

# HOUSE GUIDELINES

**University Union**  
**University of North Texas**



**August 2023**

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## Section 1 - OVERVIEW

The University Union is a 315,000 square foot, multi-level facility located in the heart of campus. Our mission is to provide a comprehensive program that enriches the educational experience and meets the needs of the North Texas community, which includes students, staff, faculty, alumni, and guests.

The University Union offers a wide variety of performances, programming, and arts. Unique spaces, such as the Lyceum Theater, the Syndicate-a two-floor hang out location with a sports lounge feel, and the Art Gallery showcasing UNT student work, are popular locations for entertainment and relaxation. Current event schedules are available on our website at [Union Home Page | Division of Student Affairs \(unt.edu\)](#).

The University Union also provides spaces and services to facilitate all of your conference and event planning needs, such as state of the art meeting and event rooms, outdoor spaces, event coordination, audio/visual equipment and assistance, marketing, hybrid meetings, catering and graphic design.

In addition, the University Union houses many student services, such as Student Government Association, Graduate Student Council, Emerald Eagle Scholars, Student Activities, Fine Art Series, Center for Leadership and Service, Orientation and Transition Programs, Intervention Services, Survivor Advocate, Seeking Options & Solutions, Withdrawals, First Generation Success Center, Foster Care Alumni and University Program Council.

Other amenities found in the University Union include, a postal center, bookstore, information center, copy center, bank, retail restaurants, cell phone recharging stations, bicycle repair stations, ATMs, day use lockers, donation bins and convenience store.

The University Union is committed to providing quality services and programs that enrich and engage our communities. The Union Board of Directors, an appointed body consisting of students, faculty, and staff representatives, serves as an advisory board and work closely with the University Union administration to provide input on programming, expenditures, and business operations. The Executive Director of the University Union reports to the Associate Vice President for Auxiliary Services within the Division of Student Affairs.

### Section 1.1 — Mission Statement

The University Union provides quality programs, services and facilities that enhance the educational experience and create community for students, faculty, staff, alumni, and guests.

### Section 1.2 — Values

The University Union values:

- Being Student-Centered: We value student involvement, employment, and leadership opportunities that promote learning and personal growth beyond the classroom.
- Being Service-Oriented: We value great customer service, overall quality, accessibility, and adaptability.
- Being Technology-Driven: We value technology and advancements that increase our efficiency in delivering programs and services.
- Being Environmentally-Conscious: We value environmentally responsible practices and sustainable initiatives.
- Being Ethical: We value integrity as demonstrated through honesty, civility, and fairness.

### Section 1.3 — Location & Contact Information

The University Union's physical address is:

1155 Union Circle  
Denton, Texas 76201

The University Union's mailing address is:

1155 Union Circle  
#310710  
Denton, Texas 76203-5017

The union Information Desk phone number for the University Union is: (940) 565-3805.

The e-mail address for the University Union is: [union@unt.edu](mailto:union@unt.edu).

The website for the University Union is: <https://studentaffairs.unt.edu/university-union>

### Section 1.4 — Hours of Operation

The normal hours of operation for the University Union are:

Monday through Saturday from 7:00 a.m. to 12:00 a.m. (midnight)

Sunday from 12:00 p.m. (noon) until 12:00 a.m. (midnight)

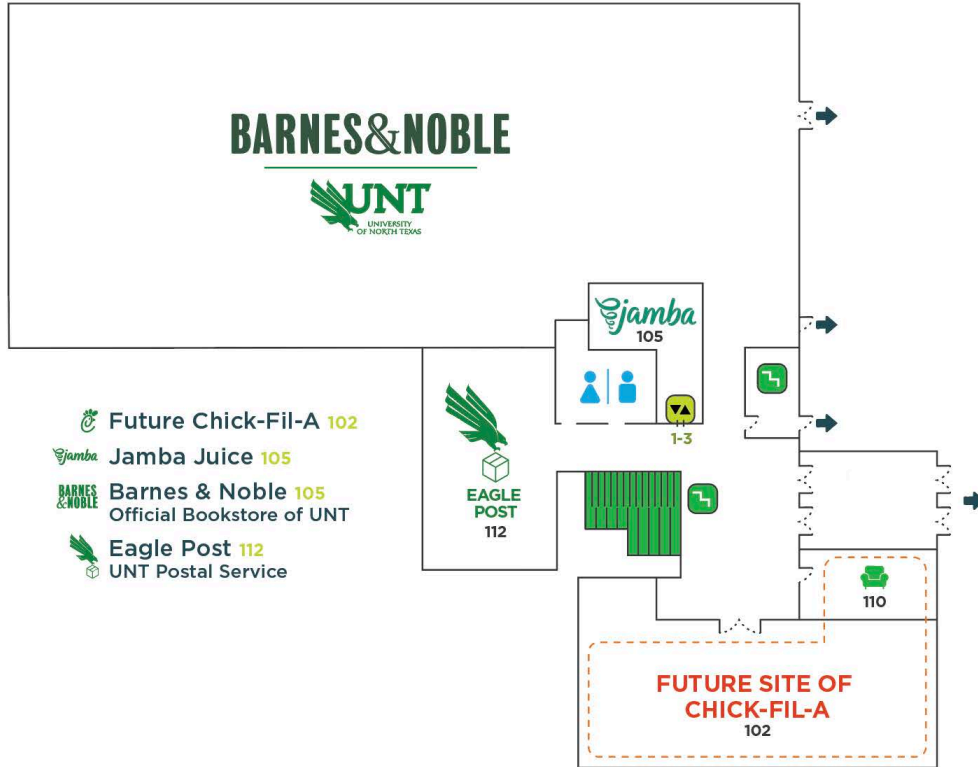
The University Union will have reduced hours during the summer and during break periods. The University Union will be closed during university holiday dates and potentially other university closures.

### Section 1.5 — Social Media

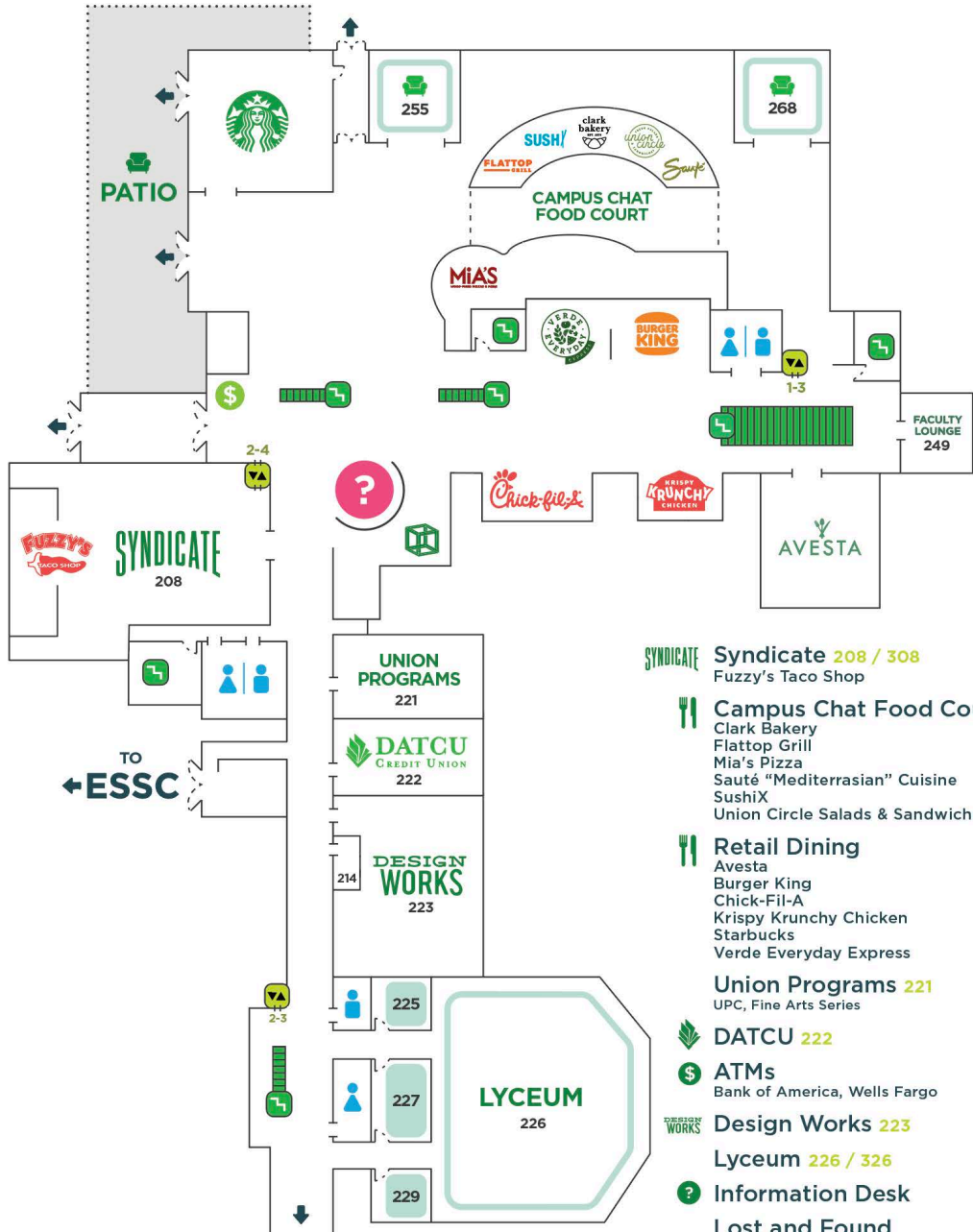
The University Union uses the following social media avenues:

- Website: <https://studentaffairs.unt.edu/university-union>
- Facebook: facebook.com/UNTUnion
- Twitter: @UNTUnion
- Youtube: Youtube.com/UNTUnion
- Instagram: @UNTUnion

# 1



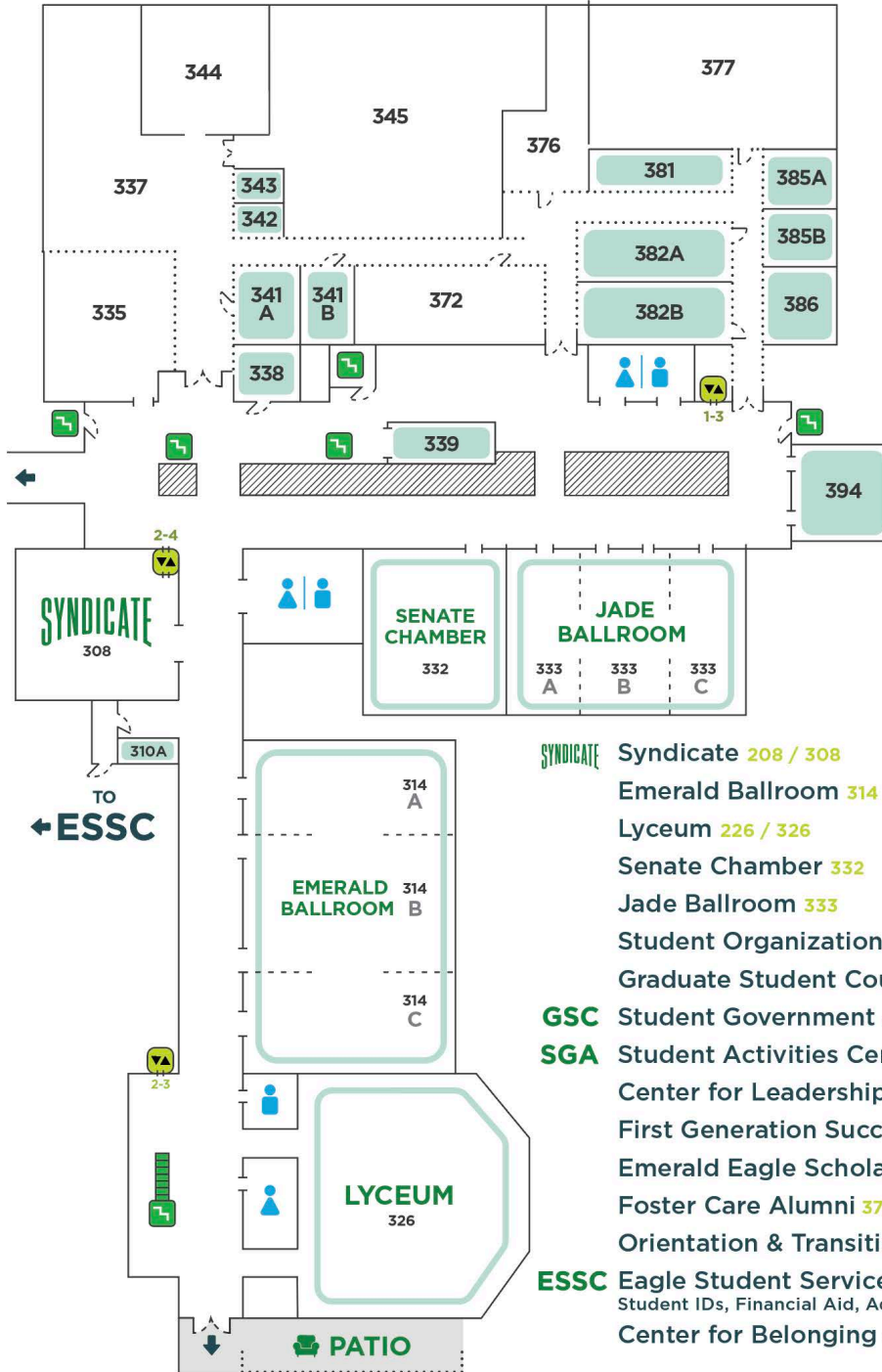
# 2



- SYNDICATE** **Syndicate 208 / 308**  
Fuzzy's Taco Shop
- 🍴** **Campus Chat Food Court**  
Clark Bakery  
Flattop Grill  
Mia's Pizza  
Sauté "Mediterrasian" Cuisine  
SushiX  
Union Circle Salads & Sandwiches
- 🍴** **Retail Dining**  
Avesta  
Burger King  
Chick-Fil-A  
Krispy Krunchy Chicken  
Starbucks  
Verde Everyday Express
- 👤** **Union Programs 221**  
UPC, Fine Arts Series
- 🌿** **DATCU 222**
- 💰** **ATMs**  
Bank of America, Wells Fargo
- DESIGN WORKS** **Design Works 223**
- 👤** **Lyceum 226 / 326**
- ?** **Information Desk**
- 📦** **Lost and Found**
- 🎨** **Union Art Gallery**
- ESSC** **Eagle Student Services Center**  
Student IDs, Financial Aid,  
Admissions, Registrar

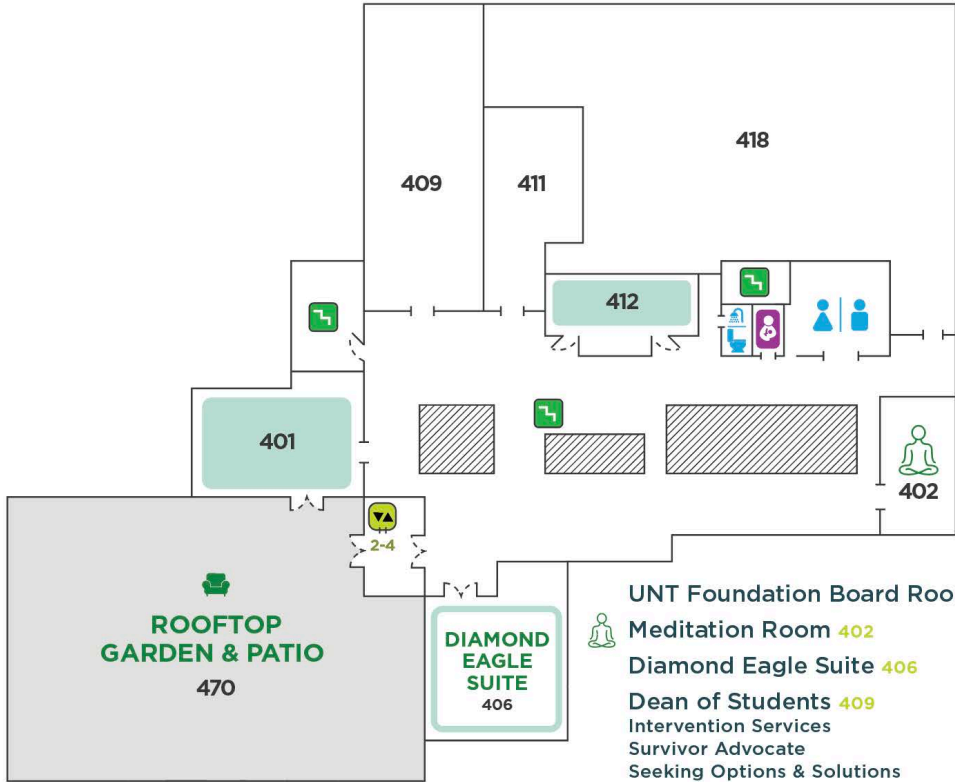


# 3



- SYNDICATE** Syndicate 208 / 308
- EMERALD BALLROOM** 314
- LYCEUM** 226 / 326
- SENATE CHAMBER** 332
- JADE BALLROOM** 333
- Student Organization Space** 337
- Graduate Student Council** 344
- GSC** Student Government Association 344
- SGA** Student Activities Center 345
- Center for Leadership & Service** 345
- First Generation Success Center** 376
- Emerald Eagle Scholars** 376
- Foster Care Alumni** 376
- Orientation & Transition Programs** 377
- ESSC** Eagle Student Services Center  
Student IDs, Financial Aid, Admissions, Registrar
- Center for Belonging and Engagement** 335

# 4



- UNT Foundation Board Room 401
-  Meditation Room 402
-  Diamond Eagle Suite 406
- Dean of Students 409
  - Intervention Services
  - Survivor Advocate
  - Seeking Options & Solutions
  - Withdrawal
- Conduct & Community Standards 411
- Thomas P. Rufer Meeting Room 412
- Union Administration 418
  - Business Office
  - CES - Conference & Event Services
- Rooftop Garden & Patio 470
-  Lactation Room 431
-  Individual Restroom 432

## Section 1.7 — Parking

For the convenience of persons attending events in the University Union, parking is available at the Union Circle Parking Garage, located at 1155 Union Circle, Denton, TX 76201 or at the Highland Street Parking Garage, located at 620 Central Avenue, Denton, TX 76201. If parking at the Union Circle Parking Garage, use the ParkMobile app to pay [ParkMobile Parking App | Find & Pay for Parking | On-street & Reservation](#). Highland Street Garage can be paid with credit card. Please refer to the following website for pricing and maps. <https://transportation.unt.edu/parking>

## Section 1.8 — Union Board of Directors

The Union Board of Directors shall provide input for the approval of policies and procedures for the University Union business and operations, capital project purchases, art selection, space usage, building expansion, and subject, through normal administrative process, to the rules and regulations established by the Board of Regents.

