

# E.H. Hereford University Center and Commons

## Reservation Guidelines

### Advance Planning (Cosmic) Calendar

Any large events, meetings, programs, or activities that require advance planning may submit request for approval. The U.T. Arlington Advance Planning (Cosmic) Calendar is developed every year ensuring space and facility support for standard campus events. For the purposes of the Cosmic Calendar, standard campus events meeting at least four (4) of the following five (5) criterion:

- Occur annually and have been in existence for three (3) years or more.
- Participation is open to the entire campus community.
- Use major space in the E.H. Hereford University Center.
- Involve committing to a contract more than twelve (12) months in advance.
- Revolve around the University Academic Calendar or University Institutional Priorities.

Major space is defined as follows: Brazos Park; in the University Center major space is defined as follows: Bluebonnet Ballroom, Carlisle Suite, Palo Duro Lounge, Rio Grande Ballroom, Rosebud Theatre, or any combination of three (3) rooms or more; in the Commons, major space is defined as Nueces, which can be used in conjunction with Caddo, Bosque, or Frio. The Student Government Chambers in the University Center do not qualify and are not considered for Cosmic Calendar.

The Cosmic Calendar is by no means intended to cover all events that will occur on campus or in the University Center. All Cosmic Calendar requests will be approved for inclusion in the process only through the Cosmic Calendar Committee comprised of members from the following offices/departments: Commons and University Center Operations, Student Affairs, University Events in Development, and Office of the Provost. If an event is not approved for inclusion in the Cosmic Calendar, it will be necessary to book the event through regular standardized channels. All questions will be addressed on a case-by-case basis.

Procedurally, the Cosmic Calendar will be announced to the campus community at large, with “anchors” included on a blank calendar for the semester being negotiated. Cosmic Calendar Anchors are defined as traditional events that are designed for the entire campus community and support University priorities, for example Homecoming. In addition to Cosmic Calendar Anchors, a select set of rooms that do not qualify as major space will be placed on a general hold to ensure RSOs have space during peak times of usage.

There will be a meeting that takes place at the beginning and end of the Fall semester to develop the Cosmic Calendar for the following academic year (for instance, the meeting in August will be to plan the following year’s Fall events and the meeting in December to plan the next Spring and Summer events). If multiple requests for desired times/facilities are discovered, they will be managed on a case-by-case basis during the Cosmic Calendar meeting. At the meeting, a representative from each department and organization will need to be on hand should conflicts for requests arise. If a conflict arises during the Cosmic Calendar proceedings, and one department is unrepresented, then the represented department receives right of 1<sup>st</sup> priority. All departments and organizations will need to remain flexible.

All excess Cosmic Calendar reservations that will go unused must be properly and procedurally cancelled through the Commons and University Center Operations office sometime during the first five (5) class days during the semester in which the extraneous reservation takes place. Excessive violation of this cancellation policy will result in loss of privileges for the departmental inclusion in the Cosmic Calendar process.

### Eligibility & Priority of Users

Programmable spaces may be reserved by registered student, staff, or faculty organizations; U.T. System; U.T. Arlington colleges, schools, departments and other budgeted agencies; and external clientele. Reservation and use of the available programmable spaces around campus are subject to the following priorities:

1. Events, meetings, programs, and activities of registered student organizations (RSO).
2. Events, meetings, programs, and activities that are deemed an institutional priority.
3. Events, meetings, programs, and activities of U.T. Arlington’s Division of Student Affairs that are consistent with the duties and missions of those departments.

4. Events, meetings, programs, and activities of U.T. Arlington and its colleges, schools, departments, and agencies that are in furtherance of and related to the educational and cultural programs of U.T. Arlington.
5. Events, meetings, programs, and activities of registered staff and faculty organizations.
6. Events, meetings, programs, and activities jointly sponsored by U.T. Arlington in accordance with Rule 80101 of the Regents' *Rules and Regulations*.
7. Events, meetings, programs, and activities used under Special Use Guidelines. Special use facilities within the UC are limited to Bluebonnet Ballroom, Carlisle Suite, Guadalupe, Palo Duro Lounge, Rio Grande Ballroom, and Rosebud Theatre. There are no special use facilities in The Commons.