



# EVENT GUIDELINES, POLICIES AND FEES

San Pedro I | UTSA School of Data Science

## CAMPUS

San Pedro I

## Address

506 Dolorosa, San Antonio, TX 78204

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# INTRODUCTION

## Introduction

The School of Data Science at the University of Texas at San Antonio (UTSA) is dedicated to fostering a vibrant and collaborative community focused on data-driven innovation and research. As part of our commitment to advancing knowledge and supporting educational initiatives, we are pleased to offer exceptional event and venue spaces for conferences, meetings, seminars, workshops, or other events within our guidelines.

## Purpose and Scope

This document provides detailed information about reserving and utilizing the event and venue spaces offered by the School of Data Science. Our facilities are available for use by various groups, including students, faculty, staff, university departments, as well as external organizations contributing to educational outreach in the San Antonio community. These guidelines have been established to ensure a seamless experience for our guests and to address any questions or concerns that may arise during the planning and execution of events.

## Role of the School of Data Science

Our event and venue spaces serve as hubs of learning, collaboration, and innovation within the field of data science. The UTSA School of Data Science is the central point of contact for reserving and managing these spaces, as well as providing support for a wide range of events. We are committed to ensuring that your event runs smoothly and successfully, from the initial reservation to the event completion.

## Hours of Operation

For hours of operation for our event and venue spaces, please visit our website at [sds.utsa.edu/events](https://sds.utsa.edu/events). Please note that building hours may be subject to change due to university holidays, special events, and other considerations. Additionally, our offices are in San Pedro I in Suite #210A and open from 8:00 AM to 5:00 PM weekdays.

# EVENT CATEGORIES

**Priority Groups** – Events hosted by UTSA President and Provost Office, School of Data Science (SDS), SDS Core Faculty, and National Security Collaboration Center.

**Registered Student Organizations (RSO)** – Events hosted by UTSA Registered Student Organizations.

**UTSA Department or Affinity Group** – Internal events hosted by UTSA departments, units, or affinity groups.

**UTSA Joint Sponsored Event** - At UTSA, a joint sponsored activity is any event, camp, conference, meeting or program that takes place on any of the UTSA campuses, that occurs only after UTSA extends an invitation, and that is hosted by an UTSA/Internal Host and an Invited/External Host unaffiliated with UTSA. UTSA/Internal Hosts will arrange for use of UTSA property associated with the event, will obtain all required UTSA authorization(s) and permission(s) and will serve as the primary point of contact for the event.

All joint sponsorships must be consistent with Series 80105 of the Rules and Regulations of the Board of Regents and UTSA's Handbook of Operating Procedures (Chapter 8, Section 5). Detailed rules, regulations and procedures may be found at:

- <https://www.utsystem.edu/sites/default/files/offices/board-of-regents/rules-regulations/80105.pdf>
- <https://www.utsa.edu/hop/chapter8/8-5.html>

To ensure UTSA meets each event's needs, Invited/External Hosts and UTSA/Internal Hosts are asked to initiate the approval process for jointly sponsored events preferably sixty (60) days prior to the event. For activities beyond a simple meeting, more lead time may be required for approval. If in its sole discretion, UTSA determines the application is not timely, it will not be honored.

*Refer to the Joint Sponsorship application for terms, conditions and guidelines.*

**External Groups** – External events hosted by non-UTSA groups in Special Use venues. Refer to the **Rental Agreement Contract** for full contractual terms, conditions, requirements and additional details.

## EVENT POLICIES & GUIDELINES

### Reservations

Reservations are accepted for the current semester and/or after the open reservation date for the following semester.

- UTSA Registered Student Organizations and UTSA departments may request space through [UTSA RowdyLink](#).
- Individual Students may self-reserve Study Rooms on mobile device: <https://25live.collegenet.com/pro/utsa>
- External (non-utsa) groups may complete the [Visitor & Guest](#) space request.
- For general inquiries contact [SP1Reservations@utsa.edu](mailto:SP1Reservations@utsa.edu)

Priority Scheduling	Open Reservation Scheduling	General Scheduling Non-UTSA requestors
<p>Priority given</p> <p>Anytime throughout the year</p> <p>UTSA President’s Office Provost School of Data Science NSCC</p>	<p>Academic classrooms not available until after the semester census date</p> <p>RSO, UTSA Departments, Joint Sponsorships</p> <p>July 1 for fall, November 1 for spring, and March 1 for summer.</p> <p>For large national conferences or events, exceptions can be made in writing once priority groups have been contacted to ensure dates are approved for release.</p>	<p><b>Applicable to Special Use Facility Only</b></p> <p>Booking opens 2 weeks after Open Reservation Date</p> <p>External (non-UTSA groups)</p> <p>July 15 for fall, November 15 for spring, and March 15 for summer.</p> <p>For large national conferences or events, exceptions can be made in writing once priority groups have been contacted to ensure dates are approved for release.</p>

*\*If the open reservation date falls on a weekend, holiday, or university closure date, reservations will be processed on the next business day.*

- A request for a particular room may be assigned to a comparable space to ensure efficient use of space and resources.
- **Same-day reservation requests for conference rooms and classrooms are not accepted.**
- Reservations for conference rooms and classrooms for next business day must be placed by 2 p.m. the prior workday.
- Reservations for conference rooms and classrooms for Mondays must be placed by 2 p.m. the previous Friday.
- The SPI Campus is closed on Saturdays and Sundays. Weekend reservations must be made at least four weeks in advance to allow for staff scheduling.
- **Requests for Weston Conference Center must be submitted 14 working days in advance of the meeting/event date. This policy will be strictly followed.**
- Registered Student Organizations are not permitted to make reservations or tabling during Study Days and Finals. Tabling is also not available during BestFest, Fiesta UTSA, incoming student orientation, and Involvement Fairs. More information may be found in the [Student Organization Handbook](#).
- \*Processing times may vary with Holidays and/or University closures.
- Changes or cancellations to an existing reservation should be submitted via email, preferably with 24-hours advance notice for internal events. Fees may apply. External event hosts should refer to the Rental Agreement for cancellation details.

### Event Operational Hours

The San Pedro I Campus is open Monday-Friday and closed Saturday-Sunday.

Events may have a start time of 8:00 a.m. and must conclude no later than 8:00 p.m., M-F.

Late-night events and weekend events are permissible but must be reviewed case-by-case and are subject to after-hours and weekend space and staffing fees.

## Room Use and Conditions

Rooms should be left in the same condition as prior to the event. Tables should be cleared of trash and all wrappers and empty containers placed in trash bins. Spills should be reported promptly to School of Data Science event staff.

If any damage occurs to the facility or equipment during an event, the event host/department will be asked to cover repair/replacement costs. External event hosts should refer to the Rental Agreement for damages and liability details.

## Rooms & Spaces Available for Reservation

### **Special Use Facilities (may be utilized by external groups)**

- Weston Conference Center

### **Non-Special Use Facilities (may be utilized by UTSA and Joint Sponsored groups)**

- Outdoor Mural Patio
- Lobby
- Meeting & Conference Rooms (Available for internal and Joint Sponsored events)
- Study Rooms (Available for Self-Reservation in 1-hour increments)
- Faculty Meeting Rooms (Available to SDS Core Faculty)
- [Classrooms](#) (Available after census date)
- Yotta Room – (Available for Leadership and Joint Sponsored events)
- Open Areas (non-reservable)

## Room Access

Rooms are unlocked by the School of Data Science events team prior to scheduled events. Event organizers may access event space prior to event start times **as follows:**

- 30 minutes in advance – Conference Rooms
- 15 minutes in advance – Small Meeting Rooms, Study Rooms and Classrooms

Should additional access be required, a request should be made in advance to the School of Data Science events team. Additional access subject to availability. Fees may apply.

Additionally, event organizers are allotted takedown time after the event end time **as follows:**

- 15 minutes after the conclusion of the meeting – Conference Rooms, Small Meeting Rooms, Study Rooms, and Classrooms
- Weston Conference Center and Special Event Spaces – per case basis

Should additional time be required, a request should be made in advance to the School of Data Science events team.

