will activate the card in the BACSII system.

1.4 PRIVILEGES

Permanent building occupants, to include Student Government, Senate of College Councils and their respective standing committees, have first priority for scheduling common area meeting rooms. Registered student groups may request meeting space in the common area meeting rooms. These requests shall be considered on a first-come,
first-served basis based on availability of meeting rooms after permanent building occupants’ needs are met.

1.5 INVITED GUEST POLICY

If the event or activity parameters allow it, invited guest may participate under the following conditions:

A. Cost of an invited guest event ticket is subject to the event specifications.
B. University community member agrees to participate in the same activity area as the invited guest and accept responsibility for his/her guest's conduct, if applicable.
C. Invited Guest must agree to adhere to all building policies, regulations, and verbal instructions given by the Student Services Building staff.
D. The University Unions cannot be responsible for lost or stolen property or injuries sustained while participating at an event held in the Student Services Building.

1.6 CHILD POLICY

The University of Texas at Austin primarily serves an adult population. Children are welcome at the Student Services Building but must be accompanied by an adult University community member. The actions of the child[ren] are the responsibility of the accompanying University community member.

1.7 USER CONDUCT

Usage of the Student Services Building is a privilege. Participants are expected to be good citizens and respect the rights of others. Individuals or groups engaged in behavior deemed unsafe and/or inappropriate by Student Services Building staff may have their access to facilities revoked or modified and/or be subject to University disciplinary action.

1.8 GENERAL POLICIES

1. **Bicycles and Other Personal Vehicles** are not allowed in the building. Bicycles are prohibited in the building. Bicycle racks are located and available for use in close proximity to the building. The term "other personal vehicles" includes, but is not limited to, skateboards, roller blades, and roller skates.

   This prohibition does not apply to wheelchairs or other mechanical or automated equipment designed for and used by individuals with physical disabilities.

2. **Smoking** is prohibited within the Student Services Building. The University of Texas at Austin prohibits the use of all forms of tobacco products on University property. The University prohibits any advertising or sale, or free sampling of tobacco products on University property. Littering the campus with the remains of
tobacco products or any other related waste product is prohibited.¹

3. **Alcoholic Beverages:** The general use and/or consumption of alcoholic beverages is prohibited in the Student Services Building. For alcoholic beverages at events hosted in the building, see Event Reservations – Alcoholic Beverages.

4. **Controlled Substances (Drugs):** State law relating to the possession, use, or sale of intoxicants will be strictly enforced.

5. **Firearms:** Possession or use of firearms is prohibited within the Student Services Building. The University of Texas at Austin prohibits the possession or use of firearms, facsimile weapons/bombs, armor-piercing ammunition, and knives on university property, including academic, administrative, special use, recreational, and housing facilities, as well as all grounds and parking lots. This policy applies to students, faculty, staff, and campus visitors. The only exceptions to this policy are for commissioned police officers and in cases where special permission has been granted by the Office of the Dean of Students.

6. **Animals:** With the exception of certified support animals and animals involved in appropriate University activities, no animals are permitted inside the Student Services Building.

7. **Emergencies:** Response of Student Services Building occupants to emergency situations will be in compliance with rules and procedures established by the University.

8. **Lost and found:** The Student Services Building lost and found is located in SSB Management Office on the ground floor. The Student Services Building is not responsible for any lost articles.

9. **Sound levels:** Sound levels will be controlled at the discretion of the Student Services Building staff.

10. **Signage:** Flyers are not permitted in the Student Services Building. If you would like signage for your event, easels are available for check out at the SSB Management office for departments or the Student Organization Center for RSOs.

¹ University Policy on Tobacco-Free Campus, Handbook of Operating Procedures (HOP) 2.A.2 ² University Policy on Firearms and Facsimile Weapons (Institutional Rules, Section 11-804 (a)(2))
2.0 SCHEDULING POLICIES AND PROCEDURES

1. Reservation requests must be made via the University Unions Online Reservations System.
2. Reservation requests are made on a first-come, first-served basis, to current University of Texas at Austin community members, giving priority first to permanent residents of the Student Services Building, then Registered Student Organizations.
3. Individuals and registered student organizations can be denied usage for violation of University policies and procedures.
4. If necessary, Student Services Building staff will make referrals for discipline through the Office of the Dean of Students.

The Student Services Building staff is responsible for managing all space within the Student Services Building, which includes the general coordination of facility usage, including the daily screening and scheduling of facility requests, the resolution or notification of conflicts, the correspondence with groups submitting facility requests, the implementation and communication of usage policies and procedures, the processing of common maintenance requests, the compilation of a master facility schedule, and the supervision of the facility in accordance with University Unions standards.

The following scheduling policies and procedures for the use of the Student Services Building have been developed to maximize use of the facility, and to continue to provide an inventory of meeting rooms and activity spaces for the University community.

2.1 PRIORITY USES

PRIORITY 1: Permanent building residents.

PRIORITY 2: Registered student organizations.

EMERGENCY MAINTENANCE: Unscheduled emergency maintenance shall supersede all other uses and be considered the highest of priorities.

2.2 ELIGIBILITY

Determination of the eligibility, priority, and categorization of each facility reservation request shall be made by the Student Services Building staff. To determine the eligibility and priority classification of each facility request, the following criteria will be referenced:

1. Compliance with all applicable Regents’ and Institutional Rules and Regulations
2. Impact of the event on existing programs and available spaces
3. The scope and nature of the event
4. The appropriateness and compatibility of the activity to the facility
5. Previous experiences with similar events

Event sponsors with outstanding debt with the University Unions cannot make reservations in the Student Services Building.

The Student Services Building reserves the right to deny or cancel any program that does not meet established rules and regulations, when the event sponsor is unable or unwilling to adequately perform all required duties and responsibilities related to the event, or for similar cause.

The Student Services Building is not available for reservation by academic departments or non-permanent residents at this time.

2.3 ADVANCE RESERVATIONS

The Student Services Building does not offer advance reservations.

2.4 REQUEST/RESERVATION PROCESS

For Registered Student Organizations, the official first day to submit reservation requests for fall semester shall be the first Tuesday in May. The official first day for submitting reservation requests for Spring and Summer semesters shall be the first Tuesday in November.

Permanent residents of the Student Services Building may submit room reservations 1 week in advance. Once the system is open to all priority levels, rooms are reserved on a first come, first serve basis.

2.5 CONFIRMATION/NOTIFICATION

Event sponsors will receive a written room reservation confirmation from the University Unions Event Manager for the Student Services Building. All requests, whether approved or denied, will receive a response.

Once confirmation is obtained:

- Event sponsor must confirm details of event with the Reservations Office in accordance to the timeline established based on the type of room request submitted. If a meeting is required it must be held at least five (5) days prior to the event to ensure all the necessary paper work is submitted in a timely manner and all policies are observed.
- An event for which an approved reservation has been granted may not be preempted by a user of a higher priority.
- No part of the event may be delegated to other groups or individuals who are not members of event sponsoring group.
- Events may not be altered from the approved request or be deferred to future
dates.

• Confirmed reservations are subject to cancellation when the event sponsor fails to comply with the terms of the reservation.

2.6 PROHIBITED CO-SPONSORSHIPS

Registered Student Organizations may not co-sponsor on campus programs or events with off-campus persons or organizations.

Registered Student Organizations may co-sponsor events with other registered student, faculty, or staff organizations, or with university departments or agencies.

The University of Texas at Austin seeks to preserve the limited space on campus for the use of students, faculty, and staff. Examples of prohibited co-sponsorship activities include, but are not limited to:

• An event that substantially depends on an off-campus person or organization for planning, staffing, or management of an event
• An event that reserves a room or space for the use of an off-campus person or organization
• An event that operates for the benefit of an off-campus person or organization.

