

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:	03/13/15
NEXT REVIEW DATE:	03/2018
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

- 1.0 The uses of University facilities 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 University facilities and space does not interfere or conflict with University educational and/or administrative activities. Such procedures or guidelines shall address the following:
 - 2.1 Identifies specific University facilities and space available for non-University use;
 - 2.2 Provides an administrative process to schedule facilities and space and provides priority use for academic and other University activities;
 - 2.3 Provides sufficient restrictions and controls on the scheduling and use of University facilities and space to ensure the protection of University property and avoidance of disruption to University activities.
- 3.0 A fee schedule, approved by the President or designee, shall be established for the reserved use by external groups and individuals.
- 4.0 Established procedures for the scheduling and use of University facilities and space shall be approved by the President.

History

Effective: 06/11/04
Revised: 03/13/15

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