



UNION SERVICES



RENTAL POLICIES AND PROCEDURES

UNION BUILDING | EPNG CONFERENCE CENTER

UTEP.EDU/UNION
UNION BUILDING EAST, ROOM 307
915.747.5711

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 Memos of Understanding **Error! Bookmark not defined.**

Introduction

Union Services is a department within the Division of Student Affairs at the University of Texas at El Paso (UTEP), responsible for managing and maintaining the Union Building and the El Paso Natural Gas Conference Center (EPNGCC). We look forward to helping you make your upcoming event a success. Our buildings offer some of the finest rental facilities for meetings, conferences, banquets, and a wide variety of other events. These facilities are available to Registered Student Organizations (RSOs), University departments, and third-party organizations¹ that provide educational programs and services to the greater El Paso community.

Purpose and Scope

This document outlines the policies and procedures for reserving and utilizing facilities managed by Union Services, including the Union Building, the EPNGCC, their accompanying outdoor areas; as well as the use of any equipment belonging to Union Services regardless of location. These guidelines have been established in order to ensure consistent quality of service for all of our guests and to address any questions or concerns which may arise. This document applies to any reservation made by anyone through Union Services on or after the publication date and supersedes any and all previous versions or iterations of its contents.

Role of Union Services

Our buildings serve as community centers on campus which provide students, faculty, staff, alumni, and guests with conveniences and amenities which are essential to daily college life. Our office is the central point of contact for the booking and management of reservations for events held at the Union Building or EPNGCC; or for the off-site use of equipment belonging to Union Services.

Hours of Operation

For current hours of operation for the Union Building and EPNGCC, visit our website at utep.edu/union. Building hours are subject to change based on holidays, UTEP Dinner Theatre performances, dining services, and other special events. Our office in Union Building East, Room 307 is open 8:00 – 5:00 on weekdays. Our Information Center, located on the first floor of Union Building East across from the Union Cinema, is always open during operating hours.

¹ Reservations for third parties are approved and managed by University Relations (see [Third Parties](#)).

Event Planning

Requests for rooms, conference centers, tabling, equipment, furniture, banner space, and all other requests involving the Union Building, the EPNGCC, or outdoor areas must be submitted to Union Services via email to unionscheduling@utep.edu; or by phone at 915-747-5711; or in person in Union Building East, Room 307. In order to be processed quickly and accurately, each request should include the following information:

- Who the event is for (students, staff, general public, etc.)
- Expected attendance
- Contact information of staff/faculty member(s) in charge of event²
- Event date(s) and time(s), including time(s) for set-up and tear-down (when applicable)³
- Type of room setup desired (classroom, boardroom, etc.)
- Audiovisual and other equipment needed (tables for food service and/or registration, etc.)
- Cost center or account number to be billed

Registered Student Organizations

Before any reservation can be made, Registered Student Organizations (RSOs) must submit an event request to [Mine Tracker](#) for approval by the [Student Engagement and Leadership Center \(SELC\)](#). Student organizations who are not registered with the SELC may not make reservations with Union Services. Additionally, each RSO must complete and submit the RSO Authorized Member Form before reserving space at the Union Building or EPNGCC. This form is valid for one (1) academic year. Reservations can be made, altered, or cancelled only by those individuals listed on the Authorized Member Form.

Third Parties

Organizations outside the University who wish to hold an event must first contact [University Relations](#) for approval, who will then work with Union Services on the organization's behalf to make all necessary arrangements.

Confirmation

All requests are subject to approval. **Do not assume your request has been approved until you receive a confirmation email and Reservation Summary from Union Services.** If your request cannot be approved, we will contact you to discuss your options.

Changes to a Reservation

Reservations may only be modified by the individual(s) listed on the Reservation Summary. Event leaders and organizers who wish to request changes (e.g., on the day of the event) must be identified to Union Services staff by someone listed on the Reservation Summary before any such changes can be made. Event organizers are encouraged to schedule a walk-through of the facilities at least three (3) days prior to the event, at which point change requests and other arrangements can be made. Last-minute requests which require changes to rooms, furniture, and/or equipment may incur additional fees.

² When submitting a request on behalf of another UTEP department or third-party organization, this information *must* be included in your request.

³ When possible, you are encouraged to include alternate dates/times in your request in case the desired date and time are not available.

Equipment

Union Services provides basic [audiovisual equipment, furniture, and other items](#) to help facilitate your event. These items must be included in your reservation request and may incur [additional fees](#). Guests are welcome to bring their own equipment or make arrangements with third-party service providers; our staff will not be responsible for the setup, operation, tear-down, storage, security, or protection of equipment not belonging to Union Services. Certain items, such as [display adapters](#) and other accessories, may be borrowed from Union Services on the day of the event. These items are only provided on a first-come, first-served basis and are not available for reservation. All equipment and furniture belonging to Union Services is restricted to use within the Union Building, the Union Plaza, and the EPNGCC and may not be transported elsewhere.

Computer Access

Computers provided by Union Services can only be accessed using valid UTEP login credentials. Students, faculty, and staff must use their own credentials to access these computers. Guests who do not have UTEP credentials must request guest access from the Helpdesk prior to their event. Under no circumstances will Union Services staff provide their own credentials for computer access.

Event Technicians

Event Technicians can provide special assistance with the setup, operation, moving, and tear-down of Union Services audiovisual equipment and other items. This service must be booked **no later than (2) weeks** prior to your event. Event Technicians will not operate or handle equipment not belonging to Union Services, including slide shows. **Adjustments to Union Services audiovisual equipment may only be made by an Event Technician or other Union Services staff member**; guests are not permitted to operate our equipment themselves in lieu of booking a technician. Cancellation of an Event Technician must be made at least **48** hours prior to the reservation start time in order to avoid being charged.

Parking

Reserved event parking near the Union Building or EPNGCC must be arranged through [Parking and Transportation](#) prior to your event. Such requests are approved solely at the discretion of the Parking and Transportation office.

Storage of Materials

If a large quantity of printed materials or other items are to be distributed at your event, you may have them shipped to us ahead of time to be stored for up to five (5) business days. Use of this service is subject to directorial approval. Materials of a perishable or hazardous nature will not be accepted. Union Services will not provide payment for any shipment and will not be responsible for any damage incurred in transit. All shipments must be received at our office in Union Building East; shipments cannot be received at the EPNGCC. Union Services staff will not transport items from storage to your event location. Prior to the arrival of any shipment, you must provide our office with the number of parcels to be received, the name of the courier or delivery service, and the reservation number of your event. Once approved, shipments should be addressed as follows:

**Union Services
The University of Texas at El Paso
Union Bldg. East, Rm. 307
351 W. University Ave.
El Paso, TX 79968**

Building Rules and Regulations

All persons who participate in activities at the Union Building or EPNGCC are required to comply with all University policies as outlined in the [UTEP Handbook of Operating Procedures](#), specifically:

- [Sec. II, Ch. 2: Speech, Expression, and Assembly](#)
- [Sec. II, Ch. 3: Use of University Facilities](#)

In order to ensure that we can provide you with the best service possible and help make your event go smoothly, you are encouraged to familiarize yourself with these policies—and those outlined below—as part of your event planning process. As a basic courtesy to others, we kindly ask all guests to leave our facilities in the condition in which they are found. Leaving facilities or equipment in a condition that is excessively messy, dirty, or damaged will result in [additional fees](#) being charged by Union Services.

Solicitation

The sale of merchandise and/or services on University property is generally prohibited by the UT Board of Regents. If the exhibition of materials is integral to an event, such materials may be made available for purchase under the following conditions:

- 1) Only publications of an instructional or educational nature—such as books, aids, or other materials—may be exhibited during and immediately following the event.
- 2) Sales are limited to materials directly related to that specific event.

Attendees may additionally place orders for such materials during and immediately following the event. Approval must be obtained from the [Office of the Vice President for Business Affairs](#) before any materials or services can be sold on campus.

Food and Beverage

Sodexo is the exclusive provider of all food and beverage catering services at UTEP. If you wish to serve food or refreshments at your event, contact [Catering Services](#) at 747-7455 or visit the office in-person in Union Building East, Room 210B for more information. **Food may not be purchased off-campus and brought into the Union Building or EPNGCC to be served at your event.**

Prohibited Materials and Activities

The following are strictly prohibited throughout the Union Building and EPNGCC:

- Taping, tacking, or hanging of any signs, posters, decorations, or other materials on any walls, windows, doors, doorways, ceilings, furniture, or equipment; except using materials expressly approved or provided by Union Services
- The use of glitter or confetti
- Moving, adjusting, or otherwise tampering with furniture or equipment without permission and/or assistance from Union Services staff
- Animals and pets, except *service animals* as defined by UTEP's [Service Animals and Assistance Animals Policy](#)
- Open flames (candles, tea lights, etc.) or the burning of any substance (such as incense)
- The use of tobacco in any form, in accordance with UTEP's [Smoke and Tobacco Free Policy](#)

Any damage caused to Union Services facilities and equipment due to failure to comply with these policies will result in additional [cleanup and/or damage fees](#).

Lost and Found

Any misplaced items found in Union Building East, Union Building West, or the EPNGCC are tagged, logged, and stored for a period of thirty (30) days in our office. If unclaimed after 30 days, items are handed over to the UTEP Police Department. Exceptions include Miner Gold Cards which are returned to the Gold Card office, and University keys which are returned to the Key Shop. Our staff make every effort to identify and contact the owners of lost property when possible. If you believe you have lost something at the Union Building or the EPNGCC, contact our office.

Safety and Security

Union Services event staff are not permitted to leave doors to event rooms/spaces unlocked, even if requested to do so. Since most room doors cannot be locked/unlocked without a key, this ensures that room contents remain secure and that rooms can be quickly “locked down” in the event of an emergency. Windows built into doors may not be covered for the purpose of obscuring the view into a room.

Room Capacities

Each of our event venues has been assigned a set of [occupancy limits](#) based on room setup type. These limits are fixed in accordance with state Fire and Life Safety codes and may not be exceeded under any circumstances. If, on the day of your event, attendance unexpectedly exceeds capacity, we will make reasonable efforts to accommodate your guests. However, under no circumstances will guests be permitted to stand in or add furniture to a room in such a way that exceeds the stated capacity of the current setup.

Noise and Disruptive Behavior

In addition to housing event venues, the Union Building is home to various study and relaxation areas for students and office space for several Student Affairs departments. During business hours—Monday through Friday, 8:00 a.m. to 5:00 p.m.—noise levels at events must not interfere with work or other activities occurring throughout the building. This includes events which take place outdoors in the Union Plaza. During lunch time (12:00 p.m. to 1:00 p.m.) and outside of business hours, greater noise levels are permissible. However, our staff reserve the right to determine—at any time—whether noise levels or other event activities are disruptive and to require event participants to make appropriate adjustments.

Event Times

When making a reservation, Union Services must be provided accurate start and end times for each booking, including any time required for set-up and tear-down. Event spaces must be vacated no later than the reservation end time. All guests must vacate the building no later than the posted closing time. Failure to vacate the premise(s) on-time may result in additional charges.

Enforcement

The person(s) listed as the point(s) of contact on a Reservation Summary are responsible for ensuring that all event leaders, organizers, and participants are made aware of applicable policies and procedures. Departments and organizations—including RSOs—which violate or disregard these building use guidelines may be required to provide a [deposit](#) for future reservations. Repeated violations will result in forfeiture of deposits and/or denial of future reservation requests. Any and all such penalties will be enforced at the discretion of the Director of Union Services.

Rental Categories

Each reservation is placed into one of the following rental categories in order to determine the types and amounts of [fees](#) to be charged by Union Services:

Registered Student Organization (RSO)

Student organizations which are registered with the [Student Engagement and Leadership Center \(SELC\)](#) do not pay for the use of Union Services facilities or equipment except when an event is open to the general public, in which case all regular fees will apply and a non-refundable deposit will be required at the time of booking. RSOs are responsible for any incidental fees such as those for damage, cleaning, and late cancellation. Mine Tracker requests from an RSO with an outstanding balance will be denied. No RSO may submit a request on behalf of another organization, department, or third party. Damage to Union Services facilities or equipment by members of an RSO due to negligence or misuse will result in disciplinary action in addition to any financial liability.

Independent Student

Any student who is enrolled in the current term may reserve space in the Union Building for academic purposes such as group study, presentations, or thesis defense by completing and submitting the request form available on our website. Such reservations are approved solely at the discretion of Union Services and are subject to the same pricing and policies as those for Registered Student Organizations (see above).

Department

Colleges, administrative departments, and professional organizations within the University may be required to pay for the use of certain Union Services facilities and equipment at the discretion of the Director of Union Services. Additionally, University departments are fully liable for any incidental fees incurred. For detailed information about pricing for your organization, contact Union Services.

University Rate

The standard University Rate will apply to any event which is either open to the general public or which involves one or more third-party sponsors or beneficiaries. This policy applies to any department or organization, including RSOs.

Non-University Rate

Any reservation made by University Relations on behalf of a third party will be charged at the full Non-University Rate. University Relations are responsible for making all arrangements and serving as a point of contact between Union Services and the third party; Union Services cannot work directly with off-campus organizations. All costs and fees are billed to University Relations, who in turn is responsible for billing the host organization(s).

Fees Charged by Union Services

Room Fees

The cost of renting space at the Union Building or EPNGCC is charged on a half-day (less than five hours) or full-day (five hours or more) basis. University departments and RSOs typically do not pay room fees for events which are geared toward UTEP faculty, staff, and students and do not charge for admission. Exceptions apply for events which involve third-party partners or sponsors, are open to the general public, and/or charge for admission.

Room Name(s)	University Rate		Non-University Rate
	Half Day	Full Day	
EPNG Conference Center	\$150.00	\$200.00	Contact University Relations for more information.
Acacia, Andesite, Cactus Flower; Templeton and University Suites	\$50.00	\$75.00	
Desert Canyon, Lantana,* River View,* Barry, Elkins, Wiggins, Ray, Smiley	\$35.00	\$50.00	
Tomás Rivera Conference Center	\$150.00	\$200.00	
Union Cinema	\$100.00	\$200.00	
UTEP Dinner Theatre**	\$100.00	\$200.00	

**During fall and spring semesters, these rooms are restricted to use by students only.*

***Subject to limited availability*

Equipment Fees

Fees for the use of Union Services [audiovisual equipment, furniture, and other items](#) include the setup, configuration, and tear-down of these items as well as on-call support from our staff during your event. All equipment is subject to availability. For detailed information about equipment pricing for your organization, contact Union Services.

Setup Fees

Most of our meeting rooms include tables and chairs in a [standard setup](#); use of these rooms in the standard setup will not incur a setup fee. If you wish to use a setup other than the included standard setup, a setup fee will be charged for the reconfiguration of furniture. Some larger rooms, including the conference centers and suites, do not include a standard configuration. Any use of furniture in these rooms will incur a setup fee unless the room is booked "as-is," i.e. using an existing setup from a preceding or following event. All setup fees are determined by Union Services on a case-by-case basis according to setup type/size, labor, and turnaround time required.

Copies and Printing

Documents may be printed or copied (in greyscale) in the Union Services office for \$0.10 per impression. This fee will be reflected on your final invoice.

Extended Hours and Opening Fees

These fees are charged on a half-day (less than five hours) or full-day (five hours or more) basis when space in the Union Building or EPNGCC is reserved outside the [currently posted operating hours](#) for that building. The Extended Hours fee applies when a building is to be occupied before opening time and/or after closing time. The Opening Fee applies when a building is to be utilized on a day when it would otherwise be closed all day. These fees are charged to all departments and organizations, including RSOs.

Fee Type	University Rate		Non-University Rate
	Half Day	Full Day	
Extended Hours Fee	\$100.00	\$200.00	Contact University Relations for more information.
Opening Fee	\$150.00	\$250.00	

Deposits

At the discretion of Union Services, certain organizations or entities may be required to provide a non-refundable deposit before any space or equipment is reserved. Deposit amounts are determined on a case-by-case basis according to the type of event and the history of the organization. If such an event is canceled, any deposit(s) will be forfeited. Any incidental fees incurred—such as damage and cleaning fees—will be deducted from the deposit amount. The remaining deposit amount will be subtracted from the invoice balance at time of billing.

Late Cancellation

A cancellation fee of \$25.00 is charged to any department or organization—including an RSO—that does not keep a reservation unless Union Services is notified of the cancellation at least 24 hours prior to the reservation start time. Events booked by University Relations on behalf of a third party will be billed for 20% of all charges *in addition to* the late cancellation fee. At the discretion of Union Services, additional cancellation fees may apply to larger events or to those with complex setups.

Cleaning Fee

Any department or organization that leaves Union Services facilities in a condition which necessitates extensive cleanup will be charged a cleaning fee. This fee will also be charged for any cleanup of [prohibited materials](#) or any condition resulting from their use. The amount of this fee is determined by the cost of hourly labor and materials required for cleanup.

Damage Fee

Any department or organization which, through negligence or misuse, causes Union Services facilities or equipment to become damaged or destroyed will be charged a damage fee. The amount of this fee is determined after damage is investigated and costs for repair/replacement are assessed.

Delinquency Fee

Any invoice not paid within thirty (30) days shall incur a \$25.00 delinquency fee. Invoices which are not paid in full within (60) days will be submitted to the [Vice President for Business Affairs](#) for collections.

Room Setups and Capacities

The following table lists the maximum capacities of each rental venue in each of the standard setup options. Other custom configurations are available, the capacities of which will be determined in accordance with state Fire and Life Safety codes. Capacities may be reduced by audiovisual equipment, catering tables, and other requested items. These figures are subject to change without notice.

Venue	Boardroom	Classroom	Round Tables	Theater	U-Shape	Open Square
El Paso Natural Gas Conference Center		150	256	250		
<i>Side A Only</i>		110	160	180		
<i>Side B Only</i>		60	80	70		
102A Acacia	30	36	48	60	20	30
102B Andesite	30	36	48	60	20	30
102C Cactus Flower	30	36	48	60	20	30
102D Desert Canyon	12	24	32	32	16	20
102E Lantana*	12	24	32	32	16	20
102H River View*	12	24	32	32	16	20
109 Union Cinema				394		
308 Tomás Rivera Conference Center		300	320	400		
309 Ray	20	24	32	50	15	20
310 Smiley	20	24	32	50	15	20
312 University	30	70	80	98	20	20
<i>East Side Only</i>	12	40	40	40	10	10
<i>West Side Only</i>	12	30	32	40	10	10
313 Templeton	30	92	96	120	30	40
<i>East Side Only</i>	20	40	40	50	20	20
<i>West Side Only</i>	20	30	32	40	20	20
314 Elkins	20	24	32	50	15	20
315 Wiggins	20	24	32	50	15	20
316 Barry	20	24	32	50	15	20
			Dinner	Matinee		
UTEP Dinner Theatre**			184	220		

Numbers in **BOLD** indicate a standard included setup (no setup fees).

*During fall and spring semesters, these rooms are restricted to use by students only.

**Subject to limited availability

Audiovisual and Other Equipment

All equipment and furniture belonging to Union Services is restricted to use within the Union Building, the Union Plaza, and the EPNGCC and may not be transported elsewhere. All pricing in this section is given at the standard [University Rate](#). For details, contact Union Services. All items are subject to availability.

AV Packages

Each package price is the sum of the prices of all components in that package. Some components—such as podiums, microphones, speakers, and projection screens—can be substituted with different items in order to create a customized package. These customizations will be reflected in the package price. For available add-ons and substitutions, see [Add-On AV Items](#) on the next page.

AV Package	What's Included	Price
All-In-One Portable Speaker <i>Any location</i>	Battery-powered speaker with Bluetooth™ connectivity and (1) handheld wireless microphone	\$30.00
Built-In System <i>Meeting Rooms**</i>	Built-in projector and screen (or HDTV) with PC	\$50.00
Built-In System (Suite) <i>University, Templeton Suites</i>	Built-in projector and screen; PA system; podium and one (1) gooseneck microphone (capacity for 2* microphones)	\$60.00
Built-In System (Full) <i>TRCC, Union Cinema</i>	Large-format projection w/ PC; PA system; podium and one (1) gooseneck microphone (capacity for 8* microphones)	\$150.00
Portable P.A. System <i>EPNGCC, Other</i>	(2) speakers on stands, powered mixer, and (1) handheld wireless microphone (capacity for 4* microphones)	\$65.00
High-Power P.A. System <i>Outdoor areas</i>	(2) high-power speakers, (2) monitors, portable 16-ch rack sound system, (1) handheld wireless microphone	\$130.00
Portable Projection System <i>EPNGCC, Other</i>	Laptop, projector on cart, tripod screen (approx. 6' x 8')	\$80.00
HD Projection System <i>EPNGCC, Other</i>	Laptop, HD projector on cart, large screen (9' x 16') ⁴	\$120.00
Teleconference System <i>Union Services Conf. Room</i>	Built-in HDTV with PC and webcam	\$60.00

*Additional receivers may be required (at additional cost)

**Acacia, Andesite, Cactus Flower, Desert Canyon, Lantana, River View, Ray, Smiley, Elkins, Wiggins, Barry

HDMI Compatibility

All built-in and portable projection systems include at least one (1) standard HDMI connection for a laptop or other mobile device with an HDMI output. **Guests who wish to connect a device with no standard HDMI output must supply the adapter(s) required by their device.** As a backup, and subject to availability, Union Services can loan some types of display adapters at the time of the event on a first-come, first-served basis. These backup adapters may not be reserved.

⁴ The 9' x 16' screen is only available on Side B of the EPNGCC. For HD projection in other locations, the screen must be substituted with a different type.

Add-On AV Items

The following items can be added or substituted into the [AV Packages](#) on the previous page. All items are subject to availability. These lists are not exhaustive; selection and pricing of equipment are subject to change without notice. For details, contact Union Services.

Microphones and Audio			
Audio cables, miscellaneous	\$5.00/ea	Microphone, wireless handheld	\$15.00
Audio mixer, mini (4-ch)	\$20.00	Microphone, wireless lapel	\$30.00
Audio mixer, non-powered (16-ch)	\$25.00	Press box (1x8 XLR)	\$25.00
Audio mixer, powered (12-ch)	\$30.00	Speaker on stand	\$15.00
Audio snake, XLR (8-ch)	\$10.00	Speaker on stand, high-power	\$20.00
Direct box	\$20.00	Speaker, dual high-power	\$30.00
Microphone, gooseneck	\$10.00	Speaker, monitor wedge	\$10.00
Microphone stand (any type)	\$5.00	Wireless microphone receiver, add'l	\$15.00
Microphone, wired handheld	\$25.00		

Projection and Presentation			
Blu-ray/DVD player	\$20.00	Podium, floor standing	\$20.00
Cable, HDMI/VGA extension	\$10.00	Podium, tabletop	\$10.00
Cable, network	\$5.00	Screen, large frame (9' x 16')	\$50.00
Clicker, long-range	\$40.00	Screen, med frame (6.5' x 11.5')	\$30.00
Clicker, standard ⁵	\$25.00	Screen, tripod (approx. 6' x 8')	\$20.00
Document camera system	\$25.00	Screen, XL inflatable (14' x 25')	\$100.00
HDTV, 37-inch on pedestal	\$50.00	Video cables, miscellaneous	\$5.00/ea
HDTV, 40-inch on floor stand	\$50.00		

Other Items and Services			
Additional taping, gaff	\$3.00/ft	Event Technician, each per hour	\$10.00
Additional taping, other	\$1.00/ft	Extension cord/power strip	\$10.00
Conference phone	\$25.00	Specialty lighting (TRCC and Cinema)	\$50.00
Copies/printing, by impression	\$0.10/ea		

Furniture, Decorations, and Accessories

The following à la carte items are also available from Union Services, subject to availability. Selection and pricing are subject to change without notice. Additional setup fees may apply.

Cocktail table	\$10/ea	Gray carpet board, 46x70"	\$10.00
Dance floor, 3x3' section	\$10/ea	Large writing pad	Free
Display easel	\$5.00	Pipe and drape (flat fee)	\$50.00
Dry erase board, 46x70"	\$10.00	Rope and stanchions, 6' section	\$5.00
Dry erase easel, 40x25"	Free	Stage, 4x8' section	\$15/ea
Flag, floor standing (US, TX, or MX)	\$10/ea		

⁵ Union Services will not provide clickers for rooms which include a wireless mouse.

Banner Posting Guidelines

University departments and Registered Student Organizations may request banner space in designated areas inside Union Building East and/or outdoors in the Union Plaza. Major University-wide events and programs will be given priority choice of banner space; all other requests will be processed on a first-come, first-served basis. Banners may only be displayed in designated locations. Banners are not permitted on the breezeway crossing the Union Plaza or on the sides of Union Building East facing the Liberal Arts Building or the arroyo. Banner space is not available at Union Building West or the EPNG Conference Center.

Banner Locations

The following exterior spaces are available for banner display in the Union Plaza:

- 10-14 spaces on the Union Building East second-floor ledges facing Union Building West
- 2-3 spaces on the Union Building West second-floor ledge facing Union Building East
- 5-7 spaces on the elevated walkway along Union Building West facing Union Building East

Banners hung in these locations may not obstruct windows or cover anything other than a flat, empty wall surface. Banner edges may not protrude above or below the surface to which they are attached.

The following interior spaces are available for banner display in Union Building East:

- 6-8 spaces on the third floor overlooking the second-floor lounge areas
- Other locations as approved by Union Services

Attaching Banners

Banners may only be affixed in designated locations using rope, bungees, fishing line, or string. Banners may not be attached using nails, tacks, or any type of penetrating anchor. Tapes and adhesives of all kinds are prohibited. **Improper hanging of banners will result in removal by Union Services along with possible cleaning/damage fees and forfeiture of materials.**

Banner Content

Banners which contain text in a language other than English must include or be accompanied by an English translation. All banners are subject to approval by Union Services.

Reservations

Requests for banner space must be submitted to Union Services at least 48 hours in advance. Banners may only be displayed on the date(s) approved by Union Services and must be removed promptly afterward. **Cleaning fees will be charged for the removal and disposal of expired banners.** Cancellation of banner space must be made at least 24 hours in advance.

Campaign Banners

During elections for the [Student Government Association \(SGA\)](#), all banner spaces are made available to student candidates on a first-come, first-served basis. Candidates should refer to the current SGA Election Code for posting dates, times, and procedures.

Other Policies and Procedures

Access to Rooms

In order to protect our facilities and equipment, Union Services staff will not leave room doors open prior to guests' arrival. A reservation guarantees that space will be ready and available for use at the reservation start time, but you will still need to notify our staff upon arrival to have your room(s) opened. If you plan to arrive early to prepare for your event, this additional time must be included in your reservation.

Hold for Setup

If you require extensive setup time or storage of materials in the room(s) prior to your event, you may request to have the room booked as *Hold for Setup* on the day prior to your event. While a Hold for Setup grants access to the room, it does not guarantee that furniture, AV equipment, or other items will be in place at that time unless these items are included in the Hold for Setup booking. Holds for Setup are treated no differently from other reservations; all applicable costs and fees will apply.

Tabling

The following applies to the use of tables, booths, displays, or any temporary structure for the purposes of distributing information or materials, displaying signage, raising funds, or other promotional activities. University departments and Registered Student Organizations may reserve designated areas for tabling at the Union Building and EPNG Conference Center along with furniture and other equipment. Third parties may host tabling in these areas by partnering with the appropriate UTEP department or RSO. Tabling requests must be submitted at least 24 hours in advance and are subject to approval on a first-come, first-served basis. **Tabling may not be moved from its assigned location(s) and must not impede foot traffic or interfere with other activities.** Any playback of music or sound at a tabling event requires approval and must adhere to our [noise policy](#). Tabling must be supervised at all times. Union Services is not responsible for any damaged or stolen materials. All materials and trash must be properly removed and disposed of at the end of the activity. Cancellation of tabling requests must be provided at least 24 hours prior to the reservation start time to avoid cancellation fees.

If you have any questions about our department, the services we offer, or the contents of this manual, please call Union Services at 747-5711, send an email to union@utep.edu, or visit us in Union Building East, Room 307. We look forward to serving you!