

E.H. Hereford University Center and Commons

Reservation Guidelines

Party Procedures for Registered Student Organizations

All parties hosted by RSOs must end no later than 12:00 AM, Midnight. No more than two (2) RSOs may jointly organize and host a party. Nonmembers of the RSO may attend only by invitation of a current member of such organization(s). No more than five (5) persons may be invited by each current member of the organization(s) and a list of all invited guests must be provided to the Conference Coordinator no later than 5:00 PM three (3) class days prior to the date of the party. No guests will be permitted if the list is not presented on time. All persons attending the party will be identified by U.T. Arlington Police Department and/or a representative of The Commons & University Center Operations office and must be on either the guest list or the membership of the organization(s). Any persons who leave the party early will not be allowed to re-enter. A party may not be advertised in the local newspaper, on local radio, on television, or via any websites.

Failure to observe this Party Policy may result in future events being cancelled, the loss of privileges in the UC and The Commons, and/or a referral to the Office of Student Conduct. All questions or special exemptions should be directed towards the Associate Director for The Commons & University Center Operations.

Event Coordinators

Event Coordinators are members of the RSO who assist in maintaining a safe, well-managed, and coordinated party. Three (3) to five (5) Event Coordinators are required for any party with an expected attendance of 150+. The Event Coordinators must be present at the party and also be distinguishable from others at the party by wearing specific clothing or badges.

The Event Coordinators must meet with a The Commons & University Center Operations representative at least two (2) days prior to the party to discuss the event. The party will be cancelled if this meeting does not take place.

Event Coordinators may check out up to three (3) walkie-talkie radios to communicate with the building staff and each other during the party. The RSO will be responsible for the radios' proper use and safe return to the Guest Relations Specialist or University & Student Center Operations representative.

Police Requirements

The Commons & University Center Operations office will require the presence of U.T. Arlington Police Officers regardless of size of the party.