

Shawnee State University

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SUBJECT: USE OF UNIVERSITY FACILITIES BY EVENT-SPONSORING GROUPS		RECOMMENDED BY:	R. Neil Hawk
		APPROVED BY:	

Shawnee State University shall endeavor to provide Community and University-affiliated organizations, groups or individuals (event sponsors) access to its facilities during those times when such access will not interfere with the regular educational mission and/or bonafide University activities.

1.0 General Guidelines:

- 1.1 Normally, the official academic course offerings shall be given first priority claim over University facilities. Additional University classes, Continuing Education offerings, and other academic needs for which the University has contracted will first be assigned and scheduled by the Provost's Office. Facilities will then be made available on a "first come first served" basis by the Director of Physical Facilities.
 - 1.1.1 The University reserves the right to relocate or re-schedule any of its own classes, meetings, or activities in order to accommodate requests of non-University event sponsors depending on the relative impact or benefit of the event to the University. Normally, however, the University's own programs and activities will have first priority when officially scheduled.
- 1.2 The University shall review each application and shall determine whether or not any specific organizations will be granted use and under what circumstances or restrictions.
 - 1.2.1 The event must have a clear relationship to the University's academic and community service role and mission.
 - 1.2.2 University facilities shall not be contracted for profit-making purposes nor 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.
 - 1.2.3 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.
- 1.3 The Vice President for Business Affairs may require a statement from the event sponsor including 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.

- 1.4 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.

2.0 Making Arrangements For Use Of University Facilities

2.1 University-Affiliated Groups

- 2.1.1 The Office of the Provost shall be responsible for approval and scheduling 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 Director of Physical Facilities shall be responsible for approving and scheduling all other use of facilities.

- 2.1.2.1 All requests for facilities use by recognized student organizations shall be channelled through the Student Activities Office for approval before application is made to the Director of Physical Facilities.

- 2.1.2.2 Requests for facilities use for professional organization conferences, seminars and/or workshops must be approved by the dean/chairperson or director, and then by the Provost or respective vice president prior to its submittal to the Director of Physical Facilities. Such approval indicates that the department/division shall be responsible for all obligations incurred by the conduct of the activity.

- 2.1.3 Payment of charges for Facilities use

- 2.1.3.1 Charges for facilities use by University-related event sponsors will be assessed only for equipment and/or personnel time which exceeds the parameters of the normally scheduled workload of the facility or personnel involved in supervising, operating and maintaining facilities.

- 2.1.3.2 Any charges assessed for the use of such facilities may be paid either by cash or personal check at the Bursar's Office or mailed to the Business Office. Checks must be made payable to the University .

2.2 Non-University Organizations

2.2.1 Tax-exempt and/or non-profit groups

2.2.1.1 When possible, University facilities shall be made available to non-profit, tax-exempt organizations or groups for meetings.

2.2.1.2 Facilities will not be made available when use of such is for money-making purposes except for charitable activities which would clearly benefit the community.

2.2.2 Profit-making organizations

2.2.2.1 When possible, the University may make facilities available to profit-making organizations or groups for meetings, seminars, training sessions, lectures and public meetings.

2.2.2.2 However, facilities shall not be made available for the purpose of earning money for the profit-making organization or group.

2.2.3 Payment of charges

2.2.3.1 Use of facilities during the normal University day (8 a.m. to 11 p.m. Monday through Friday) shall be charged at the established scheduled rate available in the Department of Physical Facilities.

2.2.3.2 Use of facilities at times other than the normal University day will be assessed the scheduled rate plus:

2.2.3.2.1 Custodial fees according to the CWA Agreement.

2.2.3.3 Fees may be charged for the following, if applicable:

2.2.3.3.1 Parking

2.2.3.3.2 Operational overhead: i.e., utilities, depreciation of equipment, etc.

- 2.2.3.3.3 Personnel services including premium rates and custodial fees at contract rate.
- 2.2.3.4 Charges shall be based on
 - 2.2.3.4.1 The number of persons involved in the use of facilities and terms of their contract.
 - 2.2.3.4.2 The type of facility.
 - 2.2.3.4.3 The duration of use including rehearsals and set-up time.
- 2.2.3.5 A deposit of 50% of estimated charges must be received prior to final approval of the request. The balance (including all amounts in excess of the estimate) shall be due upon receipt of the University invoice.
- 2.2.3.6 Cancellations
 - 2.2.3.6.1 A cancellation notice of one week prior to the scheduled use is required in order to receive a full refund of the deposit.
 - 2.2.3.6.2 Should cancellation occur less than one week prior to the scheduled use, 90% of the deposit shall be refunded.
 - 2.2.3.6.3 Should cancellation occur less than 24 hours of scheduled use, 50% of the deposit shall be refunded.
 - 2.2.3.6.4 Should the University be officially closed due to emergency circumstances Immediately prior to a scheduled event, 100% of the deposit shall be refunded.
- 2.2.3.7 Charges may be paid in person at the University's Bursar's Office or by mail to the Business Office. Checks must be made payable to the University and must be accompanied by the University's invoice.

