

University of Tennessee Institute of Agriculture

Facility Usage Guidelines for Authorized Events

- I. Purpose, Scope, and Intent. This document is intended as a guide to the reservation policy for the use of indoor and outdoor spaces, which includes both instructional and meeting/event spaces, on the University of Tennessee Institute of Agriculture (UTIA) Campus.
- II. Spaces – Indoor and Outdoor.
 - A. Inventory of Indoor Spaces. Indoor spaces on the UTIA Campus and outlying Centers available for events and meetings must be reserved through **Designated UTIA Contacts** (see below), at least ten (10) business days prior to the event date is preferred.
 1. Knoxville UTIA Campus
 - a) Biosystems Engineering and Soil Science
 - 1) Room 266 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 2) Room 268 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - b) Brehm Animal Science
 - 1) Room 130 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 2) Room 134 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 3) Room 135 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 4) Room 136 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 5) Room 142 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 6) Room 260 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 7) Room 263 (reneet@utk.edu, 865-974-7286)
 - 8) Room 264 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 9) Room 265 (reneet@utk.edu, 865-974-7286)
 - 10) Room 363 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 11) Brehm Animal Science Building Arena (jharri50@utk.edu, 865-974-7286)
 - c) College of Veterinary Medicine (CVM Office of the Dean 865-974-7262)
 - 1) Lecture Room A118
 - 2) Sequoyah Room A203
 - 3) Lecture Room A335
 - 4) Tickle Seminar Room B224
 - 5) Equine Arena
 - d) Ellington Plant Sciences
 - 1) Hollingsworth Auditorium (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 2) Room 124 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 3) Room 125 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 4) Room 128 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - e) Food Safety Processing

- 1) Room 126 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
- f) Food Science
 - 1) Room 114 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 2) Room 115 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
- g) Morgan Hall
 - 1) Room 102 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 2) Room 212A (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 3) Room 212B (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 4) Room 226 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
- h) Plant Biotechnology Building
 - 1) Room 113 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 2) Room 118 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 3) Room 156/157 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 4) Room 160 (tpass@utk.edu, afox@utk.edu, 865-974-7303)
 - 5) Room 223 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 6) Room 333 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
 - 7) Room 410 (<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>)
2. 4-H Centers (Contact 4-H Center Manager, or designee, for more information)
 - a) W.P. Ridley 4-H Center (931-388-4011)
 - b) Clyde M. York 4-H Center (931-788-2288)
 - c) Clyde Austin 4-H Center (423-639-3811)
 - d) Lone Oaks Farm (731-376-0011)
3. AgResearch and Education Centers (Contact local Center Director, or designee, for more information)
 - a) AgResearch and Education Center at Milan
West Tennessee Agricultural Museum Conference Room (731-686-7362)
 - b) AgResearch & Education Center at Lewisburg (931-270-2240)
 - c) East Tennessee AgResearch & Education Center
Johnson Animal Research & Teaching Unit (JARTU) Conference Room A109
(<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>), (865-974-7201)
 - d) Forest Resources AgResearch & Education Center Auditorium Conference Room
(865-483-3571)
 - e) Highland Rim AgResearch & Education Center Conference Room (615-382-3130)
 - f) Middle Tennessee AgResearch & Education Center Conference Room (931-486-2129)
 - g) Plateau AgResearch & Education Center Conference Room (931-484-0034)
 - h) West Tennessee AgResearch & Education Center - Room 153
(<https://liveutk.sharepoint.com/sites/UTIA/rooms/default.aspx>), (731-425-4751)
Conference Rooms A and B (731-425-4751 or 731-424-1643)
4. Extension Regional Offices
 - a) Central Region - Room 100 (615 832-6550)
 - b) Eastern Region Meeting Room and Conference Room (865 577-9963)

B. Inventory of Outdoor Spaces. Outdoor spaces on the UTIA Campus, and outlying Research & Education Centers and 4-H Centers available for events and meetings must be reserved through the Designated UTIA Contacts (see below) preferably ten (10) business days prior to the event date; provided, however, that this requirement will not be applied in a way that prohibits spontaneous outdoor assemblies or outdoor distribution of literature in permitted locations except to the extent such an outdoor location has been reserved by an authorized user in advance. The most commonly used outdoor spaces have been identified below; however, the list may not be all-inclusive and is subject to change. In order to add or remove an outdoor space location to or from the list below, a proposal must be submitted to the Chancellor of UTIA.