The Union Board of Directors shall endeavor to promote ideals relevant to the goals of the University Union.

The Union Board of Directors is composed of 17 voting members, of which 11 are students and 6 are faculty/staff. All members can be found on our website at: [About Us - University Union | Division of Student Affairs \(unt.edu\)](#).

Decisions of the Union Board of Directors shall be in accordance with the policies and procedures of the University of North Texas and guidelines of the University Union.

## Section 1.9 - Discrimination and ADA Policy

The University Union follows the University of North Texas policy regarding non-discrimination, harassment, and retaliation. See policy 16.004, located here: <https://policy.unt.edu/policy/16-004>.

The University Union follows the University of North Texas policy for Disability Accommodations for University Visitors regarding Americans with Disabilities. See policy 04.015, located here: <https://policy.unt.edu/policy/04-015>.

## Section 1.10 - Smoke-Free Campus Policy

The University Union follows the University of North Texas policy regarding smoking. The University of North Texas is a smoke-free campus. Smoking is prohibited in the University Union including smokeless tobacco products and electronic cigarettes. See policy 04.011 located here: <https://policy.unt.edu/policy/04-011>

## Section 1.11 — Denial of Service

The University Union reserves the right to deny use of the facility for programs, meetings, events, or any other activity deemed a health or safety issue to the University of North Texas campus community.

# Section 2 — TYPES OF EVENT SPACES

## Section 2.1 – Meeting Spaces

Meeting spaces are rooms in the Union which can be reserved for weekly meetings and lower capacity, one-time events. Meeting spaces are equipped with basic audio/visual equipment (a data projector and retractable screen or flat panel display, and a media lectern with built-in computer in some rooms), which are free for student orgs and department use. Meeting spaces come in a variety of room setups ([Room Setups | Division of Student Affairs \(unt.edu\)](#)) to best fit your needs. Meeting spaces should be requested a minimum of five (5) business days in advance, otherwise the request will be at the discretion of space and staff availability.

## Section 2.2 — Special Event Spaces

Special event spaces are designated as the Emerald Ballroom (314), Jade Ballroom (333), Lyceum (226/326), Syndicate (208/308), President's Diamond Eagle Suite (406), Green Roof Patio, Main Auditorium, Library Mall, Outdoor Performance Area, and the South Lawn. Special event spaces should be requested a minimum of (10) business days in advance, otherwise the request will be at the discretion of space and staff availability.

- Syndicate

The Syndicate is a non-exclusive, reservable space. If a registered student organization or university department wishes to hold an event in the Syndicate, the event must be open to the public. Exceptions to the non-exclusive, reservable locations may require approval from the Union Executive Director or Vice President for Student Affairs.

A University Union technician is required for all events held in the Syndicate that need stage lighting and/or sound support. Technicians' fees apply at the current hourly rate.

No mixing of University Union technical equipment or Syndicate house equipment with non-Union equipment is permitted without advance approval by Conference & Event Services.

Persons wishing to check out game equipment may do so from the Customer Service Specialists on the third floor.

- Green Roof Patio

Reservations on the Green Roof Patio must go through the Union Scheduling approval process. If a registered student organization or university department wishes to hold an event on the Green Roof Patio, the event must be open to the public. Exceptions to the non-exclusive, reservable locations may require approval from the Union Executive Director or Vice President for Student Affairs.

Events requesting amplified sound may be limited by the university amplified sound policies, and the surrounding reservations on the 4<sup>th</sup> floor of the UNT Union.

A University Union Technician is required for all events utilizing Union sound or lighting equipment, and access to power on the Green Roof may require support from Union Facilities at a predetermined rate established during the approval process.

## Section 2.3 — Non-Reservable Spaces

- Faculty Lounge

Faculty are invited to visit the lounge located on Level 2, room 249 from 7am-6pm Monday through Friday. This exclusive space offers ample seating, floor-to-ceiling windows, and complimentary coffee, water and

snacks supplied by Faculty Success. The Faculty Lounge is not a reservable space for meetings/events. For further assistance, contact the Faculty Success department at 940.565.3987.

- Fireplace

A gas fireplace is located on Level 3, room 337 in the Student Organization's area. The Union Maintenance Department is responsible for maintaining the fireplace and an operational schedule. For further assistance, contact the Union Information Desk at 940.565.3805.

- Meditation Room

The Meditation Room is an open room and can be used during regular University Union business hours. The purpose of this space is for the UNT community to have a place for private reflection and tranquility, free of outside disturbances. If an individual or group is being disruptive or noisy, she/he/they can be asked to leave the Meditation Room.

#### GUIDELINES

- Meant as a quiet space
- Cell phones and electronic devices should be silenced
- Be respectful of others
- Multiple individuals may occupy the room at the same time
- Due to facility smoke detectors, refrain from lighting candles, incense, or using incense burners
- Upon leaving, take out anything that you bring in
- Any resources available in the space should be used for intended purposes only and be put away in the condition in which they were found
- The space is not intended for napping, eating meals, exercise, or group meetings.

- Union Art Gallery

The Union Art Gallery hosts exhibits submitted by UNT students, which are selected by the Union Gallery Selection Committee. The Selection Committee is composed of faculty/staff from the College of Visual Arts and Design, Union staff, and students.

The Union Art Gallery is not a general reservable space. You may obtain applications to display work in the Gallery through the Union's Art Gallery website found here: [Exhibit your Work | Division of Student Affairs \(unt.edu\)](#).

The University Union is not responsible for any damage or theft during installation, exhibition or removal of a show.

The University Union will not act as an intermediary or representative for any sales from the Art Gallery. Any audio/visual materials used within the Art Gallery must not interfere with other activities within the University Union.

Verde Catering must provide all food and before for opening receptions.

#### PHYSICAL NATURE OF ARTWORK:

- Working electronic components are limited to low wattage devices that require a standard 110 volt circuit.
- Maximum height of work allowed is 9.5 feet.

- Work may be displayed from walls, placed on sculpture stands, or positioned on the floor. Pieces to be suspended from the ceiling are subject to approval.
- Adequate floor space must meet Americans with Disabilities guidelines.
- All work must be confined within the Art Gallery space.
- Artists are responsible for all costs associated with damages/repairs to furnishings/space that are a direct result of the exhibit.

#### CONTENT OF ARTWORK:

- Work containing food, bacteria, live organic substances, dormant animals, insects, etc. is prohibited.
- All work containing liquids must be enclosed or secured.
- Work different in style, media, or content from application slides requires prior approval to gallery opening by the Arts Coordinator of the University Union.
- Due to the multipurpose nature of the facility, some artwork may not be appropriate for the Union Art Gallery. If pieces are deemed too controversial or inappropriate, the University Union will work with the artist to find a place to display work that is not in a public corridor. Signage may be required if art is not appropriate for minors.

### Section 2.4 – Outdoor Spaces

The Union managed outdoor spaces include the Union Circle, Outdoor Performance Area, South Lawn, and Library Mall. Individuals or groups requesting the use of outdoor space need to contact Conference & Event Services; allowing at least ten (10) business days for approval. Large events may require additional support from a variety of university departments, and therefore, planning and submitting a request as early as possible is highly recommended. Furniture and/or equipment will not be moved outside during inclement weather.

- **Rain Sites:** Should a client request an indoor space as a rain location, the space will be put in a *hold status*. If another group is interested in the space, prior to the event, Conference & Event Services will contact the client immediately. At that point, the client can either confirm the space, including room charges if applicable, or release the space to the requesting group for their use. If the client confirms the space, then they have two (2) business days prior to the start of the event to release the space to receive a 50% discount on the room rate. After that, 100% of the room rate will be charged.

### Section 2.5 – Lyceum, Academic Class Usage

Spaces except for the Lyceum, in the University Union, are not intended for academic use. For special exceptions, permission would need to be requested through the Executive Director of the Union.

University classes are scheduled in the Lyceum from 8:00 a.m. to 2:00 p.m., Monday-Friday. Clients may reserve the Lyceum for events scheduled after 3:00 p.m., Monday through Friday, and all-day Saturday and Sunday, subject to availability and coordination with Conference & Event Services.

Events requiring rehearsals may hold one (1) free rehearsal to include the technician in advance of the program, not to exceed two (2) hours. Additional rehearsal time will incur rental and technician charges applied at the appropriate rate.

A University Union technician is required for all events and rehearsals held in the Lyseum unless pre-determined by Conference & Event Services. Room rental includes one (1) technician. Additional technicians will be assessed at the current hourly rate.

No mixing of University Union technical equipment or Lyceum house equipment with non-Union equipment is permitted without advance approval of Conference & Event Services.

Client's technical equipment may not be stored in the projection booth.

State fire regulations prohibit standing, sitting, or adding chairs in the aisles of the Lyceum.

## Section 3 – ROOM & SERVICE RESERVATIONS

### Section 3.1 - Conference & Event Services

Conference & Event Services is located in the University Union administrative office suite, room 418. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday (after hour appointments may be available upon request).

Conference & Event Services is here to assist you with planning and coordinating your events, camps, and conferences.

In order to accommodate as many users as possible, Conference & Event Services reserves the right to adjust space assignments according to the number of guests expected, the type of event, and the layout requested. Any changes will be communicated with the client.

### Section 3.2 – Reservation Terminology & Responsibilities

The following reservation terms are defined below to assist clients in understanding the reservation cycle and statuses.

- Event Coordinator

A professional staff member on the Conference & Event Services team who is assigned to assist you with your reservations in the University Union and designated outdoor spaces.

- Payment

In some cases, there are fees associated with reserving space, audio/visual equipment, audio/visual support staffing, or other equipment/resources in the Union. Under most circumstances, there are no charges to recognized Student Organizations. Departments, Colleges, and Non-UNT clients will incur charges. UNT clients will be required to provide a chartstring for their reservation. In the case of Non-UNT clients, a deposit of 25% of the total cost of the reservation is required to hold that reservation.

The total balance of a reservation is required by noon (12:00 pm), three (3) business days prior to the date of the event for all client types (if applicable). Failure to submit a timely deposit or total balance payment could result in the cancellation of the event. If any additional charges occur during or after the event, a final bill will be sent within ten (10) business days following the event.

If the space reserved requires more than normal cleaning (gum, food, glitter, etc. on the floors or furniture) or if there is damage to the room related to the reservation, there may be additional charges to the client, regardless of client type. Please keep in mind that clients are responsible for their guests and thus

responsible for any damages. Clients should read and comply with all reservation policies to avoid any potential fees.

- Cancellation Policy

If a Meeting Space needs to be cancelled, the cancellation should be communicated to your Event Coordinator no less than three (3) business days prior to the event date. If a reservation is cancelled less than three (3) business days in advance, the client may be charged 50% of the confirmed reservation price.

If a Special Event Space needs to be cancelled, the cancellation should be communicated to your Event Coordinator fifteen (15) days prior to the event date (see Section 2.2 for Special Event Spaces). If a reservation is cancelled less than fifteen (15) business days in advance of the event date, the client may be charged 50% of the confirmed reservation price.

Student Organizations who fail to cancel their Meeting Space or Special Event Space in the requested days in advance more than three times per semester risk losing their ability to reserve space for the remainder of the semester, including reservations already made (See section 4.3 under “No-Show” for further expectations).

- Reservation Statuses

- **Reservation Request** is the status reservations are given when they are initially requested by a client in person, over the phone, or for Student Orgs through the Student Activities’ request process. The request will stay in this status until your request has been reviewed and approved.
- **Web Request** is the status reservations are given when they are initially requested by a client through the EMS Webapp. The Web Request would stay in this status until your request has been reviewed and approved.
- **Wait** is the status a reservation is given when the space requested by the client is currently in a “hold” or “tentative” status by another client. If the space is released by the client who has the “hold” or “tentative” reservation, then the client who has the first “wait” status would have the opportunity to reserve the space.
- **Hold** is the status a reservation is given when a client’s reservation dates have not been finalized due to waiting on a contract, performer, or other reasonable circumstance outside of the client’s control. Clients may schedule no more than two (2) hold dates for the same event. A Hold can be placed a year in advance of the event but must be secured or released no less than 30 days out from the event.
- **Tentative Reservation** is the status given to reservations once they have been reviewed. They will remain in this status pending the client(s) providing all details (room setup, number of guests, audio/visual needs, etc.) needed to complete a reservation and making any necessary deposit for their reservation. The client’s reservation is not confirmed while in a tentative status. Clients must finalize the reservation or release tentative reservations within seven (7) business days prior
- **Confirmed Reservation** is the status a reservation moves to when the Event Coordinator has received all of the details (room setup, number of guests, audio/visual needs, etc.), appropriate payment or deposit (when applicable), and the client’s acknowledgement that the details of the



reservation are accurate. Clients may confirm reservations using a check, credit card, or University of North Texas chart string.

- **Maintenance** is the status a room is placed in when the Union or University needs to block off the room for special projects or maintenance. Rooms are unavailable for reservations during a maintenance window.

### Section 3.3 - Services

Services are items/staffing/accommodations that are available for clients to request as part of their reservation. There are fees associated with most services. The Event Coordinator can make arrangements and provide clients with the specific fees.

- **Audio/Visual**

In an effort to ensure quality service, audio/visual support will be provided for events in the University Union and Main Auditorium, as needed. If a client needs audio/visual assistance the day of their event from 8am-5pm Monday through Friday, they can call the Conference & Event Services office at (940) 565-3804. If a client needs audio/visual assistance the day of their event after business hours, they can call the University Union Information Desk (940-565-3805). Requests for audio/visual services and equipment must be submitted a minimum of ten (10) business days in advance of the scheduled event. Requests submitted after the reservation deadline will be subject to review by Conference & Event Services, and availability of equipment and staff are not guaranteed. Mobile audio/visual support in other locations with travel and delivery costs will be provided as requested, subject to a site evaluation to determine the suitability of the venue. Clients are responsible for applicable fees for any additional technical equipment and staffing needed.

- **Event Resources**

Are defined as furniture, equipment, etc., that is available for reservations. Example of event resources include stages/mobile stages, stanchions, pipe and drape, furnishings, easels, event setup diagram(s), ticketing services, etc. Some resources are available for additional charges while others come with your reservation; check with your Event Coordinator for pricing.

Easels are a resource that are available free of charge with your reservation. Reservations in the Ballrooms come with five (5) free easels and all other spaces come with two (2) free easels.

- **Catering**

Verde Catering is the preferred caterer of the University Union, please visit their webpage at <http://www.dining.unt.edu/>. See Section 7 Catering and Food for further guidelines.

- **Parking**

Should your guests need parking, the Event Coordinator can make arrangements to meet your needs. Please communicate parking needs (14) days prior to the event, in accordance with the Transportation Office's policies: [Home | University of North Texas \(unt.edu\)](#).

- **Security**

Some events may require security. To allow for sufficient planning and staff coordination, requests for service should be submitted no less than (10) business days prior to the event date. If a request is made with less notice, there is no guarantee that staff will be available for the event, which could require that the event be cancelled. A “minimum scheduling charge” of \$100 for all reimbursable events will be assessed. This charge will be applied toward the actual event security charges, upon final billing, in accordance with UNTPD’s policies: [UNT Police Department Event Security Request | Police Department](#). Cancellations received less than (3) business days prior to the event may be liable for the greater of the minimum scheduling charge or the contracted costs for all assigned personell for three hours.

- **Third Party Rentals**

For outdoor spaces, the University Union offers limited furnishings. Clients will work with their event coordinator to arrange third-party rentals for additional event equipment and service needs. This may include specialty furnishings, tent rentals, and decorative event elements needed for indoor or outdoor spaces. Rentals are subject to Conference & Event Services’ approval to meet safety and facility requirements. Requests should be made at least ten (10) business days before the event. Late requests will be reviewed, and availability is not guaranteed. Depending on event needs, Conference and Events Services may order form UNT Facilities on behalf of the client. Prices are determined in accordance with UNT Facilities: [Event Support | Facilities \(unt.edu\)](#). All anticipated vendors must be approved in advance by Conference and Event Services.

## Section 3.4 - Tabling

The University of North Texas provides predetermined locations throughout the university property where tabling activities may occur. These locations are made available to UNT registered student organizations and departments. These locations are also available to individuals and organizations who are not affiliated with the university during Market Days, at a cost. Reservations are required for all locations. The University of North Texas reserves the right to relocate or reschedule a tabling reservation as needed.

- **Information Tables:** Exchange of information in order to recruit new members or raise awareness about an event, activity, or topic that is important to the organization. No dispensing or sale of food or beverages (prepared or prepackaged) is allowed without prior University Union approval.
- **Fundraising Tables:** Are defined as the organization’s attempt to gain funds or donations from the university community in order to support a legitimate charity, sales of products produced by the organization itself, and/or ticket sales (see Secition 5 for ticket sale requirements). All fundraising activities must be approved by Union Administration. No dispensing or sale of food or beverages (prepared or prepackaged) is allowed without prior University Union approval.
- **Vendor Tables:** Vendors are any individual, group, or business, whose purpose may be to distribute or sell goods or services. Vendors must be approved by the office of Conference & Event Services and the Associate Vice President of Auxiliary Services (when necessary). Individual members of the University community who desire to sell or promote products or services for individual gain will be considered Vendors. Vendors are limited to reserving tables during Market Days. Vendors can contact the Conference & Event Services’ office for additional information (940) 565-3804.

### General Tabling Space Policies and Procedures

1. No activity shall interfere or conflict with the mission or policies of the University of North Texas. In the event of any discrepancy between these procedures and any official University policy (e.g., the UNT policy

on [Free Speech and Public Assembly on Campus Grounds | University Policy Office \(unt.edu\)](#), the policy shall supersede these procedures. Solicitations, Signs, and Postings, see Policy 04.013 [Solicitation, Signs, and Postings | University Policy Office \(unt.edu\)](#).

