Links at top:

BLB Space Request Form
BLB Fee Schedule
Contact the UNT Ryan College of Business Event Director: RCoBEvents@unt.edu

Business Leadership Building Space Use Guidelines

The Business Leadership Building (BLB), home to the UNT G. Brint Ryan College of Business (RCoB), is a 180,000-square-foot, multi-level facility located in the heart of the UNT campus. The primary purpose of the BLB is to provide classroom, research and study space; however, the conference rooms, terrace and Atrium are conducive to hosting events.

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Section 1 — General Information

BLB facilities are available for use by the UNT community including students, faculty, staff, alumni and guests. The facility is also available to the business community. Please note that students have full access to public areas of the BLB during regular business hours (8 a.m. to 5 p.m. Monday through Friday).

No activities will be scheduled in the event spaces during pre-finals or finals week because of the academic nature of the BLB.

The Dean of the Ryan College of Business reserves the right to close the building and cancel all activities, if necessary, due to emergency situations and/or inclement weather. If UNT leadership makes the decision to close the campus due to emergency situations or inclement weather, the BLB will also close.

Neither the University of North Texas nor the Ryan College of Business assume responsibility for the damage or loss of articles, equipment or other items left in the facility prior to, during or following an event. All personal and vendor effects must be removed at the conclusion of the event. Items found in the facility will be in the Dean's Suite, Room 290. Lost and found is cleared out at the end of each week.

Other rules are:

- A parent/guardian or other adult must accompany guests under the age of 16.
- Gambling is prohibited in the BLB.
- In compliance with fire code, program attendance cannot exceed room capacity.
- Only service animals or animals that are part of a pre-approved scheduled program are allowed in the BLB. Service animals must be on a leash.
- Wheelchairs, mobility devices, carts and dollies used to transport materials may be used in the BLB; skateboards, skates, bicycles or other wheeled devices are prohibited. The RCoB Event Director must approve prior arrangements for the use of heavy equipment throughout the facility.
- BLB equipment and/or furnishings may not be moved without prior approval. Please contact the RCoB Event Director regarding your specific needs.
- The RCoB Event Director reserves the right to deny use of the facility for programs, meetings, events or any other activity deemed a health or safety issue to the UNT campus community.
- The use of easels and other freestanding informational signage must be approved by the BLB Building Representative through the RCoB Event Director.
- Please see Section 10 for specific information about the serving of alcohol in the BLB.

PLEASE NOTE: UNT student organizations and departments are fully responsible for coordination of their event and compliance with the policies and procedures outlined in this document, and are liable for damage to facilities and equipment during their event.

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Section 2 — Americans with Disabilities Act

It is the policy of the University of North Texas not to discriminate on the basis of sex, race, color, religion, national origin, age, disabled veteran status, veteran of the Vietnam era, or qualifying disability under the Americans with Disabilities Act (ADA) in its programs, activities, admissions or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the university through its diversity policy declares harassment based on individual differences (including sexual orientation) inconsistent with its mission and educational goals.

Individuals qualifying under the Americans with Disabilities Act (ADA) in need of special assistance to participate in a program, service or activity in the BLB must be accommodated by the event host. The RCoB Event Director is not responsible for making additional accommodations as the BLB is ADA compliant.

Telephone: 940-369-8652 or TDD access through Relay Texas 1-800-369-8652.

Suggestions, problems, complaints or grievances concerning the services, programs or activities of the BLB should be brought to the attention of the Dean of the Ryan College of Business, through the RCoB Event Director.

Telephone: 940-565-4333 or TDD access through Relay Texas 1-800-369-8652.

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Section 3 — Smoking Policy

The BLB smoking policy follows UNT policy. No smoking, use of chewing tobacco, or use of vaping devices is allowed on the UNT campus or the BLB grounds.

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Section 4 — Reservations and Reservable Spaces

Event and meeting spaces available for reservation include the Atrium, second-floor terrace, conference rooms, meeting rooms and classrooms. Classrooms in the BLB must be reserved through the UNT Division of Student Affairs; see the request form here (https://studentaffairs.unt.edu/plan-an-event/classroom-reservations).

Please contact the RCoB Event Director at RCoBEvents@unt.edu for information about any interior or exterior BLB space reservations.