2.3 Processing of requests for facilities use.

2.3.1 All requests for use of University facilities must be formalized by completing' the Space Reservation Form (available from Department of Physical Facilities) The request must state:

2.3.1.1 The date(s) requested.

2.3.1.2 Duration(s) of activities (times).

2.3.1.3 Type of space requested.

2.3.1.4 Number of persons involved.

2.3.1.5 Official name of the organization and/or composition of the group.

2.3.1.6 Purpose of the activity.

2.3.1.7 Name, address, and telephone number of the individual representing the group.

2.3.2 Before approval could be considered, the non-University event sponsor must submit the completed **Space Reservation Form** and relevant documents including the following:

2.3.2.1 A statement of indemnification.

2.3.2.2 Appropriate insurance policy.

2.3.3 As mentioned previously, University related groups must also submit additional approvals (if applicable) for conferences, workshops, seminars and other functions, along with statements of disposition of registration and admission fee.

2.3.4 The Director of Physical Facilities shall give approval and schedule the event:

2.3.4.1 Upon proper completion of the **Space Reservation Form** and approval by facility-equipment managers (as necessary).

2.3.4.2 Upon ascertaining the availability of the facility requested.

2.3.4.3 Upon determining that the proposed use is congruent with University policy and complies with approved procedures for proper use of such facilities.

2.3.5 The event sponsor's key representative shall be notified by the Director of Physical Facilities as quickly as possible regarding approval or denial of the request for space, charges, room locations and other details.

2.4 Time Considerations

2.4.1 Event sponsors should apply for use of facilities no later than four weeks prior to the anticipated event.

2.4.2 The University cannot guarantee space availability on a continuing basis beyond the duration of the current academic term. Any reservations made in advance of the beginning of classes shall be subject to rescheduling or cancellation.

2.4.3 Although approved, specific classroom space cannot be guaranteed until five class days have elapsed following the close of open registration for that academic quarter.

2.4.4 Any use of University facilities shall be automatically cancelled when the University is officially closed due to inclement weather or other emergency circumstances.

3 0 Conduct of Activities

3.1 Non-discrimination

3:1.1 Activities shall be conducted in a manner that is not discriminatory or abusive to others by reason of race, color, sex, religion or national origin.

3.2 Orderly Meetings

3.2.1 Sponsoring organizations, groups, or individuals shall conduct orderly meetings and activities which shall not be of a nature as to incite others to violence or destruction.

3.2.2 All University, city, county, state and federal regulations, ordinances, and laws apply to University property and facilities and are to be observed by all individuals using University property.

3.3 Maintaining cleanliness

3.3.1 Reasonable cleanliness and orderliness of the facilities are expected after their use.

3.3.2 Special arrangements for handling waste materials shall be made part of the reservation agreement.

3.3.3 The failure to care for University property shall result in the refusal of further requests for use of University facilities from the involved organization, group or individual.

3.4 Smoking

3.4.1 Smoking shall be confined to areas designated for that purpose.

3.4.2 Smoking is prohibited by state law in The Activities Center, auditoriums, classrooms, seminar rooms and laboratories throughout the University.

3.5 Gambling, games of chance, raffles and the like.

3.5.1 Gambling in any of its forms including raffle drawings, door prizes, bingos, and carnival or casino type games shall be strictly controlled on University property. No such activity shall be permitted without prior review and approval by the University's legal counsel.

3.5.1.1 Unless specific prior approval is granted, such activities shall be subject to immediate closure, cancellation and disbursement.

3.5.2 Request for approval of such activities shall be processed on a special form (available at the Department of Physical Facilities), and its approval or denial shall become part of the contractual agreement and will be attached to the Space Reservation Form.

3.5.3 While the University may permit the activity, the University shall assume no responsibility nor liability for such activity. The event sponsor's insurance policy must cover specific exemption of such liability related to any such activity associated with the event to be conducted on campus.

3.5.4 A copy of such agreement must be in the possession of the event sponsor's representative who, in turn, must be present at the activity at all times .

3.6 Damage to University Property

3.6.1 The individual representing the event sponsor shall be held to have individual responsibility for University property or equipment which was damaged or lost during ~~or~~ as a result of such use. Reimbursement required shall be determined by University management.

3.6.2 Legal action may be taken by the University to recover such loss and the University will refuse all future applications for facilities and equipment use by that organization or individual.

4.0 Sale of Merchandise or- Sundries

4.1 The sale of merchandise or sundries shall be, strictly controlled during any event.. No such activity shall be permitted without prior review and. approval by University management.

4.1.1 Unless specific prior approval is granted, such activities shall be subject to immediate closure, cancellation and disbursement.

4.1.2 The event .sponsor proposing sale of merchandise or sundries either by the event sponsor itself of by others as part of the sponsored activity must secure permission separately for each vendor involved.

4.2 Requests for approval shall be processed using a special form (available at the Department of Physical Facilities), and its approval -or denial shall become part of the contractual agreement and will be attached to the Space Reservation Form.

4.3 While the University may permit the activity, it shall assume no responsibility nor liability for such activity. The event sponsor's insurance policy must cover specific exemption of such liability related to any such activity associated with the event to be conducted on campus.

4.4 A copy of such agreement must be in the possession of the event sponsor's representative who, in turn, must be present at the activity site at all times.

5.0 Food and Beverages

5.1 Any event sponsor proposing to include food and/or beverages as part of the requested facilities use must apply for review and permission whether or not there will be a charge to the consumer of the food or beverage.

- 5.2 Those planning to include food or beverages shall be referred to the University's Food Service Contractor for arrangements. Should the Food Service Contractor elect not to cater the event, the event sponsor may then make other arrangements provided that prior and specific permission is granted by the University as part of the approved reservation. Otherwise, the activity shall be subject to immediate closure, cancellation and disbursement regardless of any contractual agreement with the University approving the event or associated activity.
- 5.3 A copy of such agreement must be in the possession of the event sponsor's representative who, in turn, must be present at the activity site at all times.
- 5.4 Food and beverages may not be consumed in the Massie Auditorium nor in any of the classrooms.
- 6.0 Use of University Owned-Equipment
- 6.1 When the University makes its audio-visual equipment available to the event sponsor, University Media Services staff shall be required to operate the equipment and the event sponsor shall be billed for the personnel time involved.
- 6.2 University equipment will not be made available to non-University organizations, groups or individuals for use off the Shawnee State University campus unless a SSU Vice President, Dean, Chairperson, or Director recommends that a non-profit organization be permitted to use SSU equipment off campus and the President approves. When an exception is granted, a list of the equipment loaned, with appropriate identifying information, shall be filled with the Purchasing Department. When the equipment is returned, the borrower shall report to the Purchasing Department the fact the equipment has been returned.
- 7.0 . Equipment Brought on Campus
- 7.1 Equipment or materials other than what can be hand-carried by event sponsors may not be brought into the University facility except by special permission. Equipment and materials brought on campus by event sponsors must be conspicuously and clearly, identified as belonging to the event sponsor.
- 7.2 Such equipment must be removed from University premises immediately after the event's conclusion.
- 7.2.1 The University shall neither store nor otherwise handle such equipment for the event sponsor.

7.3 The University cannot assume responsibility for protection against damage or loss of the event sponsor's own borrowed or rented equipment.

7.4 The University's receiving dock and material handling equipment can only be made available for use if such is approved and scheduled in advance.

8.0 Security

8.1 Depending on the nature of the activity and the number of attendees anticipated, the Director of Physical Facilities may choose to arrange for extra security at the sponsor's expense to help maintain order and protect University property.

8.2 Security requirements shall be discussed with the event sponsor and shall be made part of the approved request.

9.0 Parking

9.1 In order to minimize inconvenience and confusion, parking arrangements for event attendees shall be made part of the space reservation request.

9.2 Event attendees and sponsors shall be subject to the same parking, traffic, and general security regulations as University employers or students.

9.2.1 Parking regulations shall be enforced on campus twenty-four hours a day. Fire zones, no-parking zones, loading zones, and handicapped parking spaces are tow-away zones.

9.2.2 The University cannot guarantee that every attendee will find convenient parking adjacent to the event site.

10.0 Advertising Materials

10.1 Publicity materials advertising a particular event may be displayed in areas of the University facilities approved in advance by the Director of Physical Facilities.

10.2 Advertising materials must be removed by the event sponsor immediately following the event. Otherwise, these shall be removed by the University's maintenance personnel at the event sponsor's expense.

10.2.1 Unless requested by the event sponsor on the approved reservation that they be preserved, advertising materials shall be discarded by maintenance personnel .

10.2.2 In any event, the University shall not provide storage of advertising materials longer than 72 hours following the activity.

11.0 Publicizing the Event Through the Pubic Media

11.1 Every media advertisement which mentions the events location 16 the University facilities must first be approved by the University's Director of Public Relations.

11.2 Any such announcements, notices, hand bills, posters and the like used by non-University organizations, groups or individuals must clearly indicate the sponsor of the event and must also clearly indicate that the University is NOT the sponsor of the event.

12.0 Public Display of Artwork and Exhibits

12.1 The University will strive to provide for the continued use of public areas of facilities for the enrichment of the University community by allowing use of these public areas for display of artworks and exhibits.

The Cultural Affairs Committee shall determine the content and quality of the artworks or exhibits.

12.3 Parties (both University-related and non-University related) contemplating the use of such public areas shall contact the Director of Physical Facilities for a copy of procedures outlining the appropriate and approved methods of hanging/ displaying artwork and exhibits. Artworks and exhibits displayed in violation of the written procedures shall be subject to confiscation pending full restitution of any incurred cost to the University.