2. Student organizations and University departments may not reserve a table on behalf of another individual, group, business or organization affiliated or not affiliated with the University - even if it is part of a fundraising effort by the student organization or department ([Student Organizations | University Policy Office \(unt.edu\)](#)).
3. Items offered for sale must not conflict or compete with University contracted vendors, Dining Services, or any items offered through exclusive contracts with University of North Texas, unless approved by the Associate Vice President of Auxiliary Services.
4. All activity, including displays or signage, must be confined to a 6 foot x 6 foot area, including the reserved table. Any activity that occurs outside of the approved 6 foot x 6 foot area or approved outdoor tented area will be considered an event and will be required to go through the event application process.
5. Advertisements, posters, or information pertaining to the tabling activity can be attached (with masking or painters tape only) to the organization's reserved table. No materials can be placed on walls, doors, glass surfaces or other building surfaces/fixtures. All materials must be removed by the organization at the end of the approved tabling period, and the area must be returned to its condition prior to the approved tabling.
6. Reserved tables may not be moved or relocated. The Union places the tables to ensure compliance with fire regulations.
7. A representative of the organization who has reserved the table must be present at the table at all times whenever there is any product or material(s) located on or about the table. The representative who has reserved the table is responsible for removing all trash and materials upon their departure. Any housekeeping and trash removal costs will be the responsibility of the entity that has reserved the table.
8. Violations of any of these procedures may result in immediate loss of tabling privileges for the semester. Appeals may be made to the Executive Director.

### Section 3.5 – Political Activities

UNT recognizes that freedom of expression and public assembly are fundamental rights of all persons and are essential components of the education process. These activities promote debate and the sharing of ideas, which are the foundation of educational institutions.

The responsibility of the University to operate and maintain an effective institution of higher education requires regulation of the time, place, and manner of assembly, speech, and other expressive activities on the grounds of the University. In keeping with this responsibility, students, faculty, staff and visitors are free to exercise the rights to assemble and engage in expressive activity in a constitutionally-protected manner subject only to the content-neutral regulations necessary to fulfill the mission and obligations of the University; preserve the rights of others, coordinate multiple uses of limited space; assure preservation of the campus facilities and grounds; and assure financial accountability for any damage caused by these activities.

Registered student organizations, university departments, and the general public may reserve space for political activities by contacting Conference & Event Services. Political activities may include activities which have as their

purpose the endorsement, support, or advancement of a politically affiliated cause, organization, party, or candidate. More information can be found at <https://policy.unt.edu/policy/07-006>.

Based on the nature of the event activities, the University Union may consult with campus stakeholders such as Risk Management, UNT Police Department, Transportation, and the Dean of Students Office. While every event is subject to reservation review, the viewpoints expressed during events do not reflect implicit support of ideals by the UNT Union or University Stakeholders.

## Section 4 – CLIENT GUIDELINES

### Section 4.1 - Client Responsibilities

Clients must follow University Union Guidelines for space usage. Clients must remove all personal and vendor items/materials at the end of the reservation. Liability for damages or conditions requiring additional cleaning of the reserved space (including damages or messes made by the client’s guests) will be charged to the individual or group who made the reservation. The University Union assumes no responsibility for the damage or loss of articles, equipment, or other items left on the University of North Texas campus premises prior to, during, or following an event. Lost items can be given to the Union Information Desk.

- Safety
  - Egress - The International Fire Code (IBC) states in section 1008.1.8, “Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort;” therefore, clients may never block meeting/event room doors within the University Union for any reason while a meeting/event is in progress. In compliance with fire code, program attendance cannot exceed room capacity. Setup diagrams cannot exceed room capacity, taking into consideration added furnishings and equipment.
  - Lighting- In addition to egress, and in compliance with International Building Code (IBC), National Fire Protection Association(NFPA), Occupational Safety and Health Administration(OSHA), and American National Standards Institute(ANSI), the following lighting options were determined as the acceptable minimum lighting for hosting activities requesting low-level lighting. While the below lighting conditions have been determined in conjunction with UNT Risk Management, international, and federal building codes, low light activity requests may be subject to further lighting evaluation based on event details as determined by UCE or Risk Management. Groups will not be able to host activities where all lights are turned off, or an absence of lighting is required.

Minimum lighting options for UNT Union Emerald Ballroom 314:

- Wall sconces dimmed to 50%
- Two Maverick Force S dimmed to 50% (any color)
- 12 Freedom Par Tri 6 or Freedom Par Hex 4 Uplights around the room set at 50% (any color)

Minimum Lighting options for UNT Union Jade Ballroom 333

- One Freedom Par Tri 6 or Freedom Par Hex 4 per section and 2 per long wall when one large combined space set at 50% (any color)

- Decorations

Clients are responsible and charged rental for room access. All decorating arrangements must be preapproved by Conference & Event Services. Clients may not use the following items when decorating rooms: confetti, glitter, streamer tape, adhesive tape of any kind, push pins, silly string, sand, hay, etc. Attachments to facility walls are prohibited. Use of balloons must be approved in advance. Clients must remove all décor and personal items at the end of the event. The University Union is not responsible for any injuries that might occur while an individual/group is decorating for an event.

- Candles & Incense

For safety reasons, candles, incense, and open flames are not permitted in the University Union unless approved in advance by Conference & Event Services.

## Section 4.2 – Reservation Review

All events hosted in Union managed spaces are subject to risk management review, and may require input from University of North Texas stakeholders such as (but not limited to) UNT Police Department, Risk Management, Dean of Students Office, Facilities, Student Activities, Union Personnel, and the Center for Fraternity and Sorority Life.

For example, based on the details surrounding the activities, UNT Police Department can determine that their presence is necessary for the safety and security of attendees and the UNT Campus Community. It would be the responsibility of the client to pay for security, as determined by UNTPD.

## Section 4.3 – Student Organizations

Student organizations can begin submitting reservation requests once their organization has been registered through Student Activities for the upcoming semester. Every student organization will be assigned an Event Coordinator to work with their reservation needs. It is important that those who are designated within the student organization to make reservations are communicating their event needs as well as responding to their Event Coordinator's requests. Failure to do so could result in room setup or equipment errors or even a cancellation of the reservation.

- Reservation Times

Reservations are limited to four (4) hours at no charge for registered student organizations. If needed, you may request time for setup of your event prior to the time you want your event to start. Reservations that are longer than (4) hours are subject to applicable fees. All reservations must end by 11:00 pm, unless the student organization has made prior arrangements for the availability of late staffing. Late staffing fees will be charged as applicable.

- Special Events

Registered student organizations may request a special event space in a **Reservation Request** status in accordance with reservation timelines. The reservation will not be moved to a Tentative status until the registered organization is approved. Should the organization not be approved by the registration deadline, the reservation request will be canceled. Registered student organizations are limited to two special event reservations on the books at any given time.

- Block/Series Reservations

Registered student organizations may inquire with Conference & Event Services to reserve the same meeting room at the same time on the same day each week for the entire semester. Series reservations may commence according to the reservation process timeline. A series reservation is limited to a single meeting per week, up to 1.5 hours in length. If more than one (1) room is required for meetings in the same week, registered student organizations may request a second free room five (5) business days in advance of the required date. The University Union honors requests on a space available basis.

- No-Show

Failure to arrive within thirty (30) minutes of the scheduled start time may result in the room being canceled and possible fees being assessed. If registered student organizations are entering their room late or leaving early, it is advised to let a building manager know so the group will not be considered a “no show.” Building managers can be contacted through the Union Information Desk (940) 565-3805. If a student organization has three no shows, their meeting reservations may be cancelled for the remainder of the semester.

- Room Conditions

Rooms must be left orderly, clean, and free of any excess trash (i.e. pizza boxes, items on the floor, etc.). Cleaning fees may apply if these room conditions are not met.

- Co-Sponsorship

Student Organizations can work collaboratively with other UNT student organizations, university departments, academic units, and in some cases non-UNT businesses and organizations. The purpose of a co-sponsorship is to share the planning, expenses, resources, implementation, and marketing of an event.

A co-sponsorship does not guarantee an exemption from charges for space, labor, or equipment (see co-sponsorship pricing structure below).

	Co-Sponsorship Rates		
	Student Org	Department	Community
Student Org	No Charge*	50%	80%
Department	50%	75%	90%
Community	80%	90%	NA

\* All Student Org pricing structures apply, including fees for extended hours, etc.

The discount for co-sponsorships replaces the highest groups’ normal rate. For instance, if a Department normally receives 25% off, in co-sponsoring with a student organization, they would receive 50% off of the reservation. **Numbers represent the percentage of the room and equipment rates that will be charged.**

All co-sponsorships must complete a Co-Sponsorship form and have the Co-Sponsorship approved prior to the event being confirmed. Please contact your Event Coordinator for the Co-Sponsorship form.

- Food Options

Student organizations are encouraged to purchase all their food needs through Verde Catering. However, student organizations may bring pre-packaged food or food provided by a licensed vendor for meetings scheduled after 5:00 p.m., Monday through Friday and on weekends, in any room used for block/series meetings this does not include special event rooms (i.e. Emerald Ballroom (314), Jade Ballroom (333), Lyceum (226/326), Syndicate (208/308), President’s Diamond Eagle Suite (406), Green Roof Patio, Main Auditorium, Library Mall, Outdoor Performance Area, or South Lawn). Verde Catering must be used in all Special Event rooms.