For a complete listing of available BLB spaces and a brief description of each, please see the BLB Reservable Spaces document.

Please see the BLB Fee Schedule for a complete list of fees associated with each BLB space.

Reservations of spaces in the BLB only cover the space specifically named in the reservation; **it does not include hallways, adjacent rooms, the Atrium, classrooms or other spaces in the building**. When making reservations, if clients believe they will need additional space (for storage, as a "green room," etc.), they must make that clear in their request.

Event spaces in the BLB may be reserved two weeks to six months in advance, while meeting rooms may be reserved up to six months in advance. Reservations are available on a first-come, first-served basis. Exceptions will be reviewed on a case-by-case basis and must be requested in writing to the RCoB Event Director, and might include conferences and events that need to be publicized more than six months in advance. In order to accommodate the needs of the Ryan College of Business, RCoB faculty and staff have scheduling priority and may reserve rooms one year in advance.

Clients must confirm or release tentative reservations within ten (10) business days of the original request. Clients may schedule no more than two (2) tentative dates for the same event.

Reservations remain tentative pending receipt of deposit. **A deposit in the amount of full room rental is required to confirm a reservation.** Reservations may be confirmed using a UNT account number, check or credit card. Failure to comply with the payment schedule may result in the cancellation of the event.

Deposits may be refunded if the reservation is cancelled at least ten (10) **business** days in advance of the scheduled event.

An invoice showing the estimated total balance for the event – including rental fees – will be provided to the client at least five (5) business days before the event. Payment of estimated total balance for an event is required by NOON three (3) **business** days prior to the day of the event. Occasionally, additional charges may accrue on the event date (for example, if additional tables or chairs are determined to be

necessary and must be rented). Final billing, to include any unpaid balance, will be sent within ten (10) **business** days of the event. Final payment is due within fifteen (15) **business** days of the date of the event.

Only RCoB student organizations may use space in the BLB; to inquire about an exception, please contact the RCoB Event Director at RCoBEvents@unt.edu. Student organizations must comply with BLB policy regarding registration to be eligible to reserve space in the BLB. Student organizations' events must be co-sponsored by a department or faculty member; when reserving spaces, RCoB student organization leadership should provide the department contact name, billable account number and phone number. All charges for co-sponsored events are billed to the sponsoring department's account number at departmental rates. A cooperative sponsorship does not guarantee an exemption from charges for labor, equipment or room rentals.

In order to prioritize the needs of RCoB, the Ryan College of Business reserves the right to request that a group move their event to another location, up to 30 days prior to the event, if the scheduled room is needed for Ryan College of Business purposes.

In order to accommodate as many users as possible, the RCoB Event Director reserves the right to adjust space assignments according to the number of guests expected and the type of event. The RCoB Event Director only adjusts space assignments upon consent of the client and with adequate advance notice so as not to negatively impact the event.

All personal and vendor effects must be removed at the conclusion of the event. Liability for damages or conditions requiring additional cleaning of the reserved space is charged to the client named as the responsible party. The RCoB Event Director will use their judgment to determine whether a cleaning fee is warranted. Please see the BLB Fee Schedule for more information. Please see Section 14 for information about the Appeals Process.

Inclement weather/rain accommodations are the responsibility of the client and must be made in advance. The RCoB Event Director reserves the right to mandate the time in which rain backup site cancellations must be made.

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Section 5 — Catering

Verde Catering is the official caterer of the University of North Texas and is the preferred caterer for events in the BLB.

For events that involve a staffed buffet or waiter-served meals, clients are required to use Verde Catering.

Clients are also required to use Verde Catering for events that include alcoholic beverages. Please see Section 9 for more information about alcohol at events in the BLB.

Only Verde Catering may use chafing dishes with Sterno/flames in the BLB.

For events at which guests will serve themselves come-and-go, such as boxed lunches, outside catering such as Panera or Papa John's is permitted.

For departmental meetings and non-catered events, pre-packaged snacks (chips, bottled water, etc.) are permitted; however, clients must be prepared for excess trash that may be generated by providing packaged snacks and may need to contact UNT Facilities to order additional trash cans.

Clients are required to discuss their catering plans with the RCoB Event Director when booking the event.

Clients are expected to clean up any trash or spills following their event. Cleaning supplies are not provided by the BLB. Clients may contact UNT Facilities if additional cleaning is necessary (see the work request form here; https://unt-isd.webtma.net/home-req.html).

Catered event standards:

- Breakfast, Brunch, Lunch or Reception — Two (2) hours
- Dinner — Three (3) hours
- Reception and Dinner — Four (4) hours

In compliance with local Health Department regulations, food may not be removed from the catering site.

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Section 6 – Trash and Cleaning

Trash Generated by Events (Catering Supplies, etc.)

For events that are expected to generate a considerable amount of trash (i.e., boxed lunches), the client must *either*:

- Contact UNT Facilities to procure additional trash cans, OR
- Provide their own trash bags and remove the trash from the BLB at the conclusion of their event

Bagged trash may be left, securely tied off, on the loading dock outside the BLB facing Kerr Hall.

A flat cleaning fee will be assessed if trash is left in the building. The RCoB Event Director will use their judgment to determine whether a cleaning fee is warranted. Please see the BLB Fee Schedule. Please see Section 14 for information about the Appeals Process.

When using the BLB Dean's Suite Conference Room (BLB 295) or any space with a conference table, clients will be required to use coasters and place mats to prevent damage to the table. Clients are also encouraged to rent table linens through Verde for food service tables.

Damage caused by catering or food service (carpet stains, etc.) will incur a fee to be assessed by RCoB staff and applied to the client's account.

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Section 7 — BLB Fire Code Compliance, Guidelines and Availability

Doors to meeting rooms allow egress to hallways. The International Fire Code states in Section 1008.1.8, "Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort"; therefore, *clients may never lock meeting room doors within the BLB for any reason while a meeting is in progress*.

Every client reserving space in the BLB will be expected to review the BLB's Building Emergency Guidelines. **Clients must acknowledge receipt of this information and present the RCoB Event Director their planned room layout and specific safety plan.**

Candles and open flames are not allowed at events in the BLB.

Reoccurring violations of the guidelines herein may result in the suspension of reservation privileges and/or service charges. Reoccurring violations include, but are not limited to, the locking of doors, repeated no-show for reserved spaces, and use of candles and other prohibited items in meeting rooms.

Many spaces in the BLB are available Monday through Saturday from 7:00 a.m. to midnight and Sunday from 8:00 a.m. to midnight. If you are interested in using the Atrium and Graduate Lounge, please contact the RCoB Event Director for available times. Events must conclude at least one (1) hour prior to closing, and all cleanup must be completed by closing. The exterior doors will be locked promptly at the closing times noted above.

Section 8 – RCoB Department and Student Organization Use of the BLB

RCoB Department Reservations

Room reservations in the BLB will be available free of charge for all RCoB faculty/staff events, departmental business meetings, or the offering of educational programs of interest to the general student body at no cost to the attendees.

Service fees will apply for meetings requiring changes to existing room setup. The RCoB Event Director must be in receipt of all special room setup requests at least two (2) business days in advance of the event. Clients are expected to move furniture back after their event.

Departments may incur fees associated with reservations when:

- meeting rooms are scheduled more than once a week,
- a change in room setup is required, or
- reservation is for purposes other than departmental meetings or educational programs.

Data projectors, screens, table podiums and computer jacks are available free of charge in all meeting rooms and classrooms. The RCoB Event Director has access to a limited number of tables, chairs and table linens, as well as centerpieces and other event-related materials, available to clients for an additional fee. Please see the BLB Fee Schedule for more information about using these items.

For any additional equipment, the host department must place a work order through UNT Facilities. Please send a copy of the work order to the RCoB Event Director at least two (2) business days in advance of the event.

Client is responsible for rental fees for any additional equipment requested (please see BLB Fee Schedule).

Please see Section 5 for more information about catering. Please send a copy of the catering order to the RCoB Event Director at least two (2) business days in advance of the event.

Amplification in any interior open space is prohibited.

Liability for damages or conditions requiring additional cleaning of the reserved space is the responsibility of the department named as responsible party. The RCoB Event Director will use their judgment to determine whether a cleaning fee is warranted. To dispute charges, please refer to the Appeals Process in Section 14 of this document.

Student Organization Reservations

Room reservations in the BLB will be available free of charge for registered Ryan College of Business student organizations conducting business meetings or offering educational programs of interest to the general student body at no cost to the attendees, *as long as a change in the regular room setup is not required (this incurs an additional fee)*. Classrooms should be reserved through the UNT Division of Student Affairs.

RCOB student organizations must be officially registered and must have an adviser or faculty sponsor, with email and phone number, listed on the space reservation request.

Series Reservations: Registered RCOB student organizations may complete the BLB Space Request Form to reserve the same meeting room at the same time on the same day each week for the entire semester. Series reservations begin the first Monday in August for the fall semester and first Monday in December for the spring semester. All series reservations are on a first-come, first-served basis.

Student organizations may incur room rental or other fees associated with reservations when:

- meeting rooms are scheduled more than once a week,
- a change in room setup is required, or
- reservation is for purposes other than business meetings or educational programs.

Failure to arrive within thirty (30) minutes of the scheduled time may result in room cancellation.

Meetings are to adjourn by 9:45 p.m. Sunday through Thursday and 7:45 p.m. Friday and Saturday unless prior arrangements have been made.

All personal and vendor effects must be removed at the conclusion of the event.
Data projectors, screens, table podiums and voice/data jacks are available free of charge in all classrooms and conference rooms.

The requesting party is responsible for placing tables and chairs in the desired location. **The key to the storage area containing the tables and chairs may be picked up in BLB 290. Tables and chairs must be returned to the storage area following the event. The key must be returned to 290 once the client has ensured that the storage area is locked.**

Client is responsible for rental fees for any additional equipment requested (please see BLB Fee Schedule).

Please see Section 5 for more information about catering. Please send a copy of the catering order to the RCoB Event Director at RCoBEvents@unt.edu at least two (2) business days in advance of the event.

Service fees apply when meetings require changes to existing room setup; the RCoB Event Director must be in receipt of all special room setup requests at least two (2) business days in advance of the event. Clients are expected to move furniture back after their event.

Amplification in any interior open space is prohibited.

Liability for damages or conditions requiring additional cleaning of the reserved space is the responsibility of the student organization named as responsible party. The RCoB Event Director will use their judgment to determine whether a cleaning fee is warranted. To dispute charges, refer to the Appeals Process in Section 14 of this document.

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Section 9 — Non-RCoB University Department, Community and Corporate Use of the BLB

Reservation of space is limited for non-Ryan College of Business departments. Reservation of event space in the BLB is prohibited for non-RCOB student organizations. Student organizations that are not part of the Ryan College of Business may still request classroom space in the BLB here; https://studentaffairs.unt.edu/plan-an-event/classroom-reservations.

All reservations for BLB facilities must be arranged through the RCoB Event Director. Please submit the BLB Space Request Form and view the BLB Fee Schedule.

Service fees will apply for meetings requiring changes to existing room setup. The RCoB Event Director must be in receipt of all special room setup requests at least two (2) business days in advance of the event. Clients are not expected to move furniture back after their event.

Data projectors, screens, table podiums and computer jacks are available free of charge in all meeting and classrooms. The RCoB Event Director must be in receipt of additional technical requirements two (2) business days in advance of the event, and rental fees will apply.

Please see Section 5 for more information. Please send a copy of the catering order to the RCoB Event Director at least two (2) business days in advance of the event.

Parking is available, for a fee, in the Highland Street Garage. Parking validations are available through the RCoB Event Director. Clients must provide the number of validations required to the RCoB Event Director at least one (1) week before the event. The total cost for validation will be added to your final bill (see BLB Fee Schedule).

Amplification in any interior open space is prohibited.

Liability for damages or conditions requiring additional cleaning of the reserved space is the responsibility of the client named as responsible party. To dispute charges, please refer to the Appeals Process in **Section 14** of this policy.

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Section 10 — Alcohol

All events proposing the inclusion of alcohol beverage service must be pre-approved by the RCoB Event Director and provided through Verde Catering, UNT's on-campus caterer. Consumption of alcohol is very restricted on UNT property. *Absolutely no alcoholic beverages may be brought into or removed from the BLB without prior arrangements being made through the RCoB Event Director*.

Alcohol is prohibited in the building Mondays through Thursdays. The serving of alcoholic beverages may not commence before 5:00 p.m. on Friday; before 9:00 a.m. on Saturday; or before noon on Sunday. Very limited exceptions may be granted by the dean; please speak with the RCoB Event Director for more information.

TABC-certified bartenders, arranged through UNT's Verde Catering, must serve all alcoholic beverages. Verde determines the number of bartenders needed for an event.

The TABC-certified bartender may deny alcoholic beverage service to any patron with notification to BLB management and the event host.

Client is responsible for ensuring consumption of alcoholic beverages occurs in a lawful and responsible manner.

Food and non-alcoholic beverages must be available in reasonable quantities at all events serving alcohol. All food and beverage must remain in the areas scheduled for said event.

Security provided by the UNT Police Department may be required at the expense of the client for events serving alcoholic beverages. Consult with the RCoB Event Director to determine the number of officers required for said event.

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Section 11 - Filming Within the BLB

All campus departments, organizations and individuals (*including students*) must adhere to the following guidelines for filming within the BLB:

Departments, organizations and individuals must obtain approval from BLB leadership 48 hours prior to filming within the BLB. Proof of approval must be present during filming and made available upon request prior to and during filming.

A BLB Building Representative will complete a building walk-through prior to the filming date to review the site for safety and traffic flow.

Film may not be used for commercial use.

Departments, students, organizations and individuals are responsible for obtaining releases from any parties featured during filming.

BLB leadership reserves the right to refuse or stop filming at any time.

Departments, organizations and individuals must provide their own equipment.

Rooms and event spaces within the BLB must be reserved in advance for intended film use.

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Section 12 — Signage and Decorations

All signage, including directional signage and banners/pop-up banners, must be approved by the RCoB Event Director before being displayed.

Signage, posters or decorations are prohibited on facility surfaces, including doors, walls, posts, light posts, columns, windows, walkways, fountains or planters. *Taping up of any signage is strictly prohibited in the BLB; anything taped in the building or the grounds of the BLB will be immediately removed*.

Signage, including directional signage, may be displayed on easels throughout the BLB. The RCoB Event Director has easels that may be rented for an additional fee. Clients must submit a request for easels at least two (2) days before the event. Please see the BLB Fee Schedule for more information.

Signage may be ordered through UNT's Eagle Images (individuals and student organizations) or Printing and Distribution Services (UNT departments).

An open bulletin board is provided on the ground floor; signage may be posted there.

Any material considered inappropriate (unsuitable use of language and graphics) or that does not follow these guidelines will be removed.

Banners and Pop-Up Signage

INDOOR BANNERS

All banners must be approved by the RCoB Event Director; files may be sent to RCoBEvents@unt.edu for approval. A sticker will be placed on the back of the banner indicating that it has been reviewed and approved. Banners that are displayed without this sticker will be taken down.

Hanging banners must be hung on stand-alone banner stands; they may not be suspended from any interior surface of the BLB.

Banners can only advertise special departmental and/or organizational events and programs. Banners advertising guest speakers must include speaker name and topic, meeting location, date, and time.

All events advertised on a banner must be open to anyone with a UNT ID.

A single banner may hang for no more than seven (7) days in any given period during the semester.

Banners can be no larger than 4' x 10' vertical or horizontal.

The organization/department is responsible for the hanging and removal of banners.

Banners cannot hang directly over the stairs on any floor or from any balcony. Banners placed in these areas will be removed and taken to the BLB Dean's Suite (BLB 290).

Any written material that is not in English must have an English translation prominently adjacent that has been approved by International Studies & Programs.

Any banners removed by BLB leadership will be destroyed.

OUTDOOR BANNERS & SIGNAGE

All banners must be approved by the RCoB Event Director; files may be sent to RCoBEvents@unt.edu for approval. A sticker will be placed on the back of the banner indicating that it has been reviewed and approved. Banners that are displayed without this sticker will be taken down.

Outdoor banners and signage must be hung on stand-alone stands; they may not be suspended from any exterior surface of the BLB.

All events advertised on a banner or outdoor sign must be open to anyone with a UNT ID.

Outdoor banners can only be displayed for one (1) week. Outdoor signage (such as those advertising an event) may be displayed for one (1) week prior to an event.

Any banners or signs removed by BLB leadership will be destroyed.

Outdoor banners shall be made of canvas or permanent banner cloth using printed waterproof or laminated materials. Outdoor signage shall be laminated and affixed to stable ground stakes.

Any written material that is not in English must have an English translation prominently adjacent that has been approved by International Studies & Programs.

Decorations

All decorating arrangements must be made through and approved by the RCoB Event Director. Client is responsible for requesting early facility access for decorating. *Under no circumstances is anything to be attached to facility doors, walls or columns*.

Client may not use the following items when decorating rooms: confetti, glitter, streamer tape, adhesive tape of any kind, silly string, shoe polish, permanent marker/paint pens, candles (flameless LED candles are permitted), or screws/nails/tacks/etc.

Neither the University of North Texas nor the Ryan College of Business assume responsibility for any injuries that might occur while a client is decorating for an event or the damage or loss of articles, equipment or other items left in the facility prior to, during or following an event. Client must remove all personal and vendor effects at the conclusion of the event. Liability for damage to the premises is the responsibility of the client, as named responsible for the event.

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Section 13 — Information Tables

Information tables, where literature is available for passers-by to pick up from table, are the only tables allowed in the BLB.

University departments and student organizations are responsible for any activity at their sponsored table(s), including conduct. Failure to adhere to these guidelines may result in department, student organization or corporate/community entity being blocked from future scheduling of information tables.

Student organizations and university departments may request the use of a table in the BLB by filling out the Event Request Form. The requesting party will receive approval of their tabling event via email.

The requesting party is responsible for placing tables and chairs in the desired location. **The key to the storage area containing the tables and chairs may be picked up in BLB 290. Tables and chairs must be returned to the storage area following the event. The key must be returned to 290 once the client has ensured that the storage area is locked.**

A maximum of two chairs per table is allowed. Persons staffing the table are to remain behind it, and activity shall not disrupt the flow of traffic. All materials belonging to the organization or persons staffing the table must be placed on or under the table, and must be removed at the end of the event.

The client is responsible for bringing their own materials, including table linens, signage, easels and literature.

Tables are not available to student organizations during pre-finals week and finals week. For safety reasons, the number of tables in public areas and hallways will be restricted.

Tables may be used to promote any event and/or project sponsored by a university department or by a registered student organization. *Individuals or off-campus groups cannot reserve tables for use unless sponsored by a registered organization or department*. The sponsoring organization or department is responsible for completing the necessary approval process.

Signs or banners used at the table may be hung from the front of the table. Large floor displays are not allowed. For additional space, other locations may be available, for a fee, through the RCoB Event Director; to inquire, email RCoBEvents@unt.edu.

Signs or banners may not be affixed to walls, doors, columns or other surfaces within the BLB.

Any written material that is not in English must have an English translation prominently adjacent that has been approved by International Studies & Programs.

An information table can be reserved for a maximum of five (5) three-day periods per semester. Clients must submit additional requests for approval five (5) business days in advance and are contingent upon space availability.

Free dispensing of food or beverages (prepared or prepackaged) is prohibited without prior approval of the RCoB Event Director; please email RCoBEvents@unt.edu to gain approval *before* advertising that food will be available.

Tables for political candidates are not allowed unless sponsored by a student organization or university department.

Soliciting, singing, preaching or amplification in any interior open space is prohibited.

Each student organization, university department or other organization is responsible for any damage or theft of BLB equipment occurring during the use of the same. The user will be assessed repair or replacement costs.

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Section 14 — Loading and Unloading Equipment

Loading and unloading will be coordinated with the RCOB Event Director at RCoBEvents@unt.edu.

Large items must be loaded/unloaded via the Loading Dock on Maple Street.

The Loading Dock is to be used for loading/unloading only. Failure to move vehicles after loading/unloading may result in vehicle being ticketed and/or towed by the UNT Police Department.

Requests for the use of carts and/or dollies are made through the RCoB Event Director. Customer must leave I.D. until equipment is returned.

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Section 15 — Appeals Process

An established committee shall hear appeals of any decision made by BLB leadership. The following outlines the hearing process:

- Written request for appeal must be made to the RCoB Event Director.
- All relevant parties are to be present to ensure an adequate and fair hearing.
- The committee shall render a decision by the following business day. The decision of the committee is final.
- Decisions of the committee shall be in accordance with university and BLB guidelines.

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Denton, Texas
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