



CHAPTER TWO: General Policies

The University Unions
The University of Texas at Austin

2.0 HOURS OF OPERATION

The following general policies and guidelines pertain to usage of the Student Activity Center. Any exceptions to these policies may only be approved by the University Unions.

While official University classes are in regular session, activity hours for the Student Activity Center are as follows:

| | |
|----------------------|------------------|
| Monday - Friday..... | 7:00am -3:00am |
| Saturday..... | 10:00am - 3:00am |
| Sunday..... | 12:00pm - 3:00am |

Building hours during final exams, semester breaks, and staff holidays will be as follows (unless otherwise noted below under Facility Closures):

| | |
|--|-----------------|
| Monday - Friday..... | 7:00am - 5:00pm |
| Weekend hours may vary during finals, holidays, and breaks. Check website for details. | |

While official University classes are in regular session, activity hours for the Student Activity Center Building services are as follows:

Student Activity Center Pass Distribution Office –

| | |
|----------------------|-----------------|
| Monday - Friday..... | 8:00am – 5:00pm |
|----------------------|-----------------|

Food Services -

| | |
|-----------------------|--------|
| Monday – Sunday | varies |
|-----------------------|--------|

Please visit our website <http://www.utexas.edu/universityunions/student-activity-center/info/sac-building-hours> for a complete list of hours of operation.

2.1 FACILITY CLOSURES

The Student Activity Center follows the holiday schedule for The University of Texas at Austin.

All of the Student Activity Center, or any portion thereof, may be closed and/or may have reservations cancelled, at the discretion of the University or building administration. Such occurrences may include, but are not limited to: emergency or scheduled maintenance, special events, repairs or interruption of utility services, dangerous conditions, et cetera.

2.2 AFTER-HOURS ACCESS

Only approved full or part-time staff of the University Unions, the Department of Anthropology, and Student Activity Center Residents are permitted in the facility outside of standard operating hours.

Student Activity Center Residents are responsible for external access door keys and their respective guests. Student Activity Center Residents' guest(s) must remain with their authorized "key" holder at all times.

2.3 ACCESS ELIGIBILITY

Current University of Texas at Austin students, faculty, and staff and their invited guests are eligible to utilize the services of the building.

The Student Activity Center is not a place of unrestricted public access. For sufficient cause, entry may be refused or privileges suspended or revoked to any group or individual. Failure to comply with a request to leave will result in the staff calling the University of Texas at Austin Police Department.

2.4 PRIVILEGES

The Student Activity Center is a building on The University of Texas at Austin campus that is dedicated to social and organizational activities of the student body. Current University of Texas at Austin students pay the Student Activity Center Fee. Therefore, current University of Texas at Austin students will be given first priority.

2.5 INVITED GUEST POLICY

If the event or activity parameters allow it, invited guest may participate under the following conditions:

1. Cost of an invited guest event ticket is subject to the event specifications.
2. University community member agrees to participate in the same activity area as the invited guest and accept responsibility for his/her guest's conduct, if applicable.
3. Invited Guest must agree to adhere to all building policies, regulations, and verbal instructions given by Student Activity Center or University Unions staff.
4. The University Unions cannot be responsible for lost or stolen property or injuries sustained while participating at an event held in the Student Activity Center.

2.6 CHILD POLICY

The University of Texas at Austin primarily serves an adult population. Children are welcome in the Student Activity Center but must be accompanied by an adult University community member. The actions of the child[ren] are the responsibility of the accompanying University community member.

2.7 USER CONDUCT

Usage of the Student Activity Center is a privilege. Participants are expected to be good citizens and respect the rights of others. Individuals or groups engaged in behavior deemed unsafe and/or inappropriate by Student Activity Center or University Unions staff, may have their access to facilities revoked or modified and/or be subject to University disciplinary action.

