



I. 9.1.3 Use of University Facilities

Chapter 9 - Facilities	Original Effective Date: June 2000
Section: 9.1 University Facilities	Date Last Reviewed: November 2025
Responsible Entity: Senior Executive Vice President/Chief Operating Officer	Date Last Revised: November 2025

II. Purpose

The facilities of UT Health San Antonio (University) are primarily for use by its students, faculty, administrators, and staff for activities and events that are directly related to fulfilling the mission of the University in the areas of education, research, health care and community service. To the extent that space is available, outside individuals and groups may use certain facilities provided there is not a conflict with scheduled University activities or events, and the proposed activity is compatible with the mission of the University and in accordance with institutional requirements and University of Texas Board of Regents' Rules and Regulations.

III. Scope

This policy applies to requests for temporary use of all or part of a UT Health San Antonio owned or controlled building, facility or outdoor space for any planned meeting, conference, or event.

IV. Policy

All requests for use of space on the UT Health San Antonio campus will be filled on a space available basis. Curricular requests will always receive priority scheduling consideration. All other events will be placed in a pending status until all required curricular offerings have been scheduled. Under no circumstances will any non-curricular event be booked earlier than forty-five (45) days prior to the event date and never before the completion of all curricular scheduling. Use of all facilities must comply with applicable law.

A. Scheduling

Academic courses and programs approved by the Board of Regents have priority in scheduling of University facilities. Release of facilities for scheduling of other activities will be made only after requirements for the next academic semester have been completed. Students, faculty, staff and departments may reserve space by completing a [Room Reservation Request form](#) and emailing it to University Scheduling at scheduling@uthscsa.edu. The following priority of use of facilities shall apply:

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1. Academic activities for UT Health San Antonio students will have priority over events of other classification, including but not limited to:
 - a. Formal school-wide academic courses
 - b. Departmental academic courses
 - c. Regularly scheduled department-level events (such as Grand Rounds, conferences, seminars, journal clubs, and teaching/learning labs)
 - d. Special tests (such as National Board Examinations) will be given priority consideration for use of the Holly Auditorium.
 2. University departments, committees, and official professional and administrative functions or programs.
 3. UT Health San Antonio-sponsored activities and events.
 4. Registered student, faculty, staff, housestaff, or alumni organizations.
 5. Appropriately sponsored outside organizations.
- B. Use of Facilities for Events Jointly Sponsored by a UT Health San Antonio Department and an Outside Organization
1. University facilities may be used by outside organizations with the joint sponsorship of a UT Health San Antonio department. The University may recommend joint sponsorship of a project or program when the following conditions are met:
 - a. The educational implications are self-evident and directly supplement the educational purposes of the institution and the academic and/or administrative mission of the department recommending sponsorship; and,
 - b. There will be no private gain for the cooperating individuals, group, or association.
 - c. The UT Health San Antonio sponsor when entering into a joint sponsorship of any program assumes full responsibility for all details including cost, as well as approval of subject, contents, and publicity for the event.
 - d. To the extent that there are charges for University services (e.g., printing, housekeeping, security, etc.) for the event, such charges shall be paid by the UT Health San Antonio sponsoring department.
 - e. The UT Health San Antonio sponsoring department must determine an appropriate level of reimbursement, if any, from the outside entity co-sponsoring the event and obtain such payments and deposit payments to the same accounts from which charges for the event were made.
 - f. A [Room Reservation Request](#) must be completed and sent to [University Scheduling](#).
 2. Furthermore, the following *Regents' Rules and Regulations* apply to the use of University facilities by an outside organization:
 - a. Regents' Rule 80101, Number 2, Section 2
 - i. Authorized Users

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No person, organization, group, association, or corporation may use property or buildings owned by The University of Texas System or any of its institutions for any purpose other than in the course of the regular programs or activities related to the role and mission of The University of Texas System and its institutions, unless authorized by the Regents' Rules and Regulations, the approved rules and regulations of the institution, and applicable federal, state, and local laws and regulations.

b. Regents' Rule 80105, Number 2, Section 1

i. Joint Sponsorship Permitted

Except as permitted in Regents' Rules 80103 (Solicitation) and 80106 (Special Use Facilities), the use of property or buildings owned or controlled by The University of Texas System or any of its institutions by individuals who are not students, faculty, or staff; by groups that are not registered student, faculty, or staff organizations; or by associations or corporations for programs or activities must be jointly sponsored by The University of Texas System or any of its institutions and shall be subject to the following conditions:

- (1) The program or activity must be upon the invitation of The University of Texas System or any of its institutions. Only the Chancellor of The University of Texas System or the President of an institution, or his or her delegate, can authorize joint sponsorship.

Note: the President's designee for authorization of joint sponsorship at the University of Texas Health Science Center at San Antonio shall be the Senior Executive Vice President/COO.

- (2) In order for joint sponsorship to be appropriate, the educational implications of a program or activity must be self-evident, must directly supplement the educational purposes of The University of Texas System or any of its institutions, and must not result in financial gain for the invited individual, group, association, or corporation.
- (3) The scheduling of property or buildings for programs or activities of The University of Texas System or any of its institutions shall always have priority over the scheduling for programs or activities that are jointly sponsored.

c. Regents' Rule 80103, Number 3

i. Section 1: Prohibition of Solicitation

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

ii. Section 2: Exceptions to Prohibition

(1) Services

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Any offering of services and related products by a third party or by The University of Texas System and/or one or more of its institutions on behalf of a third party (a “Third Party Service Offering”) established and maintained primarily for the convenience of students, faculty, staff, or patients.

Note: Vendor fairs fall into this category, however, no sale of goods and/or services may occur on University property and a "per table fee" will be imposed.

C. Use of Facilities by Teaching Partners

1. UT Health San Antonio's teaching hospital partners may use University facilities for events that are of an educational nature for UT Health San Antonio students training in those facilities.
2. Other events for teaching hospital partners, such as training, meetings or special events will only be considered after the respective hospital has exhausted all possible availability within their own facilities. The forty-five (45) day requirement and curricular scheduling guidelines also apply to these events. All other guidelines, *Regents' Rules* and IHOP policies, including room use fees, which apply to departments, also apply to teaching hospital partners.

D. General Room Use Guidelines

1. Departments requesting a reservation are expected to exercise due diligence in the use of University facilities. In the case of physical damage to any component of the reserved space, the reserving department will be billed on a time and materials basis for the repair of any damage as determined by Facilities Management.
2. In spaces where the room furniture may be moved, a requesting department may modify the room configuration for a specific temporary need. However, the user must return the room to the original configuration as shown on the posted seating chart prior to the conclusion of the requestor's reservation period. The user's department will be billed for any housekeeping charges resulting from housekeeping services needed to restore the room configuration.
3. Food can be especially corrosive to facilities and equipment. Prior approval from University Scheduling may be required to provide food in select rooms. The responsible person(s) must ensure the room is properly cleaned and restored to its original condition. Any housekeeping charges incurred as a result of untidy room conditions or major cleaning due to heavy spills, stains or other food damage will be billed to the user on a time and materials basis for space restoration.
4. The use of confetti, glitter, icicles, and other similar metallic materials is strictly prohibited due to the difficulty involved with the cleaning of these materials. Users should expect a minimum \$200 charge if they allow the use of these materials in a reserved space.
5. Tacks, nails, staples, or other fasteners that may damage walls or furnishings may not be used. In addition, foam sticker tape, transparent packing tape, and double-

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sided tape may not be used. The use of masking tape is permissible but must be removed immediately following an event.

E. Reservation Cancellations

To maximize availability, cancellations must be made by e-mail to scheduling@uthscsa.edu at least forty-eight (48) hours in advance of scheduled event start time. Failure to cancel according to this Policy will result in a fine of \$100 to be billed to the provided departmental project ID. The reserving department is also responsible for canceling any other requested University services for an event, such as facility/room set-up services or audio/visual services.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

[Office of Facility Space Planning and Real Estate](#)

[UT System Board of Regents' Rules and Regulations](#)

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		
08/2012	Policy Revision		
02/2022	Policy Revision & title change	Executive Committee	02/23/22
11/2025	Policy Review/Discretionary Edit		11/13/25