## Room Set Ups & Capacities

Room set-up is managed by the School of Data Science events team utilizing the existing furniture in each space. The use of any special furniture beyond what is already available within the venue (round tables, for example) must be arranged and paid for through UTSA Facilities or external vendor – Advance

approval by the School of Data Science events team is required. Specific furniture arrangements should be requested at the time of reservation, and every effort will be made to accommodate such requests when possible and within safety guidelines. Fees may apply. **Refer to the School of Data Science website for Room Capacity and Layout options.**

## Event Technology and Support

School of Data Science event staff are available to assist meeting and event organizers with basic technology set-up prior to the start time of scheduled reservation. The need for any special technology beyond what is already available within the venue must be arranged and paid through an external vendor.

Event hosts should arrive on site for technology prep assistance as follows:

- 30 minutes in advance – Conference Rooms
- 15 minutes in advance – Small Meeting Rooms, Study Rooms and Classrooms
- Weston Conference Center and Special Event Spaces – per case basis

Dedicated tech support throughout the duration of a meeting or event is **not** generally provided but may be available for an additional staffing fee. Speak to the School of Data Science event staff for additional options or earlier technology set up arrangements.

## Food and Beverage/Catering

Campus catering information is available at [Catering Information | Campus Services | UTSA | University of Texas at San Antonio](#)

Safety and Food handling information is available through the office Risk & Emergency Management | Administration and Operations | UTSA | University of Texas at San Antonio.

+More info can also be found at: [Events FAQ | UTSA Events](#)

### Food deliveries

Food deliveries or drop-offs are permitted (Boxed or pre-packaged).

- a. Event hosts are asked to notify the School of Data Science event staff of vendor name and delivery times.
- b. Hosts should be present for the delivery for signatures of receipt and payment.
- c. For non-catered meetings and events, boxed or pre-packaged meals/snacks and individual, sealed beverages are recommended.
- d. Food deliveries or catering requiring any type of open flame (e.g., “Sterno” cans) are required to have catering staff onsite throughout the duration of the event. No exceptions.

### The Eatery

The Eatery is located on the 1<sup>st</sup> floor of the **San Pedro I Campus** – Catering selections are available for groups 50 or less and are considered “delivery services.”

Contact info: [UTSA@theeaterysa.com](mailto:UTSA@theeaterysa.com)

### UTSA Dining

(Aramark) provides both delivery and full-service catering.

Contact info: [Catering - UTSA \(campusdish.com\)](https://campusdish.com)

### Full-service catering

Permitted utilizing the **UTSA Approved Catering List**. Vendors who wish to become an approved caterer may notify School of Data Science event staff to request an application.

### Alcoholic beverages

Any alcohol served at the San Pedro I Campus must be arranged solely through "The Eatery," as they carry the TABC License for the building.

Contact info: [UTSA@theeaterysa.com](mailto:UTSA@theeaterysa.com)

- a. UTSA's Use of Alcoholic Beverages Policy may be found in the UTSA HOP [Section 9.16, Use of Alcoholic Beverages | Handbook of Operating Procedures | UTSA | The University of Texas at San Antonio](#)

### Other Events

Potluck luncheons or dinners (i.e., any event, function, meeting, or gathering where attendees each contribute a homemade dish to the event or bring a home baked good) are NOT permitted. Refer to Facility Guidelines SOP for potluck policy relative to departmental and student organization potlucks.

## Housekeeping Policies and Fees

All events require appropriate housekeeping staff to ensure the health and safety of participants, including monitoring of nearby restrooms and cleanup of the venue. School of Data Science custodial staff will ensure that tables and common touch points are properly disinfected, remove trash, and clean up items found on the floor after the event to prepare the room for the next occupant. Additional custodial requirements, other than the standard cleaning mentioned above, will require additional charges. In addition, School of Data Science event staff may determine that certain meetings/events will require additional housekeeping support based on logistics, duration and/or the number of rooms utilized (both during and after operational hours). In all these cases, the sponsoring department will be responsible for associated housekeeping fees. School of Data Science event staff will assist you in making housekeeping arrangements.