1. Outdoor Space Locations

a) UTIA Campus

1) The University of Tennessee Gardens, Knoxville

a. Children's Garden Rentals

(<https://ag.tennessee.edu/utg/Pages/Children's-Garden-Rentals.aspx>)

b. Wedding & Event Rentals

(<https://ag.tennessee.edu/utg/Pages/weddingandrentals.aspx>)

2) War Dog Memorial Plaza (CVM Office of the Dean 865-974-7262)

b) 4-H Centers (Contact 4-H Center Manager or designee for more information, and to reserve facilities)

1) W.P. Ridley 4-H Center (931-388-4011)

2) Clyde M. York 4-H Center (931-788-2288)

3) Clyde Austin 4-H Center (423-639-3811)

4) Lone Oaks Farm (731-376-0011)

c) AgResearch and Education Centers

1) UT Gardens – Crossville Pavilion (931-484-0034)

2) Forestry Resources Research and Education Center Outdoor Pavilion (865-483-3571)

III. Authorized Users. The Rules of the University of Tennessee, Chapter 1720-01-02, define the persons or groups who may use University property; these persons or groups are called "Authorized Users." In accordance with this rule, the following persons or groups may use University property, subject to other University rules, policies, or procedures adopted by a University campus, center, or institution and federal, state, and local laws:

A. University students

B. University employees

C. Members of the Board of Trustees

D. Government officials acting in their official capacities

E. A person or entity invited by the University

F. A person who has been invited by a student, a student organization, or an employee in his/her personal capacity, to join the student, student organization, or employee in the use of University property (e.g., friends and family), but not including the use of University Property for free expression activities; provided that the use of University property shall not exceed the scope of invitation.

G. A person using University property for free expression activities pursuant to Chapter 1720- 01-12 (Use of University Property for Free Expression Activities by Non-Affiliated Persons)

- H. Volunteers of the University, as defined by University policy
- I. Prospective students visiting University property and persons accompanying prospective students
- J. Alumni visiting University property and persons accompanying alumni
- K. A person who has a right of access to University property under Tennessee Code Annotated § 8-50-1001 or any other statutory provisions permitting access to University property
- L. Any person or entity engaged in one of the following uses of University property:
 1. The use of University property for the purpose of attending a University activity or event that is open to attendance by the members of the general public at a designated place and time (e.g., athletic contests, plays, lectures, concerts)
 2. The use of University-owned streets, or University-owned sidewalks bordering University-owned streets, as thoroughfares while traveling from one location to another location
 3. The use of University property that is open to the general public (e.g., campus bookstore, library, museum)
 4. The use of University property consistent with the terms of a rental agreement with the University
 5. The use of University property for a purpose relating to obtaining medical treatment from the University

IV. Authorized Events. The definition of an Authorized Event, for the purpose of this document, is an event that is organized by and scheduled through an authorized event organizer (section V), that is properly sponsored (section VII), and that has a fully confirmed space reservation request.

V. Authorized Event Organizers. The following five groups of authorized users are defined as “Authorized Event Organizers” and are responsible for scheduling reservations for Authorized Events through Ad Astra or as indicated in this document for particular Knoxville UTIA Campus spaces; off campus spaces can only be scheduled by contacting the regional extension office, 4-H Center, or AgResearch and Education Center as indicated in this document.

- A. University student organizations
- B. University departments and offices
- C. Members of the Board of Trustees
- D. Government officials acting in their official capacities
- E. Persons or entities invited/approved by the University

Usage of University property is subject to all University rules, policies, and procedures, including this University Space Policy, and is subject to any relevant federal, state, and local laws.

VI. Types of Events. This document applies to the following types of events:

- A. **University Events.** These are events that are organized by University administration, one or more of the University’s academic units and departments, or one or more of its registered student organizations. A University event is not considered an Authorized Event until it meets the criteria listed in sections IV and V.
- B. **Non-University Events.** These are all events that are not University Events. A sponsor is required as explained in section VII below. Once a sponsor is confirmed, the reservation process through contacts listed in this document may commence. A Non-University Event is not considered an Authorized Event until it meets the criteria listed in sections III and IV. Please be advised that some

facilities, especially at 4-H Centers and AgResearch & Education Centers are reserved by contacting Center Director or Manager on site (see contacts above).

- C. **Un-sponsored Events by Non-Affiliated Persons.** The sponsorship requirements of section VII below do not apply to the activities of non-affiliated persons as permitted by Tenn. Comp. R. & Regs. § 1720-01-12.06-.07, but the remainder of the requirements of these Guidelines remain applicable to such activities.

- VII. **Sponsorship Requirements.** Except as provided by Tenn. Comp. R. & Regs. § 1720-01-12.06-.07, all Non-University Events must be sponsored by University administration, one or more of the University's academic units and departments, or one or more of its registered student organizations. The event sponsor must be identified as the sponsor responsible for the event.

The responsible sponsoring party requesting event space through Ad Astra, or in any other method, must plan the event and be present at the event. A sponsor may not "front" for another organization for securing a venue at no cost or reduced fees for a Non-University Event. For example, a community group or for profit entity may not utilize a registered student organization to reserve a venue unless the event is planned by the student organization and open to students. Authorized event organizers who violate this requirement may be barred from using University space.

- VIII. **Requesting a Space.** Spaces in Section II above are reserved by using the link or contact number listed adjacent to facility listing in this document.
- IX. **Responsibilities of Users.** Once an event ends, the space used for the event must be left in the same (or better) condition as when the event began. If clean up or repairs are needed following an event, the user will be assessed supplementary charges to recover the cost of clean-up or repairs. Users whose events repeatedly fail to comply with facility specific requirements or incur these supplementary charges may be prohibited from using University space or may be subject to additional charges.
- X. **Usage Fees.** User fees, if applicable, vary depending on location and event, and are subject to change. User fees can be determined through the published link in this document or through Designated UTIA Contacts.

- A. **University Events.** It is the University's intent that no user fee will apply to use the University's indoor spaces for University events sponsored by University administration, the University's academic units and departments, and its registered student organizations. However, there are spaces with fee structure exceptions because they are dependent on generating revenue to support the facilities.

1. 4-H Centers
2. AgResearch and Education Center Facilities
3. Biosystems Engineering and Soil Science
4. Brehm Animal Science Arena
5. College of Veterinary Medicine
6. Ellington Plant Sciences
7. Extension Regional Offices
8. Food Science
9. Morgan Hall

- 10. Plant Biotechnology
- 11. UT Gardens – Knoxville and Crossville

In order for a facility to implement a fee structure or guideline that is different than referenced in this policy and be included in the list below, a proposal must be submitted to the UTIA Chancellor for consideration and approval.

Cost-recovery charges associated with specific staffing requirements, specific set-up and break-down requirements, or specific equipment needs are limited to those approved by the UTIA Chancellor or his/her designee. Additional cost-recovery charges may also apply when a special-use space has specific staffing requirements (e.g. security) or when a University event in special-use space has specific set-up and breakdown requirements or specific equipment needs (e.g. specialized audio-visual or IT equipment). These cost-recovery charges may vary based on the special-use space.

Supplementary charges may apply as per paragraph IX above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15).

- B. Non-University Events. For Non-University Events rental fees for Non-University Events vary by location. A schedule of the rental fees associated with the use of UTIA spaces for events can be obtained from the local Designated UTIA Contact. These schedules are subject to change.

Cost-recovery charges associated with specific staffing requirements, specific set-up and break-down requirements, or specific equipment needs are limited to those approved by the UTIA Chancellor or his/her designee for UTIA Campus facilities. Additional cost-recovery charges may also apply when a special-use space has specific staffing requirements (e.g. security) or when a Non-University Event in special-use space has specific set-up and breakdown requirements or specific equipment needs (e.g. specialized audio-visual or IT equipment). These cost-recovery charges may vary based on the special-use space.

