

Shawnee State University

AREA:	BUSINESS AFFAIRS	POLICY NO.:	4.44 Rev.
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		RECOMMENDED BY:	R. Murphy
SUBJECT:	USE OF UNIVERSITY FACILITIES	APPROVED BY:	Board of Trustees

As a service to the community the University will make its facilities available for use during those times when such access will not interfere with the regular educational mission or official University activities. The University does not intend to create a public forum in any of its facilities, and reserves the right to restrict access which is inconsistent with its mission.

1.0 General Guidelines:

- 1.1 Normally, the official academic course offerings shall be given first priority claim over University academic facilities. Additional University classes, Outreach Services offerings, and other academic needs of the University will first be assigned and scheduled by the Registrar's Office. After the Registrar releases the University's academic space for the term, facilities will then be made available on a "first come first served" basis by the Coordinator of Special Events. Other areas, to include the Vern Riffe Center for the Arts Theater and lobby, Rhodes Athletic Center, natatorium, and University Center conference and banquet rooms, are scheduled on a first come first served basis without regard to University requirements.
 - 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 be consistent with the University's academic and community service role and mission.
 - 1.2.2 University facilities shall not be contracted for the purpose of offering instruction of an on-going nature which is not a part of the University's academic, outreach, 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 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
- 1.4 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.

- 1.5 Event sponsors may not use University logos, service marks, or copyrights, in any advertisements or publications without the written consent of the University.
 - 1.6 Use of alcohol at any event is prohibited unless authorization is requested and approved by the University at least 15 days prior to the event.
- 2.0 Making Arrangements for Use of University Facilities
- 2.1 University-Affiliated Groups
 - 2.1.1 The Office of the Registrar's is 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 Coordinator of Special Events shall be responsible for approving and scheduling all other use of facilities after their release for the term by the Registrar.
 - 2.1.2.1 All requests for facilities use by official student organizations shall be submitted to the Student Activities Office for approval before application is made to the Coordinator of Special Events.
 - 2.1.2.2 Requests for facilities use by University offices/departments must be approved by the dean/chairperson or director, and then by the Provost or respective vice president prior to its submittal to the Coordinator of Special Events. Such approval indicates that the department/division shall be responsible for all obligations incurred by the conduct of the activity.
 - 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 shall be made available to other organizations or groups for meetings or other approved activities.
 - 2.2.2 Events for which the use of university facilities is requested must not conflict with the University's mission nor reflect negatively on the University in any way.
 - 2.2.3 Charges for facilities will be based on the established facilities usage fees and other expenses incurred and billed by the Coordinator of Special Events through the Bursar's Office.
 - 2.2.4 Periodically facility charges will be reviewed and recommended by the administrator with responsibility over the rental space to the Coordinator of Special Events for consolidation. The President or delegate will approve or disapprove the recommended rates.

2.2.5 Payment of charges

2.2.5.1 Use of facilities shall be charged at the established scheduled rates from the Coordinator of Special Events.

2.2.5.2 Additional Fees may be charged for the following, if applicable: Parking; operational overhead, i.e., utilities, depreciation of equipment, etc.; other necessary personnel services including additional security as determined by the Coordinator of Special Events and as reimbursement for damage or excessive cleanup.

2.2.5.3 A deposit of 50% of the anticipated rental fee must be received prior to signing a space rental agreement. The balance (including all amounts in excess of the estimate) shall be due upon receipt of the University invoice following the event.

2.2.5.4 Cancellations

2.2.5.4.1 A cancellation notice of two weeks prior to the scheduled use is required in order to receive a full refund of the deposit.

2.2.5.4.2 Should cancellation occur less than two weeks prior to the scheduled use, 50% of the deposit shall be refunded.

2.2.5.4.3 Should the University be officially closed due to emergency circumstances on the date of a scheduled event which has not been previously cancelled, 100% of the deposit shall be refunded.