

| Institutional Handbook of Operating Procedures Policy 02.06.02 | |
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| 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

Special Use Facilities

II. 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 is 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 at www.utmb.edu/suf/.

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

III. Guidelines

1. 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.
2. 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.
3. 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 in advance by the President. When available, faculty, staff, students, President's Cabinet and Development Board members may use The Rosenberg House (first floor) and Open Gates facilities for personal and private events.
 - a. 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.

- b. 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.
 - c. If the funds collected exceed the actual cost of the event, the user shall be required to remit such excess to UTMB.
4. 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.
 5. 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.

IV. Relevant System Policies and Procedures

[UT System Board of Regents' Rule 80106](#)

V. Related UTMB Policies and Procedures

[IHOP - 02.06.01 - Use of University Facilities](#)

VI. Dates Approved or Amended

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| <i>Originated: 03/29/1999</i> | |
| <i>Reviewed with Changes</i> | <i>Reviewed without Changes</i> |
| 09/05/2013 | 11/18/2016 |
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VII. Contact Information

Office of the President – Special Use Facility
(409)747-6753