We strongly encourage student organizations to consult with the Office of Dean of Students during the planning process in order to avoid engaging in a prohibited co-sponsorship.2

2.7 FRONTING

The Student Services Building encourages registered student organizations to work in collaboration with other university organizations and departments. To preserve the integrity of a building which has been conceptualized, built and paid for by students, the SSB takes misrepresentation or abuse of student organizations very seriously; such instances include but are not limited to:

• The use of a registered student organization’s name as a vehicle to receive building space and services at a reduced rate or at no cost.
• An event that is reserved under a registered student organization but the student representatives are not an integral part of planning or in attendance.
• Harassment or coercion of registered student organization leaders to misrepresent their organization for the benefit of a department.

The Student Services Building supports the university’s mission to produce ethical and responsible individuals for our community. Any department found in violation of this policy will lose building use privileges for a period of time deemed appropriate by the University Unions.

2 http://deanofstudents.utexas.edu/sald/events/cosponsorship.php
3.0 OPERATIONAL PROCEDURES

All formal use of the facility must be requested and scheduled through the University Unions Online Reservation System found here: www.utexas.edu/universityunions/bookaroom.

Each event sponsor shall appoint one event representative (faculty/staff member or authorized student representative listed under an active Registered Student Organization) to act as the official contact with respect to arrangements for the use of the Student Services Building. The event representative acts as the person through which all communication between the event sponsor and the Student Services Building is conducted. All requests for reservations, changes, additions, and cancellations will be handled through the designated event representative.

3.1 ROOM SET-UP AND BREAK DOWN

The Student Services Building meeting rooms are available for usage as is. The building manager shall post in each room a diagram of the standard configuration. Should the room configuration be changed, room users shall return room to this standard configuration when finished.

For all food events in the Student Services Building (SSB) meeting rooms, the user is responsible to take out trash and replace trash liner in can. Dumpsters are located on the ground floor on the north side of the building. Extra liners are kept in the bottom of trashcan.

A reasonable fee may be charged for changing the room configuration at the request of user and then returning it to the standard configuration. The amount assessed for the set-up and breakdown shall be indexed to the cost of the tasks.

No custodial staff is on duty for the weekends in the Student Services Building.

3.2 AUDIO AND VISUAL EQUIPMENT

Ceiling data projector and screens (Audio/Visual) are available in larger meeting rooms; the Glenn W. Maloney Student Assembly Room G1.310, G1.104, G1.106, 3.406 and 4.212. Each department will furnish their own laptop.

Other equipment in the Glenn W. Maloney Student Assembly room includes a sound system with freestanding microphone(s) and CD/DVD/VHS player(s). A key to the equipment closet is available from the Student Services Building Management Office,
by appointment, located in room G1.408A. After the hours of 8 a.m.- 5 p.m., Monday-
Friday, a key may be obtained at the Student Organization Center desk in 2609
University Building in room 2.112.

Request to use all other equipment (portable TV, VCR and portable Lectern) is available
by appointment for check-out through the building manager and filled on a first-come,
first served basis. The A/V equipment is available only for events held inside the SSB.
The requestor will pick up and return all equipment to the Building Electronic Closet
located in the Glenn W. Maloney Student Assembly room.

If equipment is not returned or if it is damaged as determined by the building manager,
the user of the A/V equipment is responsible for the repair or replacement of the
equipment.

3.3 DAMAGES

The condition of all Student Services Building reservable areas will be checked before
and after each event. Student organizations using the space are responsible for leaving
the room in the same condition in which it was found. Misuse of or damages to a
reserved room will result in charges being assessed to the event sponsor.

3.4 APPEAL

(a) An organization aggrieved by a decision of event denial is entitled to appeal to the
SSB Building Manager by letter or by e-mail within three days after the day the decision
is announced. The appeal will contain the organization’s name and mailing address, a
concise description of the decision complained of, the organization’s reasons for
disagreeing with the decision, and the date the decision was announced.

(b) When timely notice of appeal is received, the building manager will attempt to bring
the situation to reasonable solution. The organization may appeal to the University
Unions Executive Director if no compromise can be reached with the building manager.
At the discretion of the University Unions Executive Director, the organization may
present oral arguments to an appeal of the building manager’s decision.

(c) The decision of the University Unions Executive Director will be communicated by
letter or by e-mail to the event sponsor and the building manager within five business
days after the appeal and related documents have been received. The decision of the
University Unions Executive Director will be final.