Facility Use/Rental Policy

The following is presented in an effort to streamline facility use processes/procedures and to document guidelines as they relate to the use of University facilities including, but not limited to, the rates that are charged to various groups. The policy is presented as follows:

**RATES:**

Rental rates for the following were reviewed and updated as appropriate:

- Columbia Theater
- Kinesiology (Pool; Gym)
- North Oak Park
- Pennington Student Activity Center (SAC)
- Pottle Music Auditorium
- Student Union
- Teacher Education Center (KIVA; Gym)
- University Center
- Vonnie Borden Theater

Please note the following additional information:

- Rooms are grouped by size and function to establish some consistency among facilities.
- Rates are effective January 1, 2011.
- Rates apply to the use of the facility and do not include any out-of-pocket expenses as defined below. Any such costs will be in addition to the facility rates.

**Out-of-pocket Expenses:** Defined as any costs incurred by the University that the University would not otherwise incur. This would include costs associated with the facility being available outside of normal business hours. Such costs would include the cost of personnel, utilities, etc. Other examples of out-of-pocket expenses include additional personnel (e.g., University Police, sound technician, custodians, etc.), equipment, set-up, cleaning, etc.
CUSTOMERS:

The following criteria should be used in determining how groups are charged for facility use:

1) **Student Organizations/Groups** are not assessed a rental fee; however, they are responsible for all out-of-pocket expenses as previously defined.

   Registered through the University Registration of Activity Form through the Office of Student Development.

2) **University Departments/On-Campus Groups** are not assessed a fee; however, they are responsible for all out-of-pocket expenses as previously defined.

   Registered through the University Registration of Activity Form through the Office of Student Development.

   Note: University Departments/Groups choosing to co-sponsor an event or activity must ensure that a legitimate co-sponsorship exists. (See Attachment A for “General Guidelines” and Attachment B for “Co-Sponsorship Checklist”.)

3) **University Departments** engaging in events/activities that benefit the University as a whole (ex: Orientation/Recruitment, Rock ‘n Roar, Literary Rally) are **not** assessed a fee and are **not** responsible for any out-of-pocket expenses unless such expense is external to the University.

   Registered through the University Registration of Activity Form through the Office of Student Development.

4) **Third Party (Non-Campus) Groups** are assessed fees as established including all out-of-pocket expenses as previously defined.

   Registered through Event & Conference Services (See Attachment C).

   Note: Some facilities may have additional steps in the registration process due to contractual needs such as the University Center, Athletics and North Oak Park.

OTHER:

- Any issues not clearly defined under this facilities rental policy will be resolved jointly by the Provