

UTSA Facilities

Facilities Policy

Outdoor and Barbecue Event Support

Purpose

Provide the university with on-campus support and policy for barbecue and other outdoor events.

Policy

All events held on UTSA campuses must have an approved Facilities work order. Work requests must be submitted through the Facilities iService Desk. An event cost quote will be provided by the Facilities Service Center to the requester for approval. All campus barbecue events will require the use of sand traps provided by UTSA to collect coals and ensure safety standards are met. Sand traps for coals provided by anyone other than UTSA Facilities are not permitted.

Procedures

1. Work requests must be submitted at least 14 calendar days prior to the date(s) of the event. An event cost quote will be provided by the Facilities Service Center to the requestor.
2. To avoid cancellation fees, cancellations must be submitted at least one (1) business day prior to the scheduled event. Events cancelled less than one (1) business day in advance will be charged for applicable costs since some or all of the required work may have been completed. The charge will not exceed the cost quote provided by the Facilities Service Center.
3. A change fee of twenty-five dollars (\$25) will be assessed if an amendment or work request is received less than two (2) business days prior to the event. Amendments changing the scope of the work will require a revision of the cost quote.
4. Events will not be held on lawn areas unless approved by the Facilities Service Center.
5. Sand traps will only be provided by Facilities personnel and must be used for all barbecue events. If the sand trap is damaged or missing, a fee will be charged to the requestor's work order.
6. Designated outdoor events and barbecue locations are established and posted on the Facilities website. Events proposed at other than the designated areas will require pre-approval by the Facilities Service Center.