2.8 GENERAL POLICIES

1. **Bicycles and Other Personal Vehicles** are not allowed in the building. Bicycles are prohibited in the building. Bicycle racks are located around the perimeter of the building. The term “other personal vehicles” includes, but is not limited to, skateboards, roller blades, and roller skates.

This prohibition does not apply to wheelchairs or other mechanical or automated equipment designed for and used by individuals with physical disabilities.

2. **Smoking:** The University is a tobacco-free campus and subject to the Handbook of Operating Procedures for University of Texas at Austin, Policy Number HOP 2.A.2, which prohibits the use of all forms of tobacco products on University property. Contractor agrees that Contractor shall comply, and that Contractor will require that Artist’s or Agent/Contractor’s agents, servants, employees, or invitees comply with this policy.

Together we can help support the university’s mission to provide a healthy working and learning environment for the entire campus community. For more information regarding this new policy and for approved temporary smoking zones please visit: <http://www.utexas.edu/tobaccofree/>

3. **Alcoholic Beverages:** The general use and/or consumption of alcoholic beverages is prohibited in the Student Activity Center. For alcoholic beverages at events hosted in the building, see Event Reservations – Alcoholic Beverages.

4. **Controlled Substances (Drugs):** State law relating to the possession, use, or sale of intoxicants will be strictly enforced.

5. **Firearms:** Possession or use of firearms is prohibited within the Student Activity Center. The University of Texas at Austin prohibits the possession or use of firearms, facsimile weapons/bombs, armor-piercing ammunition, and knives on university property, including academic, administrative, special use, recreational, and housing facilities, as well as all grounds and parking lots. Therefore, firearms and weapons are not allowed in the Student Activity Center. This policy applies to students, faculty, staff, and campus visitors. The only exceptions to this policy are for commissioned police officers and in cases where special permission has been granted by the Office of the Dean of Students.¹

6. **Animals:** With the exception of certified support animals and animals involved in appropriate University activities, no animals are permitted inside the Student Activity Center.

7. **Emergencies:** Response of Student Activity Center occupants to emergency situations will be in compliance with rules and procedures established by the University.

8. **Lost and found:** Lost articles shall be turned in at the SAC Hospitality Desk. Items are catalogued and stored until they are picked up by the original owner or turned over to UTPD. In the case of a lost UTID card, please check in directly with the Flawn Academic Center (FAC).

9. **Sound levels:** Because the Student Activity Center is home to many professional offices and an academic department, sound levels will be controlled at the discretion of the Student Activity Center staff.

¹ University Policy on Firearms and Facsimile Weapons (Institutional Rules, Section 11-804 (a)(2))



CHAPTER THREE: Event Reservation Procedures

The University Unions
The University of Texas at Austin

3.0 SCHEDULING POLICIES AND PROCEDURES

The Student Activity Center staff is responsible for managing all space within the Student Activity Center, which includes the general coordination of facility usage, including the daily screening and scheduling of facility requests, the resolution or notification of conflicts, the correspondence with groups submitting facility requests, the implementation and communication of usage policies and procedures, the processing of common maintenance requests, the compilation of a master facility schedule, and the supervision of the facility in accordance with University Unions standards.

The following scheduling policies and procedures for the use of the Student Activity Center have been developed to maximize use of the facility, and to continue to provide an inventory of meeting rooms and activity spaces for the University community.

3.1 PRIORITY USES

In order to meet the various meeting room and activity space needs of the University community, and to maintain consistency and control in the use of the facility, the following priority use policy will be observed. In order to be consistent with the purposes of the Student Activity Center, since its origins and current funding base is students, student events and activities will be given priority throughout the facility. See individual room guidelines for exceptions.

PRIORITY 1: University Unions

PRIORITY 2: Student Activity Center Resident Registered or Sponsored Student Organizations

PRIORITY 3: Non-Resident Registered Student Organizations

PRIORITY 4: University Departments & Faculty/Staff Organizations

EMERGENCY

MAINTENANCE: Unscheduled emergency maintenance shall supersede all other uses and be considered the highest of priorities.

