



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019

## Office of Budget and Finance

### Indoor Facility Usage Policy for Authorized Events

#### Purpose, Scope, and Intent:

The University of Tennessee, Knoxville's ("UTK's") property is dedicated exclusively to the advancement of UTK's principal missions of teaching, research, and service, pursuant to which UTK, as the preeminent research-based land-grant university in the State of Tennessee, strives to move forward the frontiers of human knowledge; enrich and elevate the citizens of the State of Tennessee; embody the spirit of excellence in teaching, research, scholarship, creative activity, outreach, and engagement attained by the nation's finest public research institutions; and assure a diverse and fully inclusive campus community. UTK regulates its property to preserve it for the advancement of these missions. At the same time, it is important for UTK to exercise sound fiscal management over its properties and manage them in the best interests of UTK and the State of Tennessee. For those reasons, UTK regulates the use of its property to focus on UTK's missions of teaching, research, and service; to provide a safe campus environment free from disruption; in particular, to assure that use of UTK Property by Non-Affiliated Persons does not impede student education, academic activities, research, scheduled events, UTK functions, residences, or the faculty/staff work environment; and to preserve the aesthetics of UTK's grounds.

The requirements of this Policy apply to all contracts for the rental of UTK Property entered into by the Office of Campus Event Services and the Student Union. In addition, 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.

#### Definitions

##### **Authorized Events**

The definition of an Authorized Event, for the purpose of this Policy, is an event that is organized by and scheduled through an Authorized Event Organizer (section 2a), that is properly sponsored if sponsorship is required (section 3), and that has a fully confirmed space reservation request. All Authorized Events are subject to the requirements of UT fiscal policy.



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019

### 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 the Office of Campus Event Services.

- University registered student organizations
- University units, departments, and offices
- Members of the Board of Trustees
- Government officials acting in their official capacities
- Persons or entities invited by the University

### Non-Affiliated Person

Any person or entity who is not a UTK unit, student, registered student organization, or employee as defined by University Policy HR0105.

### Types of Events

This Policy applies to the following types of events:

- **University-Initiated Events.** These are events that are initiated and organized by an Authorized Event Organizer. A University-Initiated Event is not considered an Authorized Event until it meets the criteria listed in section 2a.
- **Non-University-Initiated Events.** These are all events that are not University-Initiated Events. A sponsor is required as explained in section 3 below. Once a sponsor is confirmed, the reservation process through the Office of Campus Event Services may commence. A Non-University-Initiated Event is not considered an Authorized Event until it meets the criteria listed in section 2a.

### UTK Property

All land, grounds, structures, facilities, and any other physical property owned, controlled, or operated by UTK.

### Sponsorship Requirements

UTK’s Office of Campus Event Services and UTK’s Student Union are not authorized under Tenn. Comp. R. & Regs. § 1720-01-12.07(4) to enter into contracts for the rental of UTK Properties to Non-Affiliated Persons whose proposed activities on UTK Property are not Authorized Events. All Non-University-Initiated Events must be sponsored by an Authorized Event Organizer. The event sponsor must be identified as the sponsor responsible for the event.



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019

The responsible sponsoring party requesting event space through the Office of Campus Event Services 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-Initiated 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 UTK Property.

## Requesting a Space

The inventory of indoor spaces to which this Policy applies is maintained on the University’s Ad Astra space scheduling system. Reservations for these spaces are requested through the Office of Campus Event Services. The University Space Policy [events.utk.edu](http://events.utk.edu) describes the process by which reservations are made and lists the policies governing the allocation of indoor space for events.

## 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 UTK Property and/or may be subject to additional charges.

## Usage Fees

A schedule of the rental fees associated with the use of indoor spaces for events is published by the Office of Campus Event Services at [events.utk.edu](http://events.utk.edu). This schedule is subject to change.

### **University-Initiated Events**

It is the University’s intent that no rental fee will apply to use of the University’s indoor spaces for University-Initiated Events initiated and organized by an Authorized Event Organizer. 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.



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019

A listing of spaces with approved fee structure exceptions is published by the Office of Campus Event Services at [events.utk.edu](http://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-Initiated 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 5 above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15) and state and federal law.

#### **Non-University-Initiated Events**

For Non-University-Initiated Events in indoor spaces, rental fees vary by location. A schedule of the rental fees associated with the use of indoor spaces for events is published by the Office of Campus Event Services at [events.utk.edu](http://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 Non-University-Initiated 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 5 above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15) and state and federal law.

## **Contract**

Non-University-Initiated Events must be scheduled through rental contracts entered into by the Office of Campus Events Services or the Student Union that contain standard terms and conditions.



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019

## Payment

When rental and/or event support fees apply to a Non-University-Initiated Event, a deposit of 25% of the estimated rental fees and estimated supplementary or event support charges must be paid to secure the space reservation.

Payment in full must be made at least ten (10) business days prior to the event, unless the Office of Campus Event Services has made an exception. Failure to meet requirements may result in cancellation of the event.

## 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-Initiated 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.

## 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-Initiated Events and Non-University-Initiated Events may utilize outside licensed caterers. However, the following locations are exclusive to Aramark for events that need catering: Student Union, UT Culinary Institute and Creamery, and all areas adjacent to dining locations on campus.

## 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.



THE UNIVERSITY OF  
TENNESSEE  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019

## 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](#)

## Change of Location/Right of Refusal

The Office of Campus Event Services 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 viewpoint of the speech and/or the identity of the presenter(s). The Office of Campus Event Services 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.

## Security/Insurance

The University of Tennessee Police Department (UTPD) will be notified of all events scheduled through the Office of Campus Events Services. 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) and state and federal law, the event sponsor/organizer is responsible to pay the cost associated with providing security and other appropriate event staffing.

For Non-University-Initiated Events, the Licensee shall provide policies of insurance issued by companies authorized to do business in the State of Tennessee. Licensee shall also provide a Certificate of Insurance (COI) naming the University of Tennessee as an additional insured under the policies in the following amounts: Minimum policy limits of \$300,000 per person and \$1 million per occurrence, the term of such coverage to coincide with the dates of this agreement, including load-in and load-out. (The COI should be provided to the Office of Campus Event Services as part of the Licensee's event request record no later than 10 business days prior to the event start date).



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019

The University is self-insured under the provisions of the Tennessee Claims Commission Act, T.C.A. Sections 9-8-301, *et seq.*, which provides for a limited waiver of the State’s sovereign immunity in specified cases, up to \$300,000 per claimant and \$1,000,000 per occurrence. Any liability of the University for damages, losses, or costs, arising out of or related to acts performed by the University under a contract is governed by the provisions of said Act.

## Reservation of Rights Clause

The University Space Committee representing the UTK 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.

## Exemptions

- The sponsorship requirements of this Policy do not apply to events that have either a fully confirmed space reservation request or the organizer of which has received a draft contract before September 12, 2019.
- The sponsorship requirements of this Policy do not apply to the use of UTK Property by governmental entities, such as the City of Knoxville, and UTK may make UTK Property available to governmental entities at an agreed rate or without compensation.

## Interpretation

This Policy is intended to be applied consistently with and in compliance with all applicable laws and policies, including the First Amendment to the United States Constitution, Article I Section 19 to the Tennessee Constitution, Tenn. Comp. R. & Regs. § 1720-01-02 (Regulation on Use of University Property) and § 1720-01-12 (Regulation on Use of University Property by Non-Affiliated Persons for Free Expression Activities), Board Policy BT0010 (Policy Affirming Principles of Free Speech for Students and Faculty), and Tenn. Code Ann. 49-7-2401 *et seq.* (the Tennessee Campus Free Speech Protection Act). No decisions made in applying the terms of this Policy should be made on the basis of the viewpoint of any person who wishes to engage in free expression activities. Any questions about the applicability of these laws or the proper interpretation of this Policy should be addressed to the Office of the General Counsel.



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

Knoxville Campus Policy: FI00021-K – Indoor Facility Usage for Authorized Events	
Version 1	Effective Date: 01/01/2019