

RESOLUTION F15-26

REVISION OF POLICY 4.44REV, USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE

WHEREAS, University Policy 4.44Rev., Use of University Facilities & Reservation of Space, and its associated procedure authorize administrative controls over the use of University buildings and spaces by University and outside groups; and

WHEREAS, the existing language of Policy 4.44Rev. establishes a fee schedule approved by the President for external groups and individuals; and

WHEREAS, it is in the University's interest to implement a fee schedule for internal groups when approved by the President; and

WHEREAS, amendments to Policy 4.44Rev. have been recommended by the President;

NOW, THEREFORE, IT IS RESOLVED that the Board of Trustees amends Policy 4.44Rev., Use of University Facilities & Reservation of Space, authorizing fee schedules to be established for internal groups and individuals.

(June 26, 2026)

Shawnee State University

POLICY TITLE:	USE OF UNIVERSITY FACILITIES & RESERVATION OF SPACE
POLICY NO. :	4.44 REV
ADMIN CODE:	3362-4-21
PAGE NO.:	1 OF 1
EFFECTIVE DATE:	06/26/2026
NEXT REVIEW DATE:	06/2031
RESPONSIBLE OFFICER:	CHIEF OPERATING OFFICER
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 The uses of University facilities and grounds are primarily for the educational, student life and activities, and administrative functions of the University. It is recognized that designated University facilities and space may, with adequate administrative controls in place, be utilized by external or non-university groups.
- 2.0 Procedures and/or guidelines shall be established to ensure that use of indoor and outdoor University facilities and space does not interfere or conflict with University educational and/or administrative activities. Such procedures or guidelines shall:
 - 2.1 Identify specific University facilities and space available for non-University use;
 - 2.2 Provide an administrative process to schedule facilities and space and provide priority use for academic and other University activities;
 - 2.3 Provide sufficient restrictions and controls on the scheduling and use of University facilities and space to protect University property and avoid disruption to University activities.
- 3.0 A fee schedule, approved by the President or designee, shall be established for the reserved use of facilities by both internal and external groups and individuals. Fee schedules will be accessible on the University and Community Events webpage.
- 4.0 Procedures on the usage of indoor and outdoor spaces on campus, including the scheduling and use of University facilities and space, shall be approved by the President.

History

Effective: 06/11/04

Revised: 06/26/2026; 06/21//24; 03/13/15

Applicable Procedures: [4.44:1 Use of University Facilities & Reservation of Space](#)
[4.44:2 Use of Outdoor Spaces](#)