Eligibility Criteria

Determination of the eligibility, priority, and categorization of each facility reservation request shall be made by the Student Activity Center staff. To determine the eligibility and priority classification of each facility request, the following criteria will be referenced:

1. Compliance with all applicable Regents' and Institutional rules and regulations
2. Impact of the event on existing programs and available spaces

3. The scope and nature of the event
4. The appropriateness and compatibility of the activity to the facility
5. Previous experiences with similar events

Event sponsors with outstanding debt with the University Unions cannot make reservations in the Student Activity Center.

To preserve the limited space for student activities on campus the Student Activity Center building will be unable to process requests for regular scheduled academic programs or reviews in conjunction with academic classes as scheduled through The University of Texas at Austin Registrar's Office.

The Student Activity Center reserves the right to deny or cancel any program that does not meet established rules and regulations, when the event sponsor is unable or unwilling to adequately perform all required duties and responsibilities related to the event, or for similar cause.

I. ADVANCE RESERVATIONS

Advance reservations are restricted to University Unions and Student Activity Center Residents. In accordance with the annual "Scheduling Calendar," each resident department requesting an advance reservation must submit its reservation request to the Student Activity Center Events Manager. On a semester-by-semester basis, advance reservation requests are compiled and formulated into a permanent schedule. The permanent schedule, once finalized, will be distributed to the designated representative for each department.

Advance reservations, once established for each semester, will be strictly observed in order to honor all other groups and programs using the facility. Groups may not start earlier or run later than their scheduled times. Failure to comply with time block schedules may result in the loss of usage privileges.

Due to reduced schedules, and in order to allow for maintenance projects and other demands, annual time blocks are in effect only while official University classes (not finals) are in session each semester.

Request/Reservation Process

The deadlines for acquiring reservations are the same for all priority levels. Requests from the highest priority levels will be addressed before entertaining requests from each lower level, in sequential order. All requests received after the deadline will be addressed on a first-come, first-served basis. *Requests received less than two weeks prior to the date(s) of the event may not be considered.*

So that all requests may be reviewed equally, confirmation of requests will not be given before the expiration of the requesting period.

Reservation requests are to be submitted according to the following schedule:

FALL SEMESTER REQUESTS SUBMISSION DEADLINE: First Tuesday of May at 10 AM

These programs and events are defined as activities occurring within the fall semester as designated by the academic calendar and fall between the months of August – December.

***SPRING & SUMMER SEMESTER REQUESTS SUBMISSION DEADLINE:
First Tuesday of November at 10 AM***

These programs and events are defined as activities occurring within the spring semester as designated by the academic calendar and fall between the months of January – May, and within the summer semester in the months of June & July.

No exceptions will be granted for reservations that do not abide by the established schedule.

3.2 OPERATIONAL AND RESERVATIONS PROCEDURES

All formal use of the facility and services provided must be requested and scheduled through the University Unions Online Reservation System found here:
<https://ems.universityunions.utexas.edu/VirtualEMS/>

Each event sponsor shall appoint one event representative (faculty/staff member or authorized student representative listed under an active Registered Student Organization) to act as the official contact with respect to arrangements for the use of the Student Activity Center. The event representative acts as the person through which all communication between the event sponsor and the Student Activity Center is conducted. All requests for reservations, changes, additions, and cancellations will be handled through the designated event representative.

3.3 ROOM SET-UP and BREAK DOWN

Room set-up and break down will be discussed with the Student Activity Center Reservations Office.

3.4 EVENT RESERVATION PROCEDURES

1. Reservation requests must be made via the online reservation system.
2. Reservation requests are made on a first-come, first-served basis, to current University of Texas at Austin community members, giving priority to Registered Student Organizations. Room assignments are generally based on the number of attendees expected and type of event. Should a specific room request be made, every effort will be made to provide that room. However, the University Unions reserves the right to make changes in room assignments in order to maximize space usage.
3. Individuals and registered student organizations can be denied usage for violation of University policies and procedures.
4. If necessary, SAC staff will make referrals for discipline through the Office of the Dean of Students.

