

PROCEDURE TITLE:	USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE
PROCEDURE NO.:	4.44:1
RELATED POLICY:	4.44REV
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RESPONSIBLE ADMINISTRATOR:	CHIEF OPERATING OFFICER
EFFECTIVE DATE:	06/26/2026
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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 University & Community Events (UCE) 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 UCE shall consider the relative impact or benefit of the event to the University.
- 1.4 The Director of UCE in consultation with the Chief Operating Officer, 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 based on a good faith determination that the event would be adverse to University interests including but not limited to safety, scheduling, capacity, insurance, compliance with the law, and protection of university operations. The University may not reject an application based on the content or viewpoint of the sponsor's message provided that it is constitutionally protected.
- 1.5 Event sponsors will be required to provide the University with a plan for the proposed disposition of any registration fees and/or admission fees charged to

event attendees, or income from the sale of merchandise. The University may collect a commission equal to seven percent (7%) of all gross registration and/or admission fees, and ten percent (10%) of all revenue generated from sales occurring during the event.

- 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 UCE office is the primary contact for the scheduling of the use of all other facilities as follows:
 - 2.1.2.1 Coordination with the Manager 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 Engagement office for approval before application is made to the UCE office.
 - 2.1.2.3 Charges for facilities use by University-affiliated groups may be assessed for usage, equipment, supplies, and personnel time that exceeds the parameters of the normally scheduled workload of the facility or personnel involved in supervising, operating, and maintaining facilities. The fee schedule for the reserved use of facilities by both internal and external groups is available on the University & Community Events webpage at <https://www.bookssu.com>.

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 UCE, in consultation with the Chief Operating Officer, 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 UCE office, and is available at: www.bookssu.com/forms

4.0 UNIVERSITY & COMMUNITY EVENTS (UCE)

The University & Community Events office maintains a web page which provides links to applicable forms, pricing, information, and additional guidelines. The web page can be accessed at: <https://www.bookssu.com>

History

Effective: 03/13/2015

Revised: 06/26/2026