



EVENTS SERVICE GUIDE

Mission Statement for the Office of Student Leadership and Engagement

The Office of Student Leadership and Engagement is committed to the transformative learning through the holistic development of the individual.

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What we reserve: Vaughn Lobby, Reeves Theater, Vaughn Plaza, Tabling in Vaughn Lobby, Vaughn Center Conference rooms (212, 217, 219, and 221), 9th floor of Vaughn (Crescent Club, The Board Room, President's Conference Room.) **Please note: Vaughn Lobby, Plaza and the 9th floor of Vaughn require request forms to be completed before approval.**

PLEASE NOTE: ALL RESERVATIONS SHOULD BE MADE AT LEAST 2 WEEKS IN ADVANCE AND ARE SUBJECT TO APPROVAL BASED ON AVAILABILITY

Scheduling Rules and Regulations:

- Only registered student organizations and academic departments can request space on campus.
- The space requests must be completed (14) business days prior to your event date.
- Requests are considered in the order of receipt. While late requests will be accepted, spaces do fill up fast.
- While we make every effort to confirm reservations within (3) business days, the timeliness depends on the space availability and the complexity of your event details. If your request has been approved, you will receive a confirmation via email. However, if additional information is required or the space/time is not available we will contact you to discuss alternatives
- Request confirmations and denials –Submission of a request through Orgsync on the Event Services portal will result in an e-mail from the direct scheduler for the requested space either confirming or denying the space based on availability.
- **At the time of the event YOU MUST HAVE YOUR CONFIRMATION; IF YOU DO NOT AND THE EVENT IS NOT IN THE SYSTEM YOU MAY LOSE YOUR ROOM.**
- For additional services such as Media Services, Facilities, or Dining Services your request will not be approved until your room reservation is confirmed.
- Non-food vendors must be sponsored by an organization in order to offer their products on campus. Registration form and liability insurance must be submitted to OSLE prior to booking the vendor. These forms can be found on the Event Services portal on OrgSync.
- Food vendors must be approved at least two weeks in advance by Sodexo Dining Services. Release forms and liability insurance can be obtained on the Event Services portal on OrgSync.
- Tents in Vaughn Center Courtyard must not exceed 10ft x 10ft; if there are multiple tents, they must be 10 feet apart.
- To reserve any rooms on the 9th floor of the Vaughn Center you must complete a request form **4 weeks prior to the date of your event**. The form is available on the Event Services portal on OrgSync or by emailing award@ut.edu
- Tabling events can only be scheduled between 8 am and 5 pm on weekdays. Tabling is only offered inside the Vaughn lobby and there are 8 tables to choose from. Due to space restraints and in order to be fair to all organizations, **only 1 table per day per organization can be reserved.**
- If you need more than one table for tabling please reserve the Vaughn Center lobby across from the Bookstore and indicate how many tables you will need. You will need to contact facilities for the additional tables.
- Should all inside tabling be full you may, if you have your own table, set up in the courtyard on the bricks off to the side by the picnic tables. All inside policies and procedures remain intact even if you are tabling outside.
- The Courtyard is not for tabling, it is reserved for special events and has a separate approval and reservation procedure.
- **Your event is scheduled and confirmed only once you have received a confirmation email from Event Services.**

How to Make a Room Request

1. Log onto OrgSync
2. Go to and join the Events Services Portal
3. Fill out the Vaughn Center Room Request form
4. Review your request and click the Finish button to submit your request. You will be notified, by email, if your room/facility request has been accepted or declined.
5. A confirmation email will be sent you with further information regarding your reservation.
6. Please check your Orgsync notifications for information on your reservation.

How to Cancel a Room Request

Given the high demand for space, the cancellation and no-show policy is designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel any reserved room(s)/tables that will not be used as soon as possible so that those spaces may be made available to other groups. Reservable spaces are monitored for attendance and use, and all no shows are recorded by the Event Services staff. Repeated no shows and/or late cancellations may result in the suspension of reservation privileges.