I. Damages

Due to the high demand for Student Activity Center space, events will be scheduled back-to-back if a set change is not required. The condition of all meeting rooms and multi-purpose rooms will be checked before and after each event. Individuals and organizations using the space are responsible

for leaving the room in the same condition in which it was found. With the exception of chairs, furniture in any room should not be moved. Furniture adjustments, if necessary, should be made through the Student Activity Center Reservations Office. Misuse of or damages to a reserved room will result in charges being assessed to the event sponsor.

II. Changes

Requests submitted less than two (2) business days (minimum of 48 hours) will be subjected to a \$10 late addition fee. This includes event related changes such as reservation time adjustments, addition or removal of any furnishings and addition or adjustment to any previously requested audio visual equipment.

III. Cancellations

- a. Cancellations must be submitted at least **two** (2) business days (minimum of 48 hours) before the scheduled event to avoid a cancellation fee in any room except the Student Activity Center – Ballroom, Auditorium and Black Box Theatre.
- b. A reservation in the Student Activity Center – Ballroom, Auditorium and Black Box Theatre must be cancelled at least **twenty** (20) days prior to the event or a cancellation fee will be levied.

IV. No-Show Policy

- a. If event representative fails to honor their **re-occurring reservation** by not cancelling it before the scheduled date and time, that event sponsor will be considered a “no-show.” The following violation schedule will be observed:
 - 1st violation – Warning: event sponsor will receive written warning.
 - 2nd violation – No Show Fee: event sponsor will be charged a \$25 no show fee
 - 3rd violation – Probation: followed by a meeting with the event sponsor and the SAC Sr. Events Manager the sponsor’s reservation privileges will be revoked for remainder of the semester.

Any violations beyond this point will result in loss of privileges for the remainder of the present semester and the next long semester.

- b. For specialty room reservations, a no show fee will be levied at the first offence and for any following offences will result in loss of privileges for the semester.

For a list of complete cancellation and no show fees please request a copy of the SAC Rate Sheet through the Reservations Office or visit our website to at www.utsac.org to download your copy.

3.6 CATERING & PRE PACKAGED FOODS

The Student Activity Center allows external caterers to be contracted for events held in the building however, University Unions Catering serves as the preferred caterer. For all catering inquiries please call (512) 475-6505 or email at catering@universityunions.utexas.edu.

For all other external caterers the event organizer must obtain approval through The University of Texas at Austin Environmental Health & Safety Department. A copy of the approved food distribution form must be submitted to the Reservations Office at least a week prior to the scheduled event date.

In an event that pre packaged food or drinks are provided a SAC Food Waiver is required. For example, an event providing soda and/or cookies will require the SAC food waiver but not the EHS form.

The Student Activity Center staff reserves the right to deny an event sponsor's request for food service if all necessary forms are not completed and submitted into the office in a timely manner.

3.7 EVENT RESERVATIONS - ALCOHOL

All events with alcohol will follow the policies below. Additional policies may be required, at the discretion of the Student Activity Center Director.

1. Registered student, staff or faculty organization are not permitted to have alcohol at events hosted in the Student Activity Center.
The University's Institutional Rules Sec. 10-302 states "the use of alcoholic beverages is prohibited on property and buildings and facilities owned or controlled by the University or the University of Texas System"
2. If a University department is seeking permission to serve alcohol at their function please consult with the Reservations Office SAC Sr. Events Manager to receiving information on the process of requesting approval.

3.8 Confirmation/Notification

Event sponsors will receive a written room reservation confirmation from the Reservations Office. All requests, whether approved or denied, will receive a response.

Once confirmation is obtained:

- Event sponsor must confirm details of event with the Reservations Office in accordance to the timeline established based on the type of room request submitted.
- An event for which an approved reservation has been granted may not be pre-empted by a user of a higher priority.
- No part of the event may be delegated to other groups or individuals who are not members of event sponsoring group.
- Events may not be altered from the approved request or be deferred to future dates.

