

PROCEDURE TITLE:	USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE
PROCEDURE NO.:	4.44:1
RELATED POLICY:	4.44REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/DIRECTOR, EVENT & CONFERENCE SERVICES
EFFECTIVE DATE:	03/13/15
NEXT REVIEW DATE:	03/2018
APPROVED BY:	PRESIDENT

## 1.0 GENERAL GUIDELINES

- 1.1 The scheduling of official academic course offerings shall be given first priority for the use of University academic facilities.
- 1.2 After the release of academic space for the term, university facilities will be made available to the Event & Conference Services (ECS) office for scheduling/rental.
- 1.3 Should it become essential to accommodate a non-University event requiring the need to relocate or re-schedule a University class, meeting or activity, the Registrar and Director of ECS shall consider the relative impact or benefit of the event to the University.
- 1.4 The Director of Event and Conference Services (ECS) in consultation with the Vice President for Finance & Administration shall ensure the rental or use of facility space considers such factors as:
  - 1.4.1 The event must be consistent with the University's academic and community service role and mission.
  - 1.4.2 University facilities may not be contracted for the purpose of offering instruction of an on-going nature which is not a part of the University's academic or public service programs.
  - 1.4.3 The University reserves the right to reject the application of any event sponsor for use of University facilities and/or equipment if it determines that it is not in the University's best interest.

- 1.5 Event sponsors may be required to provide the University a plan for the proposed disposition of any registration fees and/or admission fees charged to event attendees, income from sale of merchandise or sundries, food and/or beverages.
- 1.6 The University shall assume no responsibility for any expressed or implied views, positions, statements or literature of the event sponsor. Nor shall the University condone or otherwise endorse such views.
- 1.7 Event sponsors may not use University logos, service marks, or copyrights, in any advertisements or publications without the written consent of the University Office of Communications.
- 1.8 Use of alcohol at any event is governed by BOT policy 3.19 and procedure 3.19:1.

## 2.0 MAKING ARRANGEMENTS FOR USE OF UNIVERSITY FACILITIES

### 2.1 University-Affiliated Groups

- 2.1.1 The Office of the Registrar is responsible for scheduling of classroom instructional use of University facilities for each academic term (dates, times and locations are listed in the final class schedule).
- 2.1.2 The Office of Event & Conference Services (ECS) is the primary contact for the scheduling of the use of all other facilities as follows:
  - 2.1.2.1 Coordination with the Director of Vern Riffe Center for the Arts for the requested use of the building and Director of Athletics for the requested use of the Rhodes Athletic Center and related areas.
  - 2.1.2.2 All requests for facilities use by official student organizations shall be submitted to the Student Life Office for approval before application is made to ECS.
  - 2.1.2.3 Charges for facilities use by University-affiliated groups may be assessed for usage, equipment, supplies and personnel time which exceeds the parameters of the normally scheduled workload of the facility or personnel involved in supervising, operating and maintaining facilities.

## 2.2 Non-University Organizations

2.2.1 When possible, University facilities will be made available to other organizations or groups for meetings or other approved activities.

2.2.2 The Director of ECS in consultation with the Vice President for Finance & Administration is responsible for developing proposed fees and charges for facilities rental usage. Such schedule of charges shall be approved by the President and reviewed annually.

## 3.0 SPACE RESERVATION FORM

The reservation of space/facilities requires the completion of a space reservation form and submission to the ECS office and are available at:

Send email to Events & Conference Services: [events@shawnee.edu](mailto:events@shawnee.edu)

## 4.0 EVENT & CONFERENCE SERVICES (ECS)

The Office of Event & Conference Services maintains a web page which provides links to applicable forms, pricing, information, and additional guidelines.

<http://shawnee.edu/offices/event-conference-services/>

### History

Effective: 03/13/15