



Guidelines for Special Events

The guidelines are separated into two sections – UHD Special Event Room & Catering Policies and General Behavioral Policies & Expectations. Within each section these policies are sorted alphabetically.

The event organizers are responsible for seeing that participants exercise care in using the building, furniture and equipment, and respect the privacy of other event participants. The event organizer will be billed for any identifiable damage or loss incurred as a result of actions of an event member or guests of the event.

The event groups must establish a process for managing attendees' behavior and administering sanctions, including removal from the hall. If you have any questions about any of these use policies please contact the University Housing and Dining (UHD) Conference and Event Services office at 512-232-5604 or uhd.conferences@austin.utexas.edu.

UHD Special Event Room & Catering Policies

Billing

Billing for events covers room rental fee, set-up/cleaning fee and catering fee. The invoice will be sent to the event organizer within five days of their event. Payment can be made by check (payable to The University of Texas at Austin) or credit card. University affiliated groups can make payments by Inter-Departmental Transfer (IDT) as well. Payment is due within 15 days upon receiving the invoice to University Housing and Dining's (UHD) Conference and Event Services (CES) team. Any events using UHD Catering will require an approved OOEF. Labor fees and charges for items added during event will be billed to the event.

When UHD reserves space for your university sponsored event, it will be based on the estimated number of attendees and the space(s) requested. There are no venue or rental fee deposits required to book or hold the venue space.

Cancellation

- Any cancellation by the event organizer must be received in writing to the CES office 30 days prior to the event.
- Canceled events less than 30 days prior will be subject to cancellation fees established by UHD.



Catering

- University Housing and Dining (UHD) Catering is the sole caterer for UHD owned spaces.
 - UHD Catering is the only allowed caterer unless there is a service that cannot be provided (serving alcohol, certain plated meals, etc.).
 - No outside food or beverages will be permitted into the UHD event facility without prior approval.
- UHD Catering requires 10 business days' notice with a minimum of \$50 for all orders.
- UHD Catering functions are billed based on a guaranteed number of attendees.
 - The guaranteed number must be submitted along with planning information to the UHD Catering Team, at least 10 business days prior to the event.
 - An increase or decrease in the number of attendees of up to 10% may be made up to three business days prior to the event.
 - The final bill will be based on the guaranteed or the actual amount served at the event, whichever is greater.
 - For non-tax-exempt organizations, sales tax will be added to the final bill.
 - An 18% administrative fee will be assessed to all serviced events.
 - UHD Catering prices include environmentally friendly compostable ware.
 - China is available upon request at no additional charge for determined locations.
- Buffet prices include two-hour buffet-style service.
 - If the event extends the buffet beyond the allotted time, an additional fee may be incurred.
- Special dietary requirements can be accommodated, but require advance notice and may result in an additional fee.
- No homemade items may be sold or served at any UHD facility.
- Events canceled fewer than three business days prior to the event will be charged 100% of the anticipated price of the event.
- Please see [Catering Guidelines](#) for any further information and policies.

Rental Space

- Meeting space is only available to university and university co-sponsored groups year-round.
- CES staff reserve the right to enter any and all areas to enforce the compliance rules and to limit the number of people in the area.



Rental Time

- Half-day venue rentals are less than four (4) hours in length.
 - Half-day rentals that exceed four (4) hours (including set-up and teardown) will be charged the full day venue rental rate.
 - Full day venue rentals are greater than four (4) hours.
- Room requests that require an early opening (before 7 a.m.) or extended hours (past 10 p.m.) require special approval.
- The rental time begins when the first person arrives and ends when the last person leaves. Be sure to leave adequate time for your personnel to clean up at the end of the event.

Alcoholic Beverages

- Alcohol may only be served in limited areas on The University of Texas at Austin campus.
- If alcoholic beverage service is planned as a part of your event, you must obtain approval from the CES staff prior to the event. Certain criteria must be met to comply with the campus alcoholic beverage service policy.
- When alcoholic beverage service is planned as part of a rental event, security is required and must be obtained and organized by the event organizer. Confirmation of security must be given to CES 72 hours in advance.
- All alcoholic beverages must be served by a licensed bartender with a copy of their alcohol permit on file with the CES team.
- Absolutely no alcoholic beverages may leave the designated reception area for any reason.
- If serving or selling alcohol, the event organizer is responsible for and must abide by all city, county, state and university alcoholic beverage control laws and regulations, and arrange for appropriate license(s), permit(s) and insurance certificate(s). Copies must be provided to the UHD conference and event manager, if requested.
- CES staff retain the right to limit the amount of alcoholic beverages being consumed by event guests.
- If event organizer provides, or allows to be provided, alcohol not in accordance with the above policies, UHD retains the right to end the event immediately, with no further explanation, and without refund.

Campus Carry



In compliance with Texas Government Code Section 411.2031, a holder of a license to carry (“license holder”) may carry a concealed handgun on or about the license holder’s person while the license holder is on the campus of an institution of higher education. As a reminder, “concealed” means the handgun cannot be in plain view and its presence cannot be discernable through ordinary observation. It is the responsibility of the license holder to know and follow all applicable state and federal laws, and institutional policies.

For questions concerning concealed carry on campus, please refer to the University Handbook of Operating Procedures <https://www.policies.utexas.edu/policies/campus-concealed-carry> and the Campus Carry website <https://campuscarry.utexas.edu/>.

For more information on the Texas license to carry a handgun, you may visit the Texas Department of Public Safety’s website: <http://www.dps.texas.gov/RSD/CHL/fags/index.htm>.

Damage to Facilities and Equipment

If staff, volunteers, participants, invitees, licensees, and/or any individual(s) cause any damage to UHD’s property, event organizer shall pay any costs associated with repairing the damage and will be responsible for any additional costs.

Decorations

The following decorations are specifically prohibited at UHD event venues—confetti, glitter, stickers, spray paint, liquid paint or any items with open flame or fire. Balloons are allowed in approved areas; they are not permitted to be released outdoors within the university grounds.

- All decorations and equipment must be delivered and set up on the same day as the event, and removed at the conclusion of the event unless other arrangements are pre-made with the UHD CES office.
 - UHD reserves the right to bill the sponsoring party for removal of any left items. Please inform your vendors that all pickups and deliveries of goods must be coordinated through the UHD CES office to ensure vendor access to building and/or rental space.
- No furniture or decorative objects belonging to UHD may be moved from their respective positions without the permission of the CES office.
- Event organizer is responsible for making arrangements for rental equipment needed for event.
 - UHD has a limited amount of additional tables and chairs for rent/use.



- Nothing may be nailed, tacked, hung, stapled or affixed in any way to the UHD facility, inside or outside.
- All decorations, other than free standing ones, must be approved by the CES office. In no manner will event organizer allow any employee, guest or contracted party to deface, damage or otherwise injure UHD property or its facility.
- Only blue tape is allowed and must be used on all painted surfaces to hang or post any items.
 - Any damages to paint or repair will be added to the final bill.
- UHD Events staff does not set up or break down outside equipment or furniture for the event with the exception of UHD owned tables and chairs.
 - Due to liability, event organizer and/or caterer must provide adequate staff for set up and breakdown.
- Event organizer is responsible for picking up all decorations at completion of event.

Disruptive Behavior

Appropriate behavior and consideration of the rights of others are expected at all times.

- Excessive noise from stereos, radios, musical instruments or sound amplification equipment; rowdy behavior, water fights, running, or throwing balls or other items inside the event space; elevator misuse or damage; throwing items from windows or roofs or hanging items outside windows; or other loud or disruptive behavior is not permitted in the event space.
- A quiet, respectful demeanor is expected at all times in and about the event space.
- Musical instruments may be played only in designated areas.
- UHD reserves the right to eject, or cause to be ejected from the premises, any person or persons (including unruly and unsupervised children) engaging in disruptive, belligerent or threatening conduct.
- UHD reserves the right to refuse admission to any person displaying the above behaviors or who appears intoxicated.

Drugs

The possession or use of illegal drugs or drug paraphernalia as well as the illegal use of medically prescribed drugs is prohibited in the event space.

- The possession or use of illegal drugs may result in termination of the event.

Elevator



- Elevator misuse or damage is not permitted.
- The event group is responsible for repair charges as a result of overcrowding and other misuse or damage.
- In the event of fire, do not use elevators.

Event Conclusion

- The event organizer agrees to remove all items belonging to the event at the conclusion of the event (including outside decorations).
- UHD is not responsible for any items remaining after the event that belong to the event organizer or the event's guests.
- The event organizer and/or approved outside vendor agree to leave facility and grounds in the condition in which they were found when the doors were opened for set-up.

Fire Safety

- UHD enforces fire protection safety codes and is subject to inspection by the City of Austin Fire Department.
- All fire aisles and exits must be kept clear of equipment and people.
- No pyrotechnic devices, smoke/fog machines or open flame are allowed.
- UT Austin is a 100% tobacco free campus.
 - All forms of tobacco use, including cigarettes, cigars, bidis, smokeless/spit tobacco, hookahs, blunts, pipes, e-cigarettes and snuff are prohibited.
- Failure to follow these rules will result in the immediate suspension of the event until the conditions are corrected. If they are not corrected, the event will be canceled.

Holidays

- The facilities are closed on institution-recognized holidays including Fourth of July, Labor Day, Thanksgiving, Winter Break, Martin Luther King Jr. Day, New Year's Eve and New Year's Day.

Safety

- The event organizer agrees to abide by and comply with directions and instructions issued by event staff and any uniformed police and security officers.

Security



- UHD retains the right to require University Police Officers at any event as determined necessary by UHD.
- The event organizer is responsible for labor charges incurred by UTPD for their event.

Signs/Posters

- Signs, posters and other materials may be posted only in designated areas with the approval of the UHD Events team.

Shelter in Place

The campus siren system and residence hall public announcement systems will be used to notify participants when a situation exists requiring event participants to go indoors and seek cover.

- Event participants should secure themselves in a room, stay down and away from windows.
- Event participants should monitor the UHD/UT emergency websites and local news stations for information.

Student Registered Events

- Advisor approval is required in writing prior to the event.

Technical Requirements

- All technical requirements and arrangements will be agreed upon between event organizer and CES team prior to event date.
- UHD will provide basic microphones and basic audio equipment.
- If event requires any specialized equipment that UHD does not have, event organizer agrees for permission from UHD event staff prior to the event for an outside approved contractor.
- UHD retains the right to determine operator qualifications.

Termination by School or UHD



- UHD's obligation to make the facility available will be relieved if anything outside of its control prevents the facility from being available at the date and time scheduled for the event.
- This includes such occurrences as natural disaster, fire, destruction, war, governmental order, quarantine, or other forces or events outside of UHD's control.