Request to sponsor off-campus individuals or groups

Prior to inviting individuals who are not UT students, faculty, or staff; groups that are not registered student, faculty, or staff organizations; or associations or corporations to use University property or buildings, this form must be filled out and sent to the Office of the Provost for approval. See UT System Regents’ Rules and Regulations, Rule 80105. Rooms will be assigned on a space-available basis after classes and final exams have been scheduled.

Which college, school, or administrative unit is sponsoring the event?

Who is serving as the coordinator/contact person for the event and what is their contact information? (This person must be a UT Austin employee and must be present at the event. Please include name, title, UT EID, and mail code.)

Please return this form to:

What is the name of the activity and/or organization being sponsored?

When is the event going to occur? (approvals are effective for one fiscal year)

Give a brief description of the event or activity being sponsored and explain how it will directly supplement the educational purposes of the University of Texas at Austin:

As a result of the sponsored event(s), will there be any financial gain for the sponsored entity?

List any charges or admission fees associated with the event and describe how the proceeds will be allocated:

Is the sponsored event being held for political or sectarian purposes?

What groups are expected to attend the event? (UT faculty/staff/students, parents, general public, members of an association, etc.)

Will any minors (under 18 years of age) be attending the event?

Will there be potentially disruptive activities such as loud music in association with the events being held in the classroom?

Whenever food or drink is served on campus, appropriate paperwork must be completed and submitted to OEHS. Classrooms must be cleaned and readied for class meetings by the user of the room after any event.

To schedule a General-Purpose Classroom, have the dean sign and forward the request to the Office of the Provost for approval, Attn: Kathy Foster (in lieu of Mike Kerker), Main Bldg Rm 201, mail code G1000. Forward approved requests to the Office of the Registrar, Attn: Scheduling, Main Bldg Rm 1, mail code M5504, fax 475-7515, scheduling@austin.utexas.edu.

Signature of the Dean of the Requesting College (or Director of Administrative Unit):

Request is approved (Provost Office only): _______ denied: _______ date: _________________ (approval is for one fiscal year)

Signature of Provost Office designee:

To schedule a departmental room, please fill out this signature block and route a copy to the Provost, Attn: Kathy Foster (in lieu of Mike Kerker), Main Bldg Rm 201, mail code G1000. (In this case, approval is determined by the Dean.)

Request is approved (Dean’s Office only): _______ denied: _______ date: _________________

Signature of the Dean: