



THE UNIVERSITY OF TEXAS AT DALLAS
Institute for Innovation and Entrepreneurship

Blackstone LaunchPad Room Use Guidelines

Fall 2022 Hours

The Blackstone LaunchPad space is closed September 5, 2022 in observance of Labor Day.

Monday-Friday: 9:00 AM - 5:00 PM Saturday
and Sunday: Closed

An organization with a reservation has the right to the reserved room or space for the time covered by the reservation. Any person or organization using or occupying the room or space without a reservation must yield control of the room or space in time to permit any organization with a reservation to begin using the room or space promptly at the beginning of its reserved time.

Reservations will be awarded based on the following priority system:

1. Classes and curricular needs¹
2. Blackstone LaunchPad sponsored Events
3. UT Dallas sponsored Events
4. UT Dallas student organizations (with a UT Dallas staff/faculty sponsor)²
5. Outside/non-UTD/501(c)(3) groups (with a UT Dallas staff/faculty sponsor)²

Room reservations must be made by a faculty or staff sponsor only.

Emailed approval of a request for space will constitute a completed reservation. Two business days are required for processing requests.

¹ = Classes and curricular needs will be scheduled first. Sometimes curricular needs arise during the semester—these will be accommodated as a priority when they occur. When a space has multiple requests for the same time/date, space will be assigned to the highest priority or the first requestor.

² = UT Dallas student organizations and outside organizations will only be granted space through a faculty or staff sponsor. That sponsor is required to request the space and is responsible for the condition of the space and its use, including providing admittance and ensuring proper use of equipment and security.

Room usage rules:

The faculty or staff sponsor will need to ensure that the students use the space appropriately according to usage rules laid out by The Blackstone LaunchPad. It is the responsibility of the faculty or staff sponsor to ensure that student organizations are aware of the policies for use.



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Basic rules for all spaces:

1. Do not leave leftover food and beverages, trash or personal items.
2. No equipment (chairs, tables, whiteboards, etc.) may be taken out of the LaunchPad or their designated spaces.
3. Room must be returned to its original condition (room setup, cleanliness, etc).
4. No food and drink other than water in enclosed containers in the conference rooms and offices. (carpeted areas)
5. Permission to use room is not transferable.

Students or organizations in violation of these rules may be banned from reserving Blackstone LaunchPad spaces and unauthorized use will result in a loss of privileges.

Conference Rooms / Mentor Office

- Food is not allowed in the rooms with carpet
- 2-hour limit for reservation, can be extended based on availability through front desk
- Only available during open hours

Classroom & Main Event Space

Rules for reservations:

- “Classroom only” allows conference rooms to still be used during event
- If you are hosting a private event and do not want anyone entering the facility during your event, please reserve the entire space
- UTD staff, faculty, and registered student organizations (through their designated faculty or staff sponsor) may submit reservation requests

Event Setup

- BLP staff will not move furniture. Hire [Facilities Management](#) to move furniture if needed and remember to ensure enough time is blocked for setup and tear down. The space must be returned to default setup after use.
- The default setup is “classroom”
- Events on weekends or after hours must [hire a police officer](#) at \$25-\$45 per hour for the duration of the event and to open/lock space. No BLP staff will be present
- Event organizers must arrange and pay for the police officer and send confirmation to BLP staff for event approval
- It is highly recommended that the event organizer [hire media support](#) to help with the presentation technology as needed, on-site technical assistance required for after hours or weekend events
- Event organizer must arrange for parking with [Parking and Transportation](#)
- All decorations must be removed from the entire space at the conclusion of the event



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Catering

- Event organizer must arrange and pay for cleaning service through [Facilities Management](#) if serving food
- Follow [university guidelines](#) for ordering and serving food
- Event organizer must handle all arrangements and payment
- Do not leave any food or beverages in the Blackstone LaunchPad refrigerator after the event, please throw away leftovers or take them home

Per day rental costs for Blackstone LaunchPad Event Space:	External organizations with faculty/staff sponsor	Internal organizations
Full Space (up to 8 hours)	\$200	No charge
Full Space (up to 4 hours)	\$100	No charge
Facilities for Set-up/Tear-down	\$47-\$70 per hour per person	\$47-\$70 per hour per person
Security for after-hours events	\$25-\$45 per hour	\$25-\$45 per hour
Media Services fee	\$35 per hour	\$35 per hour
Facilities Cleaning fee (if serving food)	\$47-\$70 per hour per person	\$47-\$70 per hour per person

Helpful links

Room reservations - mazevo

Facilities (Furniture setup/teardown and cleaning) -

<https://facilities.utdallas.edu/tools/workrequest/>

Catering - <https://utddining.catertrax.com>

Media Services - <https://ets.utdallas.edu/media-services/event-technology-support>

Risk Assessment Form - https://www.utdallas.edu/events/process/risk_assessment/

Campus police - https://eventplanning.utdallas.edu/process/campus_police/

<https://police.utdallas.edu/eventform.html>