- You must cancel 48 hours in advance.
- Please email your cancellation request to eventservices@ut.edu 48 hours prior to your event.
- You will receive a cancellation confirmation once your request has been processed.
 - Your reservation will not be considered properly cancelled UNTIL you receive a cancellation confirmation via email

Check-In/ Check-Out Policy:

If your reservation starts or ends before 12 noon: This includes TABLING

- CHECK-IN: Please go to Vaughn 215 to check in.
- CHECK-OUT: Please go to Vaughn 215 to check-out. Someone will walk through the space with you to check for any damages, trash, or misplaced equipment.

If your reservation starts or ends after 12 noon: This includes TABLING

- CHECK-IN: Please go to the Spartan Game Room to the Building Manager on duty to check-in.
- CHECK-OUT: Please go to the Spartan Game Room. A Building Manager will walk through the space with you to check for any damage, trash, or misplaced equipment.

Check-In/Check-Out Process for Student Affairs locations:

- ***This procedure applies for Student Affairs Spaces ONLY***; failure to comply with the following procedures could result in loss of reservation privileges for your organization or department.

List of Student Affairs Spaces and Where to Check-In/Out	
Room/Location	Check-In/Out Process
Vaughn Center Tables	Office of Student Leadership & Engagement VC215
Vaughn Center Conference Rooms (VC 212, 217, 219, 221)	If checking-in before 12 pm please stop by the Office of Student Leadership and Engagement (VC 215) (813)253-6233
Reeve's Theater	
Spartan Game Room	
Vaughn Center Lobby	
Vaughn Center Courtyard	
Sykes Chapel Main Hall – after 12pm only	If checking-in after 12 pm please call or stop by the Spartan Game Room Desk (813) 253-7475
Sykes Chapel Conference Rooms (SC 107, 109, 155A, 115B) after 12pm only	
Austin Community Room	Check-in at respected residence hall's front desk depending on which community room you are using. If there is no one present call Residence Life at (813) 253-6239
Brevard Community Room	
McKay Community Room	
Straz Community Room	
Jenkins Common Rooms	
McNiff Basketball/Volleyball Courts	Check-in at McNiff Fitness Center front desk
Cass Gym	

Vaughn Center Sound Policy

The purpose of this policy is to establish standards for the control of noise pollution within the campus to reduce the making and creation of excessive, unnecessary, or unusually loud noises and to secure, protect, and promote the public health, safety, and general welfare of the University community.

The University of Tampa is not only an academic institution but a residential community as well. It is the responsibility of all faculty, students and staff to moderate noise especially during an event or activity held on campus. Supporting the mission of the University and respecting those who are studying, researching or otherwise carrying out academic-related activities is a University priority. The campus must require a conducive atmosphere to ensure these endeavors are accomplished and supported. Disturbing noise in or around a residence or other campus buildings which infringe on the rights of other residents or members of the University community is considered a violation of this policy.

Inside the Vaughn Center amplified sound must be limited to an appropriate level as to not disturb or distract the recreational, or University business entities within the building. **Tabling will follow these relevant noise guidelines established by the department of Community Engagement.** An appropriate level is one that you can still hear others speaking and carry on a conversation if walking through Vaughn lobby while music is playing in the background.

As part of the event planning process, the event sponsor must obtain all appropriate approvals regarding the use of amplified sound during an event or activity. If the event will include amplified sound (i.e. drum circles, step practice, etc.) notification must be given in advance to the department of Community Engagement. Community Engagement reserves the right to deny any and all requests at their discretion.

University officials including but not limited to, faculty, staff, advisors, event organizers, and campus police can ask for the sound level to be lowered at any time regardless if the requirements are being met. University officials have the right to require amplification systems to be turned down, or off entirely, if it is determined the sound level is too high or inappropriate. Failure to respond immediately may result in the cancellation of the event and /or the shutdown of the power source for the sound equipment.

The University of Tampa Posting Policy

General Campus Posting

All posters, fliers, banners, etc. must be approved, stamped and dated by the Office of Student Leadership and Engagement before being posted in designated areas across campus. Any such materials posted on campus that are not approved and stamped will be removed.

- Only registered UT students, organizations and academic departments can post on campus.
- Banners must not impede the flow of traffic and provide a minimum of 6'6" clearance. Banners that are not providing that minimum clearance will be taken down.
- Due to limited space, any organizations or individuals not affiliated with the University may have only one poster/flier stamped and hung on the Community Events bulletin board located across from Vaughn Center room 206.
- If you would like to hang anything in the residence halls, you must receive approval from the Office of Residence Life, located in Vaughn Center room 213.
- The Office of Student Leadership and Engagement and Office of Residence Life reserve the right not to approve posters/fliers that include material that is offensive in nature, violates state/national laws or the student code of conduct, or includes references to alcohol that are not in accordance with the University alcohol policy.
- Fliers and banners may not be posted more than two weeks before the event. The maximum amount of time a poster/flier/banner may be posted is two weeks. If the flier lists several dates, the two week period is based on the first date. Dates for certain fliers may be extended at the discretion of the OSLE Staff.
- Materials may not be placed on painted or glass surfaces, including windows, walls, or doors. Look for designated bulletin boards for your postings.
- Posting is not permitted on trees, benches, trash cans, rocks, telephones, banisters, or campus exteriors.
- Blue tape is the only tape to be used. Duct tape, masking tape, strapping tape and washable paints are prohibited.
- Nothing may be taped to the walls or doors in the building.
- Vaughn Center Building Managers and the Staff Assistant from the Office of Student Leadership and Engagement will assist with managing the posting policy.
- If a poster or banner is in violation of these policies, they will be taken down and violations will be given. See violations section for details.
- A total of **35 fliers** may be hung, 23 around campus and 12 in residence halls.
- All fliers and banners **MUST** have contact information in order to get approved.

Where you can hang Fliers on Campus

Plant Hall

- Organizations may post **ten (10)** fliers:
 - Around the marble columns in Plant Hall Lobby and on marble columns near Fletcher Lounge.
 - On the 2nd, 3rd, and 4th floor Bulletin Boards (at the top of the stairs) and the pillars on these floors
 - The Science Wing Bulletin Board
- Organizations may hang **one (1)** banner:
 - Between the columns in Plant Hall Lobby
- Banners may NOT be hung between the columns outside of the President's office.

Vaughn Center

- There is no posting allowed on the first floor of the Vaughn Center.
- A total of **six (6)** fliers may be posted on the bulletin boards located:
 - Bathroom Lobby (2nd floor)
 - Hallway by the PEACE Volunteer Center
 - Hallway by the Office of Student Leadership and Engagement
 - Spartan Club and Game Room
 - Commuter Lounge

John H. Sykes College of Business

- A total of **two (2)** fliers may be hung:
 - On the first floor Bulletin Board located in the vending machine area
 - On the second and third floor Bulletin Boards located around the faculty offices

Various Other Areas Around Campus

- A total of **five (5)** fliers may be posted in the following areas:
- **One (1)** flier may be posted in each the following areas:
 - Macdonald-Kelce Library-Bulletin Board inside the front door
 - Information Technology-Bulletin Board outside of Room 113 in the Jaeb Computer Center
 - Military Science-Bulletin Board outside of the ROTC building
 - Speech, Theater, and Dance-Bulletin Board located on B Street
 - Music Center-Bulletin Board in the Furman Music Center in front of room 110
- Fliers may be turned in for approval through Residence Life to be hung in the residence halls.
- Most buildings have one or more bulletin boards dedicated for postings. If there is no bulletin board, then you are not allowed to post in that building.

Chalking Policy

Purpose

The use of sidewalk chalk by students is considered an acceptable way to promote campus events; to make announcements; and to share messages. The intent of this policy is: 1) to describe expectations for students who wish to chalk on sidewalks; 2) to ensure chalking does not permanently or adversely impact the campus grounds, and 3) to ensure messages are consistent with the law and university policy.

Policy

The use of water-soluble chalk (sidewalk chalk) by students is permitted on University sidewalks provided the chalking complies with the following requirements:

- Chalking is permitted only in open areas that can be directly washed by rain. Chalking must be on a horizontal surface not covered by an overhang.
- Chalking is **prohibited** on all structures and vertical surfaces, including buildings, walls, benches, signs, columns, light poles, and trees.
- Chalking is **prohibited** on steps or brick.
- Chalking is permitted only on sidewalks around campus **EXCLUDING** near the chapel
- Each individual chalking must bear the name or signature of the sponsoring organization or student. The name and/or signature must be legible.
- The material used must be water-soluble sidewalk chalk. The use of markers, paints, oil-based products, sprayable chalk, or other aerosol-based products is prohibited.
- Overwriting, erasing, defacing, or altering the chalking of another person or organization is prohibited.
- The content of the chalking must adhere to the law and other university policies, including but not limited to, the following: Discrimination and Harassment Policy, Student Conduct Code, Registered Student Organization Handbook.
- Chalking must be a minimum of 10 feet from entrances.
- The department of Community Engagement located in the Office of Student Leadership and Engagement will notify students and/or student organizations, responsible for improper chalking and shall provide the said party a 24-hour period to clean up any chalking in violation. Should the offending party not remove the chalking within 24-hours the party will be sanctioned accordingly.

Important Contact Information:

- All event requests other than those for the Vaughn Center should be directed to the appropriate person listed below.

Sandi A. Fernandez, Facilities Rental:

Fax: 258-5406; Phone: 253-6238; afernandez@ut.edu or facilitiesrental@ut.edu

Bethanie Shirk, Facilities Rental:

Fax: 258-5406; Phone: 257-5235; bshirk@ut.edu

- Alumni Conference Room (RIVC ACR)
- Cass Gymnasium (CB 100) (mid-May through mid-August only)
- Frank and Carol Morsani Hall (MOR) including Panache, plaza and patios
- Parking Lots
 - Plant Hall Parking Lot (PH PARK)
 - Sykes Parking Lot (JS PARK)
 - Edison Parking Lot (ED PARK)
 - Cass Parking Lot (CB PARK)
 - Commuter Parking Lot (NW PARK)
 - Riverside Parking Lot (RIVC PARK)
- Plant Hall:
 - East and West Verandahs – Plant Hall veranda (PH EV, PH WV)
 - Fletcher Lounge (PH FLET)
 - Grand Salon (PH GRSA)
 - Music Room (PH MUSE)
- Plant Park (PH PP)
- Rathskellar (RS) (final approval through Amy Truong)
- Road closures w/Security (final approval through Security Office)
- Vaughn Center 9th Floor:
 - Board Room (VC TRST) (final approval through President's Office)
 - Crescent Club - Vaughn Center 9th Floor (VC CRES) (non-student organizations)
 - President's Conference Room (VC PCR) (final approval through President's Office)

Deborah Gonzalez, Registrar's Office:

Fax: 258-7238; Phone: 257-3974; deborah.gonzalez@ut.edu

All classrooms in the following areas:

- Cass Building (CB)
- Computer Center (CC) (all labs)
- East Walker Hall (EW)
- Health Sciences and Human Performance (HSHP)
- John H. Sykes College of Business (JS) (excluding JS 134, 135, 148, 150)
- MacKechnie Building (MKE)
- Martinez Athletic Center (MAC) (MAC 204 and 208 only; need ROTC approval)
- North Walker Hall (NW)
- Plant Hall (PH)
- Plant Hall Science Wing (SC)
- Riverside Center (RIVC)

- Science Annex (SA)
- Walker Hall (WH) including Lecture Halls (LH)

Lisa Ryan, Health and Wellness Center:

Fax: 258-7413; Phone: 257-1877; lrlyan@ut.edu;

- Sykes Center for Faith and Values (SCFV) – Main Room, 107A, and 107B

Joyce Keller, Sykes College of Business:

Fax: 258-7389; Phone: 257-3704; jkeller@ut.edu;

Whitney Vance, Sykes College of Business:

Fax: 258-7389; Phone: 257-3782; wvance@ut.edu

- John H. Sykes College of Business – Room 134
- Binnicker Board Room (JS 150)
- John H. Sykes College of Business Front Lawn (JS LAWN)

Elena Franqui, Residence Life:

Fax: 258-7253; Phone: 253-6239; efranqui@ut.edu

- McKay Volleyball Court
- Residence Hall Community Rooms (AUST, BREV, JENK, MCKA, SMIL, STRZ, VC)
- Smiley Courtyard (SMIL CTYD)

Lauren Boling, Campus Recreation:

Fax: 257-7254; Phone: 257-3328; lboling@ut.edu or recreation@ut.edu

- Cass Gymnasium (CB 100; mid-August to mid-May only)

Jerome Fulton, Athletics:

Fax: 253-6288; Phone: 257-3482; jfulton@ut.edu

- Baseball Field
- Naimoli Family Intramural Complex
- Martinez Athletic Center (MAC) (except Sword & Shield Room which is approved by Larry Marfise)
- Pepin Rood Stadium
- Soccer Field
- Softball Field
- Tennis Courts
- Track
- UT Swimming Pool (POOL) (final approval through Ed Brennan)

Alex Amyot, Department of Speech, Theatre & Dance:

Phone: 257-3804; aamyot@ut.edu

- Falk Theatre (FALK)

Susannah LeMarquand, Department of Speech, Theatre & Dance:

Phone: 257-6322; slemarquand@ut.edu

- Edison Building Dance Studio (ED)

Marlyn Pethe, Library:

Fax: 258-7426; Phone: 257-3402; mpethe@ut.edu or library@ut.edu

- Library (LIB) - Room AV1 and AV2

Nicole Peters, Academic Services:

Fax: 258-7361; Phone: 257-3147; npeters@ut.edu

Andrea Calow, College of Social Science, Mathematics & Education:

Fax: 258-7292; Phone: 257-3083; acalow@ut.edu

- Plant Hall Conference Rooms (PH 236 and PH 327)

Bill Arnold, Information Security:

Fax: 257-8800; Phone: 253-6284; warnold@ut.edu

- East Walker – I.T. Conference Room (EW 124)
- East Walker – I.T. Computer Lab (EW 140)

Dorothy Cowden, Scarfone and Hartley Gallery:

Fax: 258-7497; Phone: 253-6217; dcowden@ut.edu

- Scarfone/Hartley Gallery

Shannon Calega, Orientation and Family Engagement:

Fax: 258-7382; Phone: 257-3139; scalega@ut.edu

Cheryl Chernoff, Student Conduct and Orientation:

Fax: 258-7382; Phone: 258-7228; cchernoff@ut.edu

- ALL rooms during Orientation weeks (August and January)

CANNOT BE RESERVED:

- Chiseler's Conference Room (PH CHIS)
- Computer Labs (non-classroom)
- Delo Park (DP)
- John H. Sykes College of Business – Room 148 (contact Joyce Keller at Ext. 3704 for information)
- Music Department (MD) including rooms in Ferman Music Center
- Plant Hall 248, 321, 340 and 345
- R.K. Bailey Art Studios (BAS and AD)
- Saunders Art Center

Violations

Posting Violations:

The College of Business and the Office of Student Leadership and Engagement have full authority to remove any fliers they feel are inappropriate, not hung in the correct manner, have been up for an unreasonable amount of time, or any other reason we see fit.

- 1st Offense: Written warning from the Office of Student Leadership and Engagement
- 2nd Offense: 4 weeks revocation of posting privileges
- 3rd Offense: Lose posting privileges for the remainder of the semester

- All warnings and sanctions will be noted by the Student Coordinator of Event Services and emailed to the president and advisor of the organization. Any questions regarding violations of the policy should be directed to the OSLE Staff Assistant.
- All warnings and sanctions will be communicated with the organization's president. It is his/her responsibility to notify the group about the sanction.
- Please note that sanctions do NOT carry over from one academic year to the next; however, records of all violations will be considered when making decisions about group registration and privileges.
- Forgery or an intentional misuse of the Office of Student Leadership and Engagement stamp will result in an automatic loss of all posting privileges for the remainder of the academic year.

Reservation and Tabling Violations:

In order to keep our process fair for all parties, all registered student organizations and University departments will be held accountable for reservation/room usage violations. Violations include:

- a. Missing a reservation without prior cancelation
- b. Not properly checking in or out of a reserved space
- c. Not showing up for a scheduled reservation
- d. Showing up late to a reservation without notifying Event Services
- e. Having someone other than the person listed checking in without notifying Event Services

Any of the above violations will result in:

- 1st Offense: Written warning from the Office of Student Leadership and Engagement
- 2nd Offense: 4 weeks revocation of room and tabling reservations in Vaughn Center
- 3rd Offense: Loss of Vaughn Center room/tabling reservations privileges for the remainder of the semester

- If you show up to table or to a room and you do not have a confirmed reservation (email confirmation from Events Services) you will be asked to leave and receive a written warning.
- If you are a **"NO SHOW"** to your reservation you will receive a written warning.
- Should you not check in or out of your reservation, whether tabling or room, you will receive a written warning.
- If you are late to your reservation for tabling and have not notified Event Services you forfeit your table for that day. Please make sure when you make the reservation you have a representative from your organization available to the reserved time.
- If you are more than 15 minutes late for a room reservation your organization will receive a written warning. This is time that you reserved and if you are not using it another organization could have booked the time.
- After 3 written warnings your reservation privileges for the Vaughn Center will be revoked for the semester. Any reservations that were confirmed prior to your suspension date will not be canceled however, you will not be able to make any new reservations for the Vaughn Center.

Sound Policy Violations:

In order to keep our process fair for all parties, all registered student organizations and University departments will be held accountable for sound policy violations. Violations include:

- a. Not turning down the music when asked to do so
- b. Turning the music back up to an inappropriate level after being asked to lower it
- c. Being disrespectful to the person asking you to lower your music
- d. Playing music with inappropriate content

Any of the above violations will result in:

- 1st Offense: Written warning from the Office of Student Leadership and Engagement
2nd Offense: 4 weeks revocation of room and tabling reservations in Vaughn Center
3rd Offense: Loss of Vaughn Center room/tabling reservations privileges for the remainder of the semester

- All warnings and sanctions will be noted by the Student Coordinator of Event Services and emailed to the president and advisor of the organization. Any questions regarding violations of the policy should be directed to the OSLE Staff Assistant.
- All warnings and sanctions will be communicated with the organization's president. It is his/her responsibility to notify the group about the sanction.
- Please note that sanctions do NOT carry over from one academic year to the next; however, records of all violations will be considered when making decisions about group registration and privileges.

Helpful Information

- When UT hosts an Admissions Open House (usually held on the Sunday around the 15th of each month; dates can be found on the UT Admissions Website), all fliers, banners, and other advertisements will be taken down for these events and disposed of by Facilities. We recommend you postpone your advertising until after these events.
- Banner paper, markers, paint and other supplies are available for registered student organizations to use. These supplies are provided by Student Government (SG) and are available in the Student Organizational Suite (Vaughn Center, 2nd floor).

SYKES CHAPEL

Sykes Chapel and Center for Faith and Values Reservation and Usage Policy

Sykes Chapel and Center for Faith and Values Space Overview

The Chapel/Center Space

The Chapel/Center is 15,000-square-foot, 65-foot vaulted, east-west oriented facility situated north of North B Street across from Brevard Hall. The building uses natural light as a primary design focus and includes architectural elements constructed of red brick, laminated timber, glass, granite, zinc roofing and decorative red cherry millwork. The Chapel/Center includes a main hall, two adjoining meeting rooms, two meditation rooms, a foyer and a vestibule area. It is designed to seat 254 people in theater seating for character and values programs, spiritual programs, events that foster understanding of world cultures and religions, speaking engagements, seminars, symposiums, meditations, meetings, memorial services and concerts. There is also an adjacent Sykes Meditation Garden.