- Confirmed reservations are subject to cancellation when the event sponsor fails to comply with the terms of the reservation.

3.9 Prohibited Co-Sponsorships

Registered Student Organizations may not co-sponsor on campus programs or events with off-campus persons or organizations.

Registered Student Organizations may co-sponsor events with other registered student, faculty, or staff organizations, or with university departments or agencies.

The University of Texas at Austin seeks to preserve the limited space on campus for the use of students, faculty, and staff. Examples of prohibited co-sponsorship activities include, but are not limited to:

- An event that substantially depends on an off-campus person or organization for planning, staffing, or management of an event
- An event that reserves a room or space for the use of an off-campus person or organization
- An event that operates for the benefit of an off-campus person or organization.

We strongly encourage student organizations to consult with the Office of Dean of Students during the planning process in order to avoid engaging in a prohibited co-sponsorship.²

2.10 Fronting

The Student Activity Center encourages registered student organizations to work in collaboration with other university organizations and departments. To preserve the integrity of a building which has been conceptualized, built and paid for by students, the SAC takes misrepresentation or abuse of student organizations very seriously; such instances include but are not limited to:

- The use of a registered student organization's name as a vehicle to receive building space and services at a reduced rate or at no cost.
- An event that is reserved under a registered student organization but the student representatives are not an integral part of planning or in attendance.
- Harassment or coercion of registered student organization leaders to misrepresent their organization for the benefit of a department

The Student Activity Center supports the university's mission to produce ethical and responsible individuals for our community. Any department found in violation of this policy will lose building use privileges for a period of time deemed appropriate by the University Unions.

3.11 APPEAL

² <http://deanofstudents.utexas.edu/sald/events/cosponsorship.php>

(a) An organization aggrieved by a decision of event denial is entitled to appeal to the SAC Director by letter or by e-mail within three days after the day the decision is announced. The appeal will contain the organization's name and mailing address, a concise description of the decision complained of, the organization's reasons for disagreeing with the decision, and the date the decision was announced.

(b) When timely notice of appeal is received, the SAC Director will attempt to bring the situation to reasonable solution. The organization may appeal to the University Unions Executive Director if no compromise can be reached with the SAC Director. At the discretion of the University Unions Executive Director, the organization may present oral arguments to an appeal of the SAC Director's decision.

(c) The decision of the University Unions Executive Director will be communicated by letter or by e-mail to the event sponsor, the SAC Director, and the SAC Sr. Events Manager within five business days after the appeal and related documents have been received. The decision of the University Unions Executive Director will be final.



CHAPTER FOUR: INDIVIDUAL SPACES

The University Unions
The University of Texas at Austin

4.0 INDIVIDUAL ROOM GUIDELINES

The following guidelines have been developed to ensure appropriate and consistent use of the specific rooms within the Student Activity Center. Failure to abide by these guidelines may result in forfeiture of use privileges.

General Expectations:

1. Individual rooms and their A/V rooms (if applicable) will remain locked unless in use through a reservation or otherwise noted.
2. Food and non-alcoholic beverages are allowed unless otherwise noted.
3. As a courtesy to others, individuals will pick up after themselves.

It is the responsibility of the Student Activity Center staff:

4. To maintain all room configurations, including both activity and common areas.
5. To set-up and take down any furniture and equipment used in these rooms.

It is the responsibility of the event sponsor/room user:

6. To follow the instructions of Student Activity Center staff at all times.
7. Make Room Reservations via our online reservation system.
8. Coordinate catering through the Student Activity Center Reservation's office.
9. Adhere to room capacity guidelines.
10. Report any damages.

4.1 AUDITORIUM 1.402

1. During the Fall & Spring academic semester Monday through Friday 8am-12:30pm, reservation priority will be given to academic classes.

4.2 BALCONY ROOMS 3.106, 3.112 & 3.116

1. Individuals may not sit or stand on top of balcony railings.
2. Nothing may be hung or hooked onto the railings.
3. Room capacity includes balcony capacity.

STUDENT ACTIVITY CENTER BALLROOM 2.410 & 2.412

1. Nothing may be affixed to the walls, floors, or fixtures.
2. Glitter, confetti or open flame candles are not approved decorations. If used, an additional clean up fee will be levied upon the event sponsor.

4.3 BLACK BOX THEATRE 2.304

The Student Activity Center Black Box Theatre is a flexible performance space. It can accommodate up to 150 non-fixed seats in its original configuration (numbers will be adjusted upon set-up) arrangements for live theatre productions, small recitals, lectures, dances, and other social events. This performance space is a large square room with black walls and a flat black floor.

The original intent of the black box theatre is to support Registered Student Organization's theatrical performances. Therefore, Registered Student Organizations producing theatrical performances will be given first consideration for the space on a first-come, first-serve basis.

1. For events hosted in the Black Box Theatre, there are additional reservation requirements. Event sponsor may obtain a copy of these requirements through the Student Activity Center Reservations office.

Negligence of Student Activity Center policies and Black Box Theatre Rules will be subject to administrative action from the Student Activity Center.

4.4 LACTATION ROOM

The Lactation Room will provide a private, quiet room for use by students, faculty, and staff. Intended users of the Lactation Room are nursing mothers and the room can also support University of Texas at Austin community members who need periodic rest during the workday for medical reasons related to a non-contagious condition, such as chemotherapy for cancer. Individuals with disabilities would have access to this room under an ADA accommodation.

1. The Lactation Room is available on a first-come, first-served basis.
2. The Lactation Room key must be picked up and returned to the SAC Hospitality Center.
3. The room is equipped with a sink and a recliner. A gender-neutral bathroom is next door.
4. All occupants are expected to leave the room in the clean condition in which they found it.
5. All individuals are asked to respect each individual's time in the space.
6. If there are any issues with the space, please inform building management.

4.5 DANCE REHEARSAL ROOM 2.310

The Dance Rehearsal Space is a space for all forms of dance to practice and share their art.

1. The Student Activity Center is not responsible for any injuries that may be sustained while using the space.
2. The Student Activity Center reserves the right to manage noise level if it is causing a disruption.
3. Furniture and food is prohibited.

4.6 EXECUTIVE CONFERENCE ROOM 3.114

1. Room setup must be kept in its original configuration.

4.7 FIREPLACE STUDY LOUNGE

The Fireplace Study Lounge is a shared quiet study space.

1. The Fireplace Study Lounge is a non-reservable space. It is open without reservation on a first-come, first-served basis during normal building hours.
2. The Student Activity Center reserves the right to request occupants to relocate to another area if they are reported to be disrupting other occupants.
3. Any personal media played from a personal technical device must be silenced or played using headphones.
4. Personal communication devices are requested to be on silence mode or turned off.

4.8 LEGISLATIVE ASSEMBLY ROOM 2.302

The Legislative Assembly room configuration is meant to easily accommodate legislative student bodies. Therefore, the three student governing bodies – Student Government, Senate of College Councils, and Graduate Student Assembly have the first opportunity to submit their ongoing meeting request to the Events Manager.

1. Room setup must be kept in its original configuration.
2. No additional furnishings are permitted in the room.

4.9 STUDENT ACTIVITY CENTER COURTYARD

The Student Activity Center Courtyard is the outdoor space surrounding the Student Activity Center building that is used daily by the University community.

1. Smoking is prohibited.

2. Furniture from the interior of the Student Activity Center may not be moved outside and exterior furniture may not be moved inside.
3. Noise level must maintain an acceptable level according to The University of Texas at Austin.
4. All users are expected to clean up after themselves.
5. All policies and procedures governing the space within the Student Activity Center extend to the immediate seating outside the building.

