UTRGV ARTS Event Scheduling Policy

This policy applies to venues directly scheduled by UTRGV ARTS staff, namely:

- Performing Arts Complex (PAC) in Edinburg
    - Auditorium
    - Lobby
    - Rehearsal Halls
- Multipurpose Room in BLMSC in Brownsville
- TSC Performing Arts Center in Brownsville
    - Auditorium

Timeline. While some flexibility is necessary to meet needs throughout the college, deadlines should be adhered to as much as possible.

1st day of Spring class:	UTRGV ARTS staff creates a "calendar template" for the entire subsequent fiscal year (September-August) that contains "typical" events that occur on an annual basis, including events that are outside of the College of Fine Arts.
March 1 or sooner:	If possible, considering guest artist availability, UTRGV ARTS staff will block out/schedule Distinguished Artist Series events dates for the series, prioritizing days designated for the series from the calendar template.
March 8 or sooner:	UTRGV ARTS staff will send academic units an updated calendar template with confirmed dates and recommendations based on "typical events."
March 8-31:	School director/department chairs will work with faculty to create an events schedule request for all events in the year based on criteria specific to the needs of the unit, using the revised calendar template as a guide.
April 1:	Deadline to send a school/department initial schedule request for the entire subsequent fiscal year to UTRGV ARTS staff. This request will be given first priority.
April 15:	UTRGV ARTS staff will notify school directors/department chairs of any date conflicts and suggest solutions. Additionally, UTRGV ARTS staff will coordinate with the Theatre box office to avoid conflicts with productions occurring in Theatre venues whenever possible.
April 30:	Once conflicts have been resolved between the applicable school directors/department chairs, they will notify UTRGV ARTS staff who will publish the calendar on the website.
May 1 and later:	Faculty who wish to add events to the calendar should look at the published calendar on the website and contact UTRGV ARTS staff to request those

remaining dates on a first come, first-served basis. Faculty should always keep their school director/department chair informed of any request.

Requests. Faculty who are requesting space whether through their school director/department chair or individually should complete the [insert request form here].

These reservations are for official UTRGV events, not for outside organizations. There is a different process for rental of these spaces by outside organizations. To reserve a date on behalf of another organization, visit UTRGV Facility Rentals. Outside vendors are not allowed on campus by UT Systems without an approved contract.

In accordance with HOP ADM 10-301 Facility Use, all Jointly Sponsored activities must be approved by the President's office. The use of University buildings or facilities 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 UTRGV and shall be subject to approval, visit **Joint Sponsored Events.**

UTRGV ARTS staff will respond to requests submitted using the appropriate forms about two (2) to three (3) business days after you have submitted your request. Requests made over the **phone, via email, text, in person, or by contacting staff directly will not be processed and confirmed** until the requestor has submitted the appropriate request form.

When scheduling, please be aware that any cancellations involve a cost in time and money. Patrons who have redeemed tickets or the public who have purchased tickets need to be notified of cancellations, refunds must be made, ticketing costs will still be incurred, and cancellation of police/custodial services will need to be made. Unless there is an emergency, we ask that you provide at least three (3) weeks' notice of your cancellation.

Due to the high demand for use of the performance spaces and the time and resources required to advertise public performances, cancellations less than three (3) business weeks at any of the performance spaces will result in:

- loss of the date(s) in the hall and
- no guarantee that the performance will be rescheduled.