

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 9	Facilities	Effective:	June 2000
Section 9.1	University Facilities	Revised:	July 2006
Policy 9.1.4	Events Jointly Sponsored by a Health Science Center Department and an Outside Organization	Responsibility:	Vice President for Academic Administration

EVENTS JOINTLY SPONSORED BY A HEALTH SCIENCE CENTER DEPARTMENT AND AN OUTSIDE ORGANIZATION

Policy

Health Science Center facilities may be used by outside organizations with the joint sponsorship of a Health Science Center department. The Health Science Center may recommend joint sponsorship of a project or program when the below listed conditions are met:

1. 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,
2. there will be no private gain for the cooperating individuals, group, or association. The Health Science Center 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. A [Room Reservation Request](#) must be completed and sent to the Office of Academic Space Allocation, Planning and Scheduling. The following Regents' [Rules and Regulations](#) apply:

Regents' Rules, [Rule 80101](#), Number 2, Section 2

Authorized Users. 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.

Regents' Rules, [Rule 80105](#), Number 2, Section 1

Joint Sponsorship Permitted. Except as permitted in [Rules 80103](#) (Solicitation) and [80106](#) (Special Use Facilities) of the Regents' [Rules and Regulations](#), the use of property or buildings owned or controlled by

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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:

- 1.1 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 Vice President for Academic Administration.

- 1.2 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.
- 1.5 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.
- 1.6 The fee to be paid by the invited individual, group, association, or corporation will be a matter for negotiation in each case and will be specified in the agreement providing for the joint sponsorship. At a minimum, the fee must ensure recovery of the cost incurred by The University of Texas System or any of its institutions.

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Regents' Rules, [Rule 80103](#), Number 2

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](#).

Section 2 Exceptions to Prohibition

2.4 Services. 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.

Charges

To the extent that there are charges for Health Science Center services (e.g., printing, housekeeping, security, etc.) for the event, such charges shall be paid by the sponsoring department. It is the responsibility of the sponsoring department to determine an appropriate level of reimbursement, if any, from the outside entity co-sponsoring the event and obtain such payments and deposit such payments to the accounts from which charges for the event were made.
