



University of North Texas Health Science Center Facilities Use Guidelines – External Groups

The following guidelines are established in accordance with [UNT Health Policy 15.102 - Facilities Use](#). After reviewing these guidelines and the associated liability waiver, external groups that agree to the terms must submit an event request electronically through the Public Event Request Form.

For questions or additional assistance, please contact the Room Scheduler at rooms@UNTHealth.edu or 817-735-2556. Additional information is also available on the [Room Scheduling webpage](#).

External groups may be permitted to use UNT Health facilities, provided they adhere to all applicable guidelines. It is the policy of the institution to allow external groups to meet on UNT Health property, provided the institution's name is not used in a manner that implies endorsement or sponsorship. External groups may reference UNT Health and use its logo solely to identify the location of an approved event, provided such use is not misleading.

Room Fees

External groups requesting use of facilities for programs or events will be charged a fee* based on an hourly rate, subject to a minimum charge. **Expressive Activity will not be charged to use campus grounds but MUST still follow the established reservation process.*

Fees will be based on the following:

Room in Carl E. Everett Education and Administration (EAD), Interdisciplinary Research and Education Building (IREB) and Research and Education (RES):

- \$25.00 hourly charge per room
- minimum charge of \$50.00
 - maximum charge of \$300 per day per room

Room in Medical Education Training (MET):

- \$55.00 hourly charge per room
- minimum charge of \$110.00
 - maximum charge of \$440 per day, per room

A list of rooms available for external use is available on the [Room Scheduling webpage](#).

Reservations remain tentative until full payment is received. Payment must be made in advance to confirm the reservation and must be submitted via check or money order payable to UNT Health Science Center.

Refunds may be issued for cancellations made more than fourteen (14) business days prior to the scheduled event.

Recurring Meetings

Recurring meetings are subject to room availability. Room assignments may change from semester to semester.

Removal of the Partition in MET

Requests to remove the partition in MET 124/125 Auditorium are subject to approval by the Room Scheduler in consultation with Facilities Management. Requests must be submitted via email at least ten (10) business days prior to the event and must include the purpose of the request.

- Partition removal/replacement fee: \$150.00 (minimum of two hours labor)
- Additional charges may apply for late requests or after-hours work

Room Use and Setup

- Round tables are available only in MET Rooms 109–111; groups must provide their own tablecloths (72" diameter tables).
- Access to rooms is limited to the reserved time; items may not be brought in early and must be removed promptly at the end of the reservation.

Parking on Campus

For guest parking arrangements, contact Parking@UNTHHealth.edu at least **10** business days prior to the event for parking instructions. Click here for the [Parking Fee structure](#).

AV Equipment

Use of AV equipment and related training is available through CETS and may incur additional fees. AV requests should be submitted at the time of reservation and no later than five (5) business days prior to the event. Special requests should be directed to cets@unthealth.edu.

Temperature Adjustment

- Monday – Friday from 8:00 am – 5:00 pm, contact Facilities Management at 817-735-2181.
- After hours and weekends, contact the HSC Police Department at 817-735-2210.

Room Setups and Furniture

- Requests for tables and chairs must include a setup diagram submitted at least ten (10) business days in advance.
- Furniture must not be moved or removed from any room or building.

Alcohol at Events

The serving of alcohol on UNT Health property is prohibited without prior approval. Requests must be submitted via the Request to Serve Alcohol Form at least ten (10) business days prior to the event. Alcohol can only be served after 5 PM Monday – Friday.

The UNT Health Police Chief will determine the number of officers needed for the event. The cost for an officer(s) is \$50 an hour, with a minimum of 3 hours and must be paid to the officer(s) in full 30 minutes before the start of your event.

Tobacco Use

In accordance with [UNT Health Policy 15.101 Campus Operations](#), the use of all forms of tobacco products is prohibited on campus, within buildings, state-owned vehicles and outdoor areas.

Signage

Posting materials on walls, doors, or windows is prohibited. Directional signage is permitted but must be removed immediately following the event.

Wi-Fi Access

Guests may access Wi-Fi by connecting to “HSC-Guest/Events,” entering an email address and accepting the terms of use.

Services Fees

Groups are responsible for cleaning the space after use, including proper disposal of all materials. External groups are also responsible for any damage to facilities, furnishings, or equipment resulting from their activities.

Department	Groups 0 - 75	Groups 75 -150	Groups over 150	After hours /Weekend
<i>Facilities Management</i>	\$0, with a basic set-up less than 30 minutes during normal business hours \$0, if the group elects to do the set-up and take-down themselves	\$40 \$0, with a basic set-up less than 30 minutes during normal business hours \$0, If group elects to do set-up and take down themselves	Evaluated based on event details	\$80
<i>Custodial</i>	\$0, - Friday \$15, meeting w/o food Monday Meeting w/food Monday - Friday	\$40	Evaluated based on event details	\$40
<i>Parking</i>	1 to 25 attendees - \$50 26 to 50 attendees - \$100 51 to 75 attendees - \$150	76 to 100 attendees - \$200	Larger groups or individual parking, please contact the Parking Office at parking@unthealth.edu	
<i>Note: All require 5 business days' notice</i>				

Liability Waiver

User agrees that all participants, guests, and subcontractors of the User are under the direct and complete supervision and control of the User. As such, User is liable for to the extent damages resulting from participant, guest, and subcontractor utilization of the facilities and services provided by UNT Health In addition, the terms and conditions of this agreement do not require UNT Health to relinquish its control of its facilities and services to User. UNT Health retains the right to require User, or any of its participants, guests, or subcontractors, to leave the UNT Health premises if UNT Health feels that circumstances require it. UNT Health assumes no responsibility for loss or theft of personal property or damage to personal property of User or any of its participants, guests, or subcontractors, except to the extent arising from the negligence or willful misconduct of UNT Health, its employees, contractors or agents. **User shall indemnify and hold harmless the University of North Texas System, University of North Texas Health Science Center, its officers, and employees against any and all claims for loss, bodily or personal injury, or damage to persons or property, including claims of employees of User or its agents, to the extent arising out of the negligence or willful misconduct of User, its participants, guests, and subcontractors on or in UNT Health buildings, properties, or facilities. UNT Health assumes no liability whatsoever for any property placed by User, its participants, guests, and subcontractors in UNT Health buildings, properties, or facilities or for any bodily or personal injury to User, its employees, participants, guests, and subcontractors, except to the extent such liability arises from the negligence or willful misconduct of UNT Health, its employee, contractors or agents.**

If you accept the above guidelines and liability waiver and want to move forward with your request, please click the following link for the [Public Event Request Form](#) to submit your request. After your request has been submitted it will route for approval and the Room Scheduling Office will contact you with meeting location. **Please note that by submitting your Public Event Request Form you are accepting the above-stated liability waiver.**