- Collaborative Space

The collaborative space within the student organization area is intended for registered student organizations to meet in small groups and collaborate with other organizations. The open space and furniture within this area is not reservable and is used on a first-come, first-served basis. Individuals and student organizations cannot “stake claim” to certain areas or hold space/furniture for their group. The meeting rooms in this area (Rooms #342 and #343) can be reserved by contacting Conference & Event Services or Union Administration, 940-565-3804. Student organizations will need to request access to the area at the Information Desk after 6:00pm Monday – Thursday and after 5:00pm on Fridays. The student organization area will be closed on the weekends.

- Storage Closets

- *Selection*

Student Activities will coordinate the application, selection, and assignment process. A waiting list will be implemented if not enough storage closets are available. If there are openings during the school year, space will be assigned to those registered student organizations on the waiting list. If there is not a waiting list, applications may be reopened. Registered student organizations must reapply each school year. Student organizational recipients of Eagle Awards, as well as Student Organization of the Month recipients from the previous school year, will automatically receive a storage closet for the following school year.

- *Regulations:*

- Storage closets are only accessible during University Union building hours.
- The occupancy term is for one school year; the first day of fall student organization registration through the last day of the spring final exams.
- Student organizations must be registered at the time of application and must stay registered and in good standing with Student Activities and/or UNT throughout the occupancy term.
- After assignment, registered student organizations must check in with Student Activities and sign an agreement by a set deadline, or otherwise will forfeit their closet.
- Registered student organizations will only be allocated one closet, unless approved by Student Activities.
- Storage closets are only for the intended use of the student organization (i.e. the organization cannot “sublet”).
- All registered student organization items must be stored within the assigned storage closet.
- Nothing may be taped, painted, pasted, nailed, or otherwise affixed to the exterior or interior of the storage closet; stickers are prohibited.
- Certain items are not allowed in the storage closet. These include, but are not limited to:

- Liquids, flammable chemicals, or contents under pressure
- Hazardous materials
- Illegal substances or items that violate university policy
- Animals
- Food (Food may be stored ONLY if it is unopened, pre-packaged, and non-perishable)
- The registered student organization is responsible for the upkeep of the closet; organizations will be charged for cleaning or damage. Registered student organizations should notify Student Activities if the storage closet needs repair.
- At the end of the occupancy term, registered student organizations must complete a checkout process with Student Activities. If the checkout process is not completed and items are left, they will be immediately disposed of or donated.
- If a key is lost or is not returned by the last day of the spring final exams, a key replacement fee of \$10 will be assessed to the student organization. (This fee is subject to change based on actual costs for replacement.) Failure to complete the checkout process will also result in a loss of access to a storage closet for the next school year.
- Registered student organizations may vacate their closet at any time by giving notification to Student Activities. If a registered student organization vacates or loses its assigned closet, it has 24 business hours to complete the checkout process.

The University Union and Student Activities are not responsible for any lost, stolen, or damaged items. The University Union and Student Activities reserve the right to inspect storage closets at any time without prior notification. Failure to follow regulations could result in a loss of assigned storage closet.

#### Section 4.4 – Late Night Events, Student Dances & Socials

Reservations for late night events, dances, or socials must be made no less than thirty (30) business days in advance. Only registered student organizations or university departments can schedule a late-night event in the Union without prior approval from the Union Executive Director. Late night events are activities or events that go past normal operating hours. Please note that the Union building hours are subject to change, and normal operating hours reflect events that conclude one hour prior to building closing. Late night events will incur charges for extended building hours and staffing related to supporting the activities. Contact your Event Coordinator for pricing associated with extended hours.

- Policies and Procedures:
  - Organizations are limited to two (2) late night events per semester, pending availability of facilities, staffing, and approval through Conference and Events Services and relevant UNT stakeholders.
  - Late Night Events are limited to four (4) hours total with event end time no later than 2:00 a.m. (extended building hour charges apply).
  - A non-refundable deposit is required at the time of confirming the reservation for groups other than registered student organizations.
  - Estimated event charges are due in full three (3) business days prior to the day of the event. Failure to comply with the payment schedule may result in the cancellation of the event.
  - Late night events are subject to the UNT Event Safety Committee review and may require



- attendance by organization advisor (faculty/staff or chapter), ticketing (see section 5), or wristbands, UPD presence, and organization event staffing support.
- All entrances to the University Union will close promptly at midnight (12:00 a.m.) and only designated entrance(s) will be available to guests after that time. No one may leave and re-enter the facility to attend the event.
  - DJ's and live bands may provide their own sound equipment or rent a house sound system upon approval of Conference & Event Services. A University Union technician must operate Union equipment. Under no circumstances can University Union sound equipment supplement non-Union equipment.
  - Clients must remove sound equipment, decorations, and other equipment within one hour following the event. The sponsoring organization will be assessed a fee for each hour, or any part of an hour, in excess of the specified one-hour load-out allotment.
  - Security may be required for late night events at the expense of the responsible student organization. The UNT Police Department will determine the number of officers needed. Please refer to the following for pricing <https://police.unt.edu/events>.
  - The sponsoring student organization will be assessed additional charges associated with damage, repairs and/or additional clean up.

## Section 4.5 – Departments Housed in the Union

Departments that reside within the University Union may schedule a weekly meeting room for departmental meetings at no cost to the attendees. Departments are asked to provide a list of these meetings at the beginning of each semester. Reservations for weekly meeting rooms begin after the first two weeks of each semester.

Meeting rooms 338, 341, 342, 343, 381, and 386 can be reserved for pop-up departmental meetings as needed without charge, as available. Rooms can be reserved through Conference & Event Services.

Interviews and meetings with staff outside of the department and those with student staff will incur a charge.

Departments are not exempt from rentals or other fees associated with reservations when they are reserved in Special Event spaces. Special Event spaces are designated as the Emerald Ballroom (314), Jade Ballroom (333), Lyceum (226/326), Syndicate (208/308), President's Diamond Eagle Suite (406), Green Roof Patio, Main Auditorium, Library Mall, Outdoor Performance Area, and the South Lawn.

## Section 5 – TICKET SALES

The University Union provides online event ticket sales for campus departments, registered student organizations, and off campus groups. All events held within the Union, Union managed Outdoor spaces, Gateway, Coliseum, and Main Auditorium that require ticketing must go through the University Union Conference & Event Services office.

Student organizations looking to hold a large, open party, dance, or late-night event (lasting past midnight) utilizing union managed spaces, will be required to utilize the University Union ticketing system for ticket sales. Late night event ticket sales must conclude 1.5 hours prior to event end or 12:30 a.m., whichever is sooner. There are no exceptions. Conference and Events Services may determine the amount of tickets available based on limitations in room capacity or input by UNT Stakeholders.

Ticket sales requests must be received by the University Union no less than three (3) business days in advance of the sale. Please note that staffing for ticketing events must be determined (10) business days in advance for adequate scheduling. For more information regarding Union Ticket process and pricing, please review the following link, or reach out to Conference and Events Services: <https://studentaffairs.unt.edu/university-union/things-to-do/ticket-sales>

## Section 6 – REGISTRATION SERVICES

The University Union offers comprehensive event management services including registration management, financial tracking, event marketing and promotion, logistics coordination, coordination of a vendor showcase, and on-site assistance.

There are several different registration and event management packages to choose from for your next event, camp, or conference. Complete the Event Inquiry form for additional information. [Event Inquiry | Division of Student Affairs \(unt.edu\)](#).

## Section 7 – CATERING & FOOD

Verde Catering is the official University Union caterer. They are allowed the first right of refusal to cater all events in the facility. If they are unable to provide service, the outside catering company must get appropriate documentation from UNT Risk Management. Please refer to Risk Management [Welcome to Risk Management Services | Risk Management Services \(unt.edu\)](#).

### Section 7.1 – Vending Machines

For the convenience of guests, vending machines are located throughout the University Union. Refunds for cash lost in a vending machine (food or drink), are available during normal business hours (8:00 am- 5:00 pm), Monday through Friday, in the Union Business Office, located on the 4th floor, in Suite 418.

### Section 7.2 – Alcohol

Use of Alcoholic Beverages- It is the responsibility of UNT to maintain an environment that is conducive to teaching and learning, and to personal and professional growth. It is the intent of UNT to establish practices and procedures that discourage irresponsible use of alcoholic beverages and to ensure compliance with state laws by all individuals on University property or property under the control of the University. In furtherance of this responsibility and intent, the consumption, possession, service, and sale of alcoholic beverages on University property is prohibited except as set out in UNT policy [Use of Alcoholic Beverages | University Policy Office \(unt.edu\)](#).

Verde catering is the only approved vendor for Alcoholic Beverage requests in Union managed spaces. Please reach out to Verde Catering ([Catering - UNT Dining Services](#)) for information on how to order alcohol for your event in the Union (940-565-2462).

### Section 7.3 – Grilling

Open flame cooking devices such as grills, roasting pits, and campfires are not permitted on University Union property unless approved in writing by Risk Management and the Executive Director of the University Union.

## Section 8 – MARKETING & SOLICITATION

### Section 8.1 – Interactive Media Network

The UNT University Union digital signage is a service offered to registered student organizations and UNT departments. This promotional tool is cost effective, sustainable, and a visually engaging method of communicating events, programs, and services to the UNT community. A variety of interactive and non- interactive displays are strategically located throughout the University Union, which serves over 20,000 people daily. To utilize this service, there is a small fee for departments; registered student organizations are permitted one ad at a time for free. Each reservation gets your ad on all 23 screens in the Union (inside and out) as well as at Discovery Park (5 additional at no extra charge, if applicable). The Catwalk fee applies to the 3 video walls, which is a separate charge.

Fees per ad:

- Weekly - \$25
- Monthly - \$75
- Catwalk - \$25/week with maximum of two weeks

Semesterly rates are available upon request.

Design Specifications:

- Pixel dimensions – Vertical 864x1296 / Horizontal 1296x864 or 756x540 pixels
- Save your artwork as a .png at 96 dpi
- It is highly recommended to optimize your image for the web when working in Illustrator, Photoshop, or InDesign.

All advertisements are subject to the rules outlined by the University Union House Guidelines below.

- Payment: An IDO made out to Union Design Works, 163140-120-810002-700, must be submitted at the same time as the artwork.
- The Union reserves the right to take down any digital advertisement that it considers inappropriate (unsuitable use of language and/or graphics) and any advertisement that does not follow the policy guidelines or branding guidelines set forth by the University.
- Only campus departments and registered student organizations may display digital advertisements.
- All advertised events must be open to anyone with a UNT ID.
- Groups that restrict membership on the basis of gender or GPA, such as Greeks (social and academic fraternities/sororities), may not individually request space for recruitment or membership drives. However, they may advertise these activities as a group through their governing bodies. Any recruitment-related advertisements should be council-wide, as a whole.
- Advertising weekly meetings are not allowed. Groups wishing to advertise guest speakers at weekly meetings must state the speaker name and topic, meeting location, date, and time.
- Registered student organizations are limited to one (1) ad at a time with the fees waived.
- Departmental advertisements cannot run longer than one (1) month. Any written material that is not in English must have an English translation adjacent that UNT has approved.
- Any submission not meeting these guidelines will be rejected.
- Advertisement requests must be submitted at least one (1) week in advance.
- Ads will run from 8:00 a.m. Monday to 10:00 p.m. Sunday.
- Please click here to fill out a form to request digital advertising: [Digital Signage Network | Division of Student Affairs \(unt.edu\)](#)

## Section 8.2 – Banners

At this time, the only banners permitted in the Union are pop up banners. The guidelines are as follows:

Fees:

- Student organizations – waived, but only allowed for one event at a time
  - Departments: \$40 per week (maximum of two weeks)
- 
- The University Union reserves the right to take down any popup banner that it considers inappropriate (unsuitable use of language and graphics) and any banner that does not follow the banner policy guidelines.
  - Only campus departments and registered student organizations may display popup banners.
  - All banners must be printed professionally. No handmade banners will be permitted in the building. If you need assistance with printing requirements, please contact University Union Marketing [here](#) or email [Union.DesignWorks@unt.edu](mailto:Union.DesignWorks@unt.edu).
  - All reservations must be made at least one (1) week in advance of the time period requested.
  - Popup banners may be displayed for a maximum of two weeks (14 days).
  - A maximum of three popup banners may be displayed per event and are limited to the entrance vestibules.
  - Reservations are on a first-come, first-served basis.
  - Popup banners can only advertise special departmental and/or organizational events and programs. Weekly meetings are not allowed.
  - All events advertised on these banners must be open to anyone with a UNT ID.
  - Groups that restrict membership, such as Greeks (social and academic fraternities/sororities), may not individually request banner space for recruitment or membership drives; however, they may advertise these activities as a group through their governing bodies. Any recruitment-related banners should be council-wide, as a whole.
  - Weekly meetings are not allowed. Groups wishing to advertise guest speakers at weekly meetings must state the speaker name and topic, meeting location, date and time.
  - Any written material that is not in English must have an English translation adjacent that UNT has approved.
  - After 14 days, removed banners will be available for pick up at the Information Desk for three (3) working days. After three (3) days, all unclaimed banners will be recycled.
  - If a student organization or department is denied a banner space or if the reason for removal of a banner is unclear, the group should first contact the University Union Marketing Office and/or the Executive Director of the University Union for more information. If the issue is not resolved to the satisfaction of the organization or department, Section 12 outlines the Union’s Appeals Process.

Click here to sign up for the popup banner request form: [Pop-Up Banner Request Form | Division of Student Affairs \(unt.edu\)](#) or email [Union.DesignWorks@unt.edu](mailto:Union.DesignWorks@unt.edu).

## Section 8.3 – Digital Bulletin Board

A digital bulletin board is available instead of paper bulletin boards. Posters or decorations are strictly prohibited on facility surfaces including walls, posts, windows, doors, walks, fountains, or planters. Poster usage will be limited to the digital format only. The Digital Bulletin Board is located in the hallway of the University Union south entrance by the ESSC vending machines.

Advertisements are allowed to run for a maximum of two weeks (14 days) at a time. If more time is needed, one must submit a new request form for approval.

Requests must be received at least one (1) week prior to advertisement start date.

Categories available for advertisements include: Roommates, For Sale, Religious/Spiritual, Around Denton/DFW, Greek, & Student Orgs.

Any written material that is not in English must have an English translation adjacent that UNT has approved.

## Section 8.4 – Donation Bins

Donation bins are reservable spaces. The donation bins are located in the circulation area near 218A. The bins are managed and reserved by The Center of Leadership and Service (their website is [Center for Leadership and Service | Division of Student Affairs \(unt.edu\)](#))

Please click [here](#) to request information.

## Section 9 – GUIDELINES FOR DEPARTMENTS HOUSED IN THE UNION

### Section 9.1 – Damage Reporting & Maintenance

It is the University Union's desire to keep the facility in the best shape possible. If you have something or notice something that requires maintenance or repair, please submit a maintenance request at [UNT Union Facilities Service Request System \(webtma.net\)](#)

### Section 9.2 – Cleaning

If you have a special request for cleaning, please submit a maintenance request at [UNT Union Facilities Service Request System \(webtma.net\)](#). If there is a spill that needs immediate attention, please contact University Union Information Desk at (940) 565-3805 and they will dispatch someone to your area. It is important to attend to these items as soon as possible, so they do not harm the building, carpets, and furniture.

### Section 9.3 – Easels & Freestanding Signage

The use of easels and other freestanding informational signage must be reserved through Conference & Event Services. Departments housed within the Union may use one easel or one freestanding informational signage display outside their own space but are asked to refrain from putting up additional signage within the University Union. Departments are asked to bring the easel/signage inside their office at the close of business. The use of easels and other freestanding informational signage is not a form of advertising. Marketing requests should go through Design Works.

### Section 9.4 – Window Covering

Posting, taping, or covering windows, doors, and walls of the facility is not allowed. Items found in these locations will be removed immediately. All special requests should be made to the Executive Director of the University Union for approval. Floor signage for the use of marketing is prohibited in the Union.

### Section 9.5 – Picture/Sign Hanging

If a department within the Union wishes to hang pictures or signage, please submit a work order [UNT Union Facilities Service Request System \(webtma.net\)](#) to have someone hang the pictures and signage. We ask for individuals to not attempt to hang items themselves.

### Section 9.6 – Paint

All requests for painting areas must be made and approved by the Executive Director of the University Union. Painting individual offices would not be approved.

### Section 9.7 – Furniture Palette

Departments within the University Union may not add, remove, or move furniture without prior consent of University Union Administration.

The University Union has a specific furniture palette for the facility. If you need additional furniture for your space, please contact University Union Administration for information on ordering additional furniture that will match the current stock.

### Section 9.8 – Break Rooms/Work Rooms

Personal refrigerators, microwaves, and other food storage devices are prohibited in the University Union. Departments within the Union are encouraged to use the break rooms to store food and drink.

Break Rooms and Work Rooms are shared by multiple offices within the University Union. Please make every effort to keep your break rooms and work rooms safe and clean. If a problem arises or cleaning is requested, please submit a maintenance request at [UNT Union Facilities Service Request System \(webtma.net\)](#)

### Section 9.9 – Space Heaters/Seasonal Decorations

The University Union follows the policy set forth by Risk Management as it applies to space heaters and seasonal decorations. Please reference the following for guidelines.

Space heater information:

[Space Heater Safety | Emergency Management & Safety Services \(unt.edu\)](#)  
[UNT Space Heater Information](#)

Holiday decoration information: [https://emergency.unt.edu/sites/default/files/winter\\_holiday\\_safety\\_1.pdf](https://emergency.unt.edu/sites/default/files/winter_holiday_safety_1.pdf)

### Section 9.10 – Information Technology

The University Union follows university policy 14.002, 14.003, 14.005, 14.006, 14.007, 14.009 regarding information technology in the facility. The university's policy on information technology can be found below:

- Information Security Policy 14.002 [Information Security | University Policy Office \(unt.edu\)](#)
- Web Publishing Policy 14.007 [Web Publishing | University Policy Office \(unt.edu\)](#)
- Computer Use Policy 14.003 [Acceptable Use | University Policy Office \(unt.edu\)](#)

For additional information on the university's information technology policies, view the links below:

- IT Policies: [Policy Manual | University Policy Office \(unt.edu\)](#)
- IT Standards: [IT Standards | UNT System IT](#)
- Security Handbook: [Information Security Handbook \(untsystem.edu\)](#)

## Section 10 – DOCK POLICY

The loading dock is the primary location for movement of product coming into and moving out of the University Union.

Packages delivered through US Postal Service, FedEx, UPS, Amazon, etc. go to Eagle Post for distribution or are delivered to the appropriate University Union department.

### Section 10.1 – Loading & Unloading Equipment

The dock is a loading and delivery area only. To arrange a delivery or load in/out, please contact the dock manager at (940) 369-8997. If the dock manager is not available, please contact the Union Information Desk at (940) 565.3805 to provide assistance.

Predefined parking spaces have been identified to accommodate golf carts, pickup trucks, vans, and box trucks, and are restricted to departments housed within the University Union.

There will be no short- or long-term parking available at the dock. There will be "Union Service Vehicle Parking" for those vendors that service the University Union. No personal pick up or drop off allowed.

The Union Circle and Highland Street parking garages are available for patrons needing short term or long-term parking.

### Section 10.2 – Temporary Storage Cages

To reserve temporary storage cages, contact Conference & Event Services at (940) 565-3804. Storage is only temporary. Items may NOT be stored for lengthy periods of time.

Departmental or general deliveries not picked up at the time of delivery will be placed in a University Union temporary cage. Items may be stored in secure storage cages in the absence of an authorized signee. University Union staff will call or email appropriate staff or department advising them of the delivery. Staff or departments will have until 5:00 p.m. the following business day to pick up the items, or charges may be assessed.

### Section 10.3 – Paint Room

The Paint Room is a reservable space and may be booked through Conference & Event Services. Registered student organizations may book the Paint Room during normal hours of operation. The Paint Room is located off the loading dock, room 121 and managed by the University Union Maintenance Department at (940) 565-3846.

The University Union Maintenance Department will conduct a safety review upon arrival. Only GreenGuard Certified paint and solutions will be allowed.

Paints and all materials must be removed at the end of your reservation. Damages to the room and/or equipment will be the financial responsibility of the organization or client. An assessment will be conducted by the University Union Maintenance Department with billing to follow through the Conference & Event Services office.

## Section 11 – SPECIAL POLICIES

### Section 11.1 – Available Use

University Union facilities are available for use by the university community including UNT students, faculty, staff, and members of the university administration, alumni, guests, and outside community.

### Section 11.2 – Minors

Minors on Campus- The University of North Texas is committed to protecting the safety and well-being of its community, including non-student minors. It is the policy of the University of North Texas to provide oversight and training for all programs and activities involving minors held on university property or operated by the university. Any organization seeking to host activities in Union managed spaces will be required to adhere to the University [Youth Protection Program | University Policy Office \(unt.edu\)](#) policy.

Guest(s) under the age of 18, who are not enrolled as a student of UNT, must be accompanied by a parent, guardian, or an adult at all times. For assistance and Protecting Youth Training, please visit [Ensuring a Safe Environment for Youth on the UNT Campus | UNT Youth Protection Program](#) or reach out to Youth Protection Program at [YouthProtection@unt.edu](mailto:YouthProtection@unt.edu) or 940-565-2813.

### Section 11.3 – Mobility Devices

In order to ensure safe passage and to protect the building, the use of bicycles, rollerblades, skateboards, Segway's, scooters, hoverboards and any other vehicles or devices are not permitted in the University Union. Personal mobility devices (i.e. wheelchairs, knee scooters, etc.) may be used in order to accommodate or assist with a disability or injury. The use of heavy equipment throughout the facility must have prior approval.

### Section 11.4 – Service Animal Policy

The University Union follows the University of North Texas policy regarding service animals. For information about service animals and their access to public places please refer to the University of North Texas Office of Disability Access website: [Service Animals | Division of Student Affairs \(unt.edu\)](#).

### Section 11.5 – Lactation Room



The lactation room is located on the 4th floor of the University Union and is open to the public during regular operating hours.

### Section 11.6 – Campus Carry

The University of North Texas is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. Individuals who are licensed to carry, may do so on campus premises except in locations and at activities prohibited by law or by this policy. The university's policy regarding concealed handgun licenses can be found here: [Carrying of Concealed Handguns and Other Firearms on Campus | University Policy Office \(unt.edu\)](#)

### Section 11.7 – Damage or Loss Policy

The University Union assumes no responsibility for the damage or loss of articles, equipment, or other items left in the facility. The Union Information Desk serves as the campus Lost & Found. Check this link [Lost and Found | Division of Student Affairs \(unt.edu\)](#) or contact [lostandfound@unt.edu](mailto:lostandfound@unt.edu).

Theft of personal property should be reported to Campus Police 940.565.3000 and Union Information Desk (940) 565-3805 immediately.

### Section 11.8 – Free Speech & Public Assembly Policy

The Union adheres to the University Free Speech and Public Assembly on Campus Grounds Policy 07.006. Please click here to review the policy: [Public Assembly Policy | Division of Student Affairs \(unt.edu\)](#)

### Section 11.9 – Security System

The University Union has surveillance cameras placed strategically inside and outside of the facility to help with security. The cameras can only be accessed by the University Union Administration and UNT Police Department.

### Section 11.10 – Fundraising, Raffle, Gambling & Illegal Activity Policy

The University Union prohibits any type of illegal activity in the building per State law. If allowed by law, registered student organizations may use raffles and gambling (e.g. bingo, poker night, casino night) to raise funds in support of university related activities, see document found at this link for further clarification: [Fundraising.pdf \(unt.edu\)](#).

All events must be scheduled through Conference & Event Services at (940) 565-3804 or University Union Scheduling Office [UniversityUnion.SchedulingOffice@unt.edu](mailto:UniversityUnion.SchedulingOffice@unt.edu) and have proper university approvals.

### Section 11.11 – Furnishings & Equipment

Individuals may not remove University Union equipment and/or furnishings from or around the premises.

## Section 11.12 – Filming Within the University Union

All campus departments, registered student organizations, and individuals must adhere to the following guidelines for filming within the University Union. All filming must get UBSC permission & Permission of the University Union Executive Director.

- Filming in common areas is permitted when filming does not interfere with any programming or facilities work.
- Filming in or around the retail areas, including the food services within the Union, is at the sole discretion of each retailer. Permission must be obtained from the retail establishment beforehand.
- Footage may not be used for commercial use without prior approval from Union Administration.
- It is the film crew's responsibility to obtain and provide release forms for individuals that are being filmed.
- Departments, organizations, and individuals must provide their own equipment.
- Rooms and event spaces within the University Union must be reserved in advance through Conference & Event Services for intended film use. If needed, please contact them here: [Plan an Event Home | Division of Student Affairs \(unt.edu\)](#)
- University Union Administration reserves the right to refuse or stop filming at any time.

## Section 11.13 – Severe Weather Shelter Location

For the safety of guests, the University Union has predetermined locations for shelters in the event of severe weather. Members of the University Union staff will assist and guide visitors of the facility to these safe locations in the event of severe weather. The locations can be found on this link: [university union bseap new 1.13.23 - web version.pdf \(unt.edu\)](#)

For more information about preparing for severe weather on campus, please click here. [Emergency Guidelines | Emergency Management & Safety Services \(unt.edu\)](#)

## Section 11.14 – Amplified Sound & Pianos

Use of amplified sound is not allowed inside the University Union in open spaces, halls, or lounges.

Outdoor amplified sound is only allowed from 11:30am–1:00pm and 5:00pm–10:00pm, in designated areas. [Designated Areas | Division of Student Affairs \(unt.edu\)](#). Per policy, the maximum level of amplified sound for outdoors events is 92 decibels. Sound levels will be regulated by the building manager through the use of a hand-held sound level meter. If amplified sound policy is not followed, the event could be shut down. For complete information: [Public Assembly Policy | Division of Student Affairs \(unt.edu\)](#)

The University Union reserves the right to restrict access to the piano; ensuring use does not conflict with the daily business of the University Union. Pianists are expected to be courteous of others by monitoring their noise level and by responding promptly and politely when asked to cease playing. The piano cannot be relocated from its original location, other than by University Union staff.

## Section 11.15 – Day Use Lockers

The University Union provides free day use lockers on the 2<sup>nd</sup> floor. Lockers are only accessible during University Union operational hours.

Students using lockers must remove all items by 11:00 pm each day. Items not removed by this time will be removed by University Union staff and submitted to the lost and found. Nothing may be written, taped, painted, pasted, nailed, or otherwise affixed to the exterior or interior of the locker; stickers are prohibited.

Certain items are not allowed in the lockers. These include, but are not limited to:

- Liquids, flammable chemicals, or contents under pressure.
- Hazardous materials.
- Weapons.
- Illegal substances or items that violate university policy.
- Animals and other living creatures; and
- Food. Food may be stored ONLY if it is unopened, pre-packaged, and non-perishable.

The University Union reserves the right to inspect lockers at any time without prior notification. Failure to follow regulations could result in a loss of the ability to use a day locker.

## Section 12 – APPEALS PROCESS

The Union Board of Directors shall hear appeals of any decision made by the University Union staff. The following process outlines the hearing process:

- Written requests for appeal must be made to the Chair of the Union Board of Directors.
- All relevant parties are to be present to ensure an adequate and fair hearing.
- The Union Board of Directors shall hear the appeal at the next regularly scheduled meeting.
- The Union Board of Directors shall render a decision by the following business day. The decision of the Union Board of Directors is final.
- Decisions of the Union Board of Directors shall be in accordance with University and University Union House Guidelines.