4.11 PASS DISTRIBUTION OFFICE

For events hosted in the Student Activity Center and on campus requiring a free pass for entry, the event sponsor may utilize the services of the pass distribution office. The Pass Distribution Office cannot accept cash or any form of payment for passes. Please visit the hospitality desk for more information.

4.12 STUDENT WORKROOM

The Student Workroom is a student work space that is available to all students to complete any art-related projects (e.g. posters, signs, etc.).

If you would like to use this space please stop by the SAC Hospitality Desk on the 1st floor.

4.13 STUDENT ACTIVITY CENTER RESIDENT SUITES

1. Residents are expected to adhere to all Student Activity Center policies.
2. Resident suites are subject to inspection, according to Student Activity Center building standards.
3. Residents are responsible for all activity within their suite and guests they bring into the building.



4.14 BULLETIN BOARDS/DISPLAY CASES

The Bulletin Boards/Display Cases are meant to share information with all users of the Student Activity Center about events and information pertinent to University affairs.

1. All postings within the Student Activity Center must be approved by the Hospitality desk staff.
2. The Student Activity Center reserves the right to refuse and/or remove any postings.

4.15 DECORATIONS

1. All decorations must be approved by Reservations Office and adhere to building guidelines.
2. Suspending material from the ceiling or light fixtures is prohibited.
3. Aerosols are prohibited. Painting is prohibited in every room except the Student Organization Workroom.
4. Nothing may be attached to the walls, doors, woodwork, or floors with adhesives or thumb tacks.
5. All decorations must be removed by event sponsor at the end of an event. SAC staff will dispose of any decorations remaining after an event. Labor charges for clean-up will be assessed where applicable and will be the responsibility of the sponsoring organization.
6. The Student Activity Center reserves the right to remove or alter any decoration, which may contravene a building, safety, or fire code.

4.16 STORAGE

Due to the limited storage space in the building, any shipment of materials will not be accepted. Similarly any request for overnight storage of materials, props or equipment will not be approved.

4.17 EVENT ADVERTISING

- A. Posters & Electronic Screens
 - Postings must be from a current Registered Student Organization or UT department.
 - All requests for posting information (electronic and paper) within the Student Activity Center will be referred to the SAC Hospitality Desk for approval.
 - Signage of organizations and/or activities not associated with the University or for the benefit of students will not be posted.
 - The Hospitality Desk will administer the use of display cases and bulletin boards.

- Paper items posted within the Student Activity Center will be recycled upon expiration of posting date.
- Every effort will be made to ensure that requests are granted on an equal opportunity basis throughout the year.

B. Banners – Internal/External

- All banners must meet indoor and outdoor requirements of Office of Dean of Students.
- Banners may not be hung or posted from railings or windows, inside or outside of the building.

C. Tabling/Promotion

- Due to limited space within the Student Activity Center, tabling or handing out promotional materials will not be allowed in the Student Activity Center.

4.18 SECURITY

Should it be deemed necessary, it will be the event sponsor's responsibility to cover the cost of the University of Texas Police Department to manage the risk of their event.

4.19 PARKING

The Student Activity Center cannot provide parking for events. Event sponsors must coordinate parking needs through Parking and Transportation Services.

4.20 FILM/VIDEO VIEWING

Proof of rights to show a film should be submitted to the Events Manager at least two (2) weeks prior to showing the film. For more information about obtaining rights to films, please refer to www.mplc.com or www.swank.com.

4.21 FILMING

All filming in the Student Activity Center must follow the guidelines as established through the Office of Public Affairs. For more information please visit t <http://www.utexas.edu/opa/film/>

4.22 SOLICITATION

No solicitation shall be conducted on any property, street, or sidewalk, or in any building, structure, or facility owned or controlled by the UT System or any of the institutions unless permitted by the Regents' Rules and Regulations.³

¹ Rules and Regulations of the Board of Regents – Rule 80103

³ *The Student Activity Center reserves the right to update policies without prior notice*