## Event Parking

DT Map including Dolorosa Parking Options: [Downtown Campus - Parking and Transportation \(utsa.edu\)](https://utsa.edu)

### Faculty/Staff/Students (F/S/S) Parking

UTSA F/S/S, parking is available at the DT campus under IH35 with UTSA commuter, A, B permits and approx. 7-10 minutes' walk to the SPI Campus.

UTSA F/S/S who wish to park closer can pay to park via ParkMobile \$2.50 per hour rate at the UTSA Dolorosa Lot located at the corner of Santa Rosa and Dolorosa at 702 Dolorosa. (A, B, Reserved and Garage permits do not apply at the 702 Dolorosa lot and parking will issue citations)

### Event/Visitor Parking Options

Pay to Park: Individuals pay using the ParkMobile \$2.50 per hour at the UTSA Dolorosa Lot located at the corner of Santa Rosa and Dolorosa at 702 Dolorosa.

OR

UTSA departments hosting an event with non-UTSA attendees may pay for *group parking* with the “No Ticketing” option. Contact [visitorparking@utsa.edu](mailto:visitorparking@utsa.edu) to make the request or do so in RowdyLink.

The fee is charged to the UTSA host department cost center. No decal or dashboard permit required during the meeting/event. Parking signage is available through the Parking office. Fees apply.

OR

External groups hosting an event with non-UTSA attendees should work directly with the School of Data Science team for parking options and arrangements.

### Event Deliveries & Pick Up

Requests to deliver shipped materials and/or equipment to reserved spaces should be made in advance. See Shipping SOP for more information.

All event goods should be picked up/removed at the conclusion of the event. Requests for exceptions should be made in advance.

### Lost and Found

All lost or abandoned property - personal property found on UTSA premises - must be taken to the Front Desk in Suite 210 on the second floor or to the UTSA Police Department immediately. Specific items exempt from this policy may include clothing, food and drink containers or soiled items, which could present a sanitation risk.

All items turned into the Front Desk are kept in the lost and found drawer for one week, with the exception of valuable items and USB drives that will be handed over to the UTSA Police Department at the earliest available time. All lost and found property turned over to the UTSA Police Lost & Found section is stored for 60 days. After 60 days, the lost and found property is transferred to the Surplus Property Department for further disposition.

Please call (210) 458-6247 or send an email to [LostAndFound@utsa.edu](mailto:LostAndFound@utsa.edu) to schedule an appointment.

### Security and Safety

UTSA Public Safety provides on-demand safety escorts by UTSA PD officers, security guards and Rowdy Watch student employees. Additional support includes 24-hour campus patrols, limited on-campus vehicle assistance and over 130 blue light emergency telephones across all campuses, providing a direct connection to UTSA PD dispatch. Roadrunners are encouraged to follow UTSA Public Safety on social media for timely information, tips and additional resources. Find Public Safety on [Twitter/X](#) and [Facebook](#).

Contact Information:

- UTSAPD emergency line: (210) 458-4911
- UTSAPD non-emergency: (210) 458-4242
- UTSAPD Safety and Security Escort: (210) 458-4242
- Centro Escort: (210) 224-7747

The UTSAPD offers [safety and security escorts](#). UTSA students and employees can call the non-emergency line at (210) 458-4242 to request a safety escort to a vehicle and/or other on-campus locations. Safety escorts can also be requested through Centro by calling (210) 224-7747.

## Risk Management

UTSA Office of Risk Management may require meetings and event hosts to create a risk management plan. Refer to the Risk Management FAQ for more details:

[Events FAQ | UTSA Events | UTSA | University of Texas at San Antonio](#)

### Insurance

UTSA and UTSA Joint Sponsored events generally do not require insurance but may require a risk management plan and/or additional insurance coverage. Visit [Special Event Planning Considerations | Administration and Operations | UTSA | University of Texas at San Antonio](#) for more information.

For externally hosted events, insurance is required as determined by UTSA Office of Risk Management. Event hosts/organizations may provide coverage through a third-party insurer or University TULIP (Tenant User Liability Insurance Program), prior to entering onto or using the space. Fees apply. See Facility Rental Agreement for insurance terms. Events Managers play a role in facilitating TULIP through the Office of Risk Management.

## Prohibited Items

### Weapons

No one may bring a weapon or firearm of any nature into the space or onto the campus of The University of Texas at San Antonio except in strict compliance with UTSA's applicable rules and regulations, which may be found at [UTSA Campus Carry | Campus Carry | UTSA | University of Texas at San Antonio](#). Signs prohibiting the licensed-carry of a concealed weapon will be posted at any Event that serves alcohol or is designed for minors.

### Propane, Candles, Open Flames

Open flames are prohibited in any campus building.

### Smoking and Vaping Devices

Smoking, vaping, and the use of all tobacco products are prohibited on all University owned and leased properties including San Pedro I.

### [9.36 Tobacco, Smoke, and Vape Free Campus](#)

### Animals

Prior written approval to have live animals on site during an event is required and must be requested no later than 45 days before the event. [Service animals](#) (defined as any breed of dogs and miniature horses

which are individually trained to do work or perform tasks for the benefit of an individual with a disability) are welcome without prior approval.

## Décor and Wall Hangings

Items such as glitter, confetti, rice, cascarones, wax, sand, silly string, aerosol sprays, and fog machines are prohibited. Flammable materials (i.e. hay, excelsior etc.) are not permitted indoors. [Candles or flames of any kind are prohibited.](#)

Only blue painters' tape will be allowed for affixing items to walls. Prohibited items include but are not limited to tacks, staples, and packing or masking tape. Whiteboard or easels for presentation materials are recommended.

No signs, banners, or decorations may be created, displayed or affixed in any manner to the walls and/or ceilings of the facility without the prior written approval from UTSA Facilities.

## Event Printing

A community printer is available to event hosts for small incidental printing needs. Fees apply.

## Poster board frames

Poster frames for poster presentations and display can be requested by internal event hosts via the [Facilities iService Desk](#). Use the *Submit a Work Request* link to submit a "Move" or "Project" request. These requests need departmental cost center. Such requests should be coordinated in advance with the School of Data Science events team. For external events, speak to the School of Data Science events team for more details.

## Solicitation Limitations

External (non-UTSA) events shall not include any sales transactions or related solicitation on University premises. Internal events should seek pre-approval and are subject to space rental fees.

## Events and Camps with Minors

All camp directors and staff must complete Youth Protection Training, Background Check, and Campus Security Authority Training. Contact Youth Protection for a "Camp Director Packet." Visit [Youth Protection Training | Institutional Compliance and Risk Services | UTSA | University of Texas at San Antonio](#) for information.

Events FAQ's: [Events FAQ | UTSA Events | UTSA | University of Texas at San Antonio](#)

## Advertising

All event advertising and promotion must be in compliance with the [University Posting of Materials policy](#). Events FAQ's: [Events FAQ | UTSA Events | UTSA | University of Texas at San Antonio](#)

## Event Accessibility

For more information and guidance about accommodations for events, visit: [Resources and Policies | ADA | The University of Texas at San Antonio \(utsa.edu\) - UTSA ADA map](#)

Events FAQ's: [Events FAQ | UTSA Events | UTSA | University of Texas at San Antonio](#)

## Photo & Video Shoots

Advance approval from University Communications and the selected UTSA Campus Communications and Facility Coordinators is required for all photo/video shoots. [Photo releases may be required.](#)

Event sponsors will be responsible for associated space rental and service fees.

### Event Video Recording

Requests to video record or simulcast a event should be arranged through the MARCOM Studio.

[Videography Services | MARCOMWEB | UTSA | University of Texas at San Antonio](#)

Sponsoring departments will be responsible for arranging and paying fees directly to the campus service providers.

### Event Photography

Requests for photo shoots or campus photography services should also be made through the MARCOM Studio. [Photography | MARCOMWEB | UTSA | University of Texas at San Antonio](#)

Sponsoring departments will be responsible for arranging and paying fees directly to the campus service providers.

## MARCOM UTSA Branding Guidelines for Events

[Home | MARCOMWEB | UTSA | University of Texas at San Antonio](#)