The Pipe Organ

The 3,184-pipe, 55 stop mechanical action pipe organ anchors the west end of the Chapel/Center and is one of the largest of its kind in the southern U.S. It was constructed by the Dobson Pipe Organ Builders of Lake City, Iowa. The organ is unique in that the organ builder and architects have been in dialogue prior to the construction of the chapel. Therefore both the design and acoustic environment have been considered from the initial stages of development. The organ's vertical (and some horizontal) pipes vary in size from ½ inch to 32 feet and are made of either wood or tin alloy. The organ is housed in a case made of solid American black cherry wood.

Hours of Operation

Academic Year

During the academic year, the Sykes Chapel and Center for Faith and Values is open from 8:00 AM through midnight.

The Sykes Chapel and Center for Faith and Values may have limited hours during academic breaks or special events such as spring break and Gasparilla. When the institution is open, but classes are not in session (specifically Labor Day, Martin Luther King, Memorial Day and July 4th), the building will be open according to normal business hours, 8:30 AM to 5:00 PM Monday through Friday.

Additionally, the Main Hall of the building will be open for meditation and prayer Monday-Friday from 1:00-4:00 PM.

Summer Hours

During the summer, the Sykes Chapel and Center for Faith and Values will have limited hours. The building will be open regularly from 8:00 AM through 7:00 PM Monday-Thursday.

Evening events can occur in the building over the summer when arranged at least two weeks in advance. A key holder or facilities attendant must be on duty for an evening event.

University Holidays

The Chapel/Center is closed during University holidays/closing. Specifically, this includes thanksgiving break and winter break.

Reservable Spaces

Main hall is designed to seat up to 254 people in theater style seating. **Reservable from 8am – midnight.** The Main Hall is not set up for projection capability.

Meeting room 107 A is designed to seat at maximum 15 people for a lecture or 10 around a conference table.
Reservable from 8am – midnight.

Meeting room 107 B designed to seat at maximum 15 people for a lecture or 10 around a conference table. **Reservable from 8am – midnight.** Meeting Room 107 B has projection capability through the University of Tampa Media Services.

Meeting room 107 A and B when adjoined can at maximum 30 people for a lecture, 20 around a conference table.
Reservable from 8am – midnight.

Traditional Meditation Room (109) designed for individual prayer and small group meditations for up to 15. **Open from 8am – midnight, and may be reserved all open hours.** When Room 109 is not reserved, students may use the room on a walk-in basis for meditation and individual prayer ONLY. Meditation rooms are not eligible for Media Services support; groups are encouraged to utilize personal iPod docking stations.

Contemporary Mediation Room (115) designed for individual prayer, small group meditations, or walking of the labyrinth for up to 15 people. **Open from 8am – 5pm, and by reservation from 5pm – midnight.** In the evenings, when the room is not reserved, students may use the room on a walk-in basis for meditation and individual prayer ONLY. No other meetings or events can be held in this space. Meditation rooms are not eligible for Media Services support; groups are encouraged to utilize personal iPod docking stations.

Foyer Area is designed for pre-function/gathering area prior to or after events. No amplified sound is permitted.
Reservable from 8am – midnight.

Chapel lawn may be reserved for special events at the discretion of the Associate Dean of Wellness.

Please note: the **Meditation Garden** is a non-reservable space.

Reservation and Usage Policies

1. All scheduling requests can be submitted online via the facilities scheduling site on SpartanWeb through Ad Astra. Questions should be directed to the Wellness Center at wellness@ut.edu.
2. All reservation appeals for both University departments and student organizations should be directed to the Dean of Students, at.
3. The Chapel/Center is primarily for University departments' and student organizations' use. Primary uses for the Chapel/Center are University events that include the following categories:
 - a. Character, values spiritual development, and world culture/religion awareness events
 - b. Campus religious services
 - c. Speaking engagements, lectures, seminars, and symposiums
 - d. Meditations
 - e. Meetings
 - f. Memorial services and university ceremonies
 - g. Concerts/musical performances
4. The Chapel/Center is not to be used for:
 - a. Regularly scheduled academic classes, except for Organ classes.
 - b. Regularly scheduled non-academic meetings, except for faith-based or spiritual services.
 - c. Weddings
5. Student Organizations requesting the main hall must fill out a Chapel/Center main hall request form and submit to the Staff Assistant in the Wellness Center **no later than two (2) weeks prior to their requested event.***
6. Due to the unique nature of the main hall, requests for this space will be given additional consideration. Final approval for certain main hall requests for both student organizations and departmental events will go through the Associate Dean of Wellness.
7. When the use of the organ/piano is a priority for a departmental or student organization event, special consideration for event approval will be given. In all instances where guest musicians are to use either the piano or organ, the University Organist must authorize such performance.
8. Media Services should be requested when a group requires the use of ANY lighting, projection, sound equipment, or other technological services in either 107 A or B or the Main Hall**

*Please note: While all reservations must be submitted at least 2 weeks in advance, reservations may take up to two business days to confirm. Please take that into consideration when requesting Media Services and Facilities, as those offices operate on separate timelines. Requests will NOT be considered if received less than 48 hours before the event. All cancellations must be received 48 hours prior to the event by emailing wellness@ut.edu.

**Please see the Media Services policies outlined below

Event Specific Policies

1. During daytime hours, Facilities and/or Safety are responsible for opening/locking doors for reservations (from 8 am – 4 pm). During the week, a facilities attendant will be present in the building to assist with event set up and ensure cleanliness of the facility. From 4pm – midnight the Vaughn Center Building Managers will be responsible for the doors and event management.
2. Limited food and drink is permitted in the Room 107 A and B and Room 109 (when reserved) of the Chapel/Center for Faith and Values. All food for departmental events and student organization events must be provided by Sodexo, unless the appropriate waiver form is on file.
3. Alcohol is only permitted as part of religious ceremonies with approval from the Associate Dean of Wellness and in consideration of the Events with Alcohol Policy.

Set-Up Policies

1. The main hall, conference rooms, and mediation rooms have a standard set-up. If client would like an alternative set-up in the meeting rooms or meditation spaces they must submit a building services request to the facilities rental/event coordinator at facilitiesrental@ut.edu. Furniture may only be moved by facilities staff members. Limited alternative room configurations are available in meeting rooms only. The Main Hall DOES NOT have any alternate configurations.
2. Worship artifacts may be brought into the facility but must be removed immediately following the event.
3. Additional items are available through facilities rental:
 - a. Two (2) flower stands may be reserved through facilities rental. Organizations/departments are responsible for providing their own flowers and removing them after the event. The dimensions for the flower stands are 5' tall 2' wide.
 - b. Six (6) high candle stands – 5' tall (one candle per stand to use w/ 3" diameter candle) are reservable through facilities rental. Battery operated candles will be provided if reserved through facilities rental. No regular candles are permitted unless department/organization sponsoring an event pays for a fire marshal.
4. A trained staff member of UT media services must be requested, if a sound system or lighting is needed in the main hall and meeting rooms.*

* Please Note: Projection is not permitted in the Main Hall. Media Services must be present to set up any lighting or sound needs in the Main Hall. However, they will be unable to set up any sort of projection.

Media Services Policies

Given the high demand for Media Services, all requests should be submitted at least 14 days in advance. We understand that meetings, presentations and events come up at the last minute. While we will do our best to satisfy a late request, services cannot be guaranteed.

To request Media Services for an upcoming event in the John Sykes Chapel (main hall or room 107), please visit ut.edu/mediaservices and submit an **Event Support Request Form** online. If you are not sure of the service you will need, call us at (813) 257-3810 and speak to a technician.

*At this time, projection is not available in the main hall.

General Policies

1. No print material may be hung on the interior or exterior walls, windows, and doors of the Chapel/Center.
2. The individuals reserving Chapel/Center use and the organizations/departments they represent assume all responsibilities for knowing and adhering to all University policies, including conduct of those attending the event and are responsible for any resulting losses, damages or unusual expenses.
3. All groups understand that at any time multiple events by multiple sponsors may be going on simultaneously. All groups must show respect to the participants of other events or they will lose reservation privileges.