Supplementary charges may apply as per paragraph IX above and in compliance with Tenn. Code Ann. § 49-7-2405(a)(15).

XI. Scheduling of Activities.

- A. All requests for scheduling activities will be routed through AdAstra workflow processes using forms developed by the AdAstra implementation taskforce, unless otherwise noted in the UTIA Facilities Use Guidelines for Authorized Events (this document).

- 1. The unit with administrative priority for a requested space will have the opportunity (but not the requirement) to approve the use of the space for activities.
- 2. Any request that results in required services (e.g., facilities services, OIT, security, catering) will be routed to the appropriate office.
- 3. Any requests for serving beverages will be considered in the context of existing UTIA alcohol policy (<https://ag.tennessee.edu/Documents/UTIA%20Policies/715A.pdf>).
- 4. Any requests involving student solicitation will be considered in the context of the solicitation policy (<http://go.utk.edu/solicitationevent-requests/>).

- B. Priorities for Activity Scheduling

1. Units with administrative priority for a space may choose to require AdAstra workflow that gives them the ability to approve or deny requests for scheduling activities in that space. If so, they may choose to approve all requests based on priorities appropriate to the unit.
2. For spaces for which the unit with administrative priority does not require advance approval, requests will be filled based on the following priorities:
 - a) First priority for academic activities that have a fill ratio of 80% or higher.
 - b) Second priority for non-academic activities that have a fill ratio of 80% or higher.
 - c) Third priority for any activities with a fill ratio below 80% on a first-requested, first granted basis.

XII. Deposit Required. When rental fees apply to a Non-University Event, a deposit may be required. Please contact Designated UTIA Contacts for the site of interest for more information.

XIII. Cancellation Policy. Users must cancel reservations for spaces they plan to not utilize. Penalty fees for failing to cancel a reservation in a timely manner will be specified in the event contract for Non-University Events. Authorized Event Organizers may forfeit their reservation privileges if they do not cancel their reservation in a timely manner or may be subject to additional charges.

XIV. Equipment Usage for Outdoor Facilities. The University is not responsible for securing equipment for the event. The user must specify, through the reservation process, any equipment needs and/or any special arrangements. All equipment and services are subject to applicable fees and charges. If the University cannot provide the equipment, the user is responsible for securing the appropriate items.

XV. Tent Usage. The use of tents, if handled inappropriately, can be very damaging to campus outdoor spaces. This damage can be caused by both installation as well as sun and water blockage. The following restrictions are in place to prevent damage.

- A. Tent stakes to stabilize a tent are prohibited in some locations on Knoxville UTIA Campus
- B. Tent set up and removal must be coordinated with Designated UTIA Contact at the site of the event.
- C. Events requiring a tent for more than 2 days will need to make special arrangements with the Designated UTIA Contact at site of meeting. Tents erected at RECs or 4-H camps must be coordinated with Center Director/Manager.

XVI. Food Catering.

- A. Food Catering-Indoor Facilities. Food is permissible in some indoor spaces, (prior arrangements with Designated UTIA Contacts must be made) but during and after the event, the space must not be damaged by any food preparations or service. In addition, all recyclables, compostable, and landfill waste must be collected and disposed of in the proper fashion and removed from the site at the conclusion of the event.

Aramark is the preferred campus caterer; the contact number is 865-974-4111. University Events and Non-University Events may utilize outside licensed caterers. Contact Center Director/Manager or designee prior to REC or 4-H Center catered events.

All University Events are subject to the requirements of UT fiscal policy.

- B. Food Catering-Outdoor Facilities. Food is permissible in some outdoor spaces (Designated UTIA Contact's discretion) but during and after the event, the space must not be damaged by any food

preparations or service. In addition, all recyclables, compostable, and landfill waste must be collected and disposed of in the proper fashion and removed from the site at the conclusion of the event

Aramark is the preferred campus caterer and their contact number is 865-974-4111. University Events and Non-University Events may utilize outside licensed caterers.

All University events are subject to the requirements of UT fiscal policy.

1. These guidelines must be followed at all events:
 - a) Cookers and grills must have proper protection underneath to ensure there is no damage to grass or stains on pavements or concrete (Designated UTIA Contact's discretion).
 - b) All grease or other hot liquids must be transported off campus and properly disposed of in accordance with state and local guidelines.
 - c) All patrons and event organizers must clean up after the event and properly dispose of trash and recyclable items.

XVII. Alcohol Policy. The dispensing and consumption of alcohol must be in accordance with the UTIA alcohol policy (<https://ag.tennessee.edu/Documents/UTIA%20Policies/715A.pdf>). These guidelines are written for the UTIA community, although other authorized users and visitors must comply with the policy as well. Most spaces listed in this document are alcohol free spaces.

XVIII. Bathroom Access. Some outdoor spaces do not have designated bathrooms. The user should make arrangements through the office coordinating the outdoor space reservation to arrange bathroom access and/or facilities, if available. There may be a charge associated with bathroom access. The other option is to arrange to have portable units delivered to the site. Please note these units must be removed at the conclusion of the event.

XIX. Parking. Parking, at times, is extremely limited based on the location, date, and time of the event. All arrangements for parking must be made through local contact at event location.

XX. Amplified Sound. Noise restrictions may be in effect at certain times and in certain locations. Amplified sound for any event at any time must be approved by the Designated UTIA Contacts to ensure the noise level is compatible with other campus activities. The Campus Events Office, UTPD, or police with local jurisdiction reserves the right to require the event sponsors to reduce the volume at any event.

XXI. Other Usage Guidelines. At the conclusion of an outdoor event, the event space shall be left in the same condition as it was before the event. All events must comply with the following guidelines:

- A. Keep all motor vehicles, of all sizes, off sidewalks, malls, or grounds (<https://parking.utk.edu/regulations/>) unless otherwise approved by Designated UTIA Contacts.
- B. Make sure sidewalks are not obstructed and ensure ADA accessible ramps and sidewalks are never blocked.
- C. Do not drive on grass or in landscaped area – unless prior approval or directed by Designated UTIA Contacts.
- D. Do not pour or place anything in fountains or water features.

- E. No excavation, fires, or construction without special permission from Facilities Services, AgResearch and Education Center or 4-H Center Director/Manager.
- F. Remove all litter/debris from the site.

An additional fee may be assessed if cleaning or repairs are warranted after the event.

XXII. Change of Location/Right of Refusal. The Designated UTIA Contact, University of Tennessee Police Department or police department of local jurisdiction reserves the right to not approve an event or to cancel a reservation in the event there is a facility, health or safety issue that requires appropriate action. Such decisions will not be made based on the contents of speech and/or the identity of the presenter(s). The Designated UTIA Contact reserves the right to make necessary changes in location as needed to accommodate the needs of the campus. Every effort will be initiated to provide ample notice of any changes.

The Designated UTIA Contact reserves the right to cancel or postpone any outdoor event if weather conditions jeopardize the safety or security of faculty, staff, students, guests, or equipment. Fees may still apply even if the event is cancelled.

XXIII. Security/Insurance. The University of Tennessee Police Department (UTPD) or police department with local jurisdiction may be notified of scheduled events. UTPD, the police department of local jurisdiction, or Designated UTIA Contacts shall determine if the event requires security-staffing needs. This may include police, emergency management, or other certified staffing requirements. To the extent permitted by law, including Tenn. Code Ann. § 49-7-2405(a)(15), the event sponsor/organizer is responsible to pay the cost associated with providing security and other appropriate event staffing.

Non-University Events may be required to provide proof of liability insurance to the satisfaction of the University Risk Management Office based on the event and to name the University of Tennessee as additional insured. Any additional insurance required will be at the event organizer's expense.

XXIV. Reservation of Rights Clause. The UTIA Space Committee representing the University of Tennessee UTIA Campus, UT CVM Space Committee, Extension Regional Director, AgResearch and Education Center Director, or 4-H Center Manager reserves the right to make any final decisions on all matters not covered by the guidelines outlined above, as well as the right to change, alter, and/or rearrange parts or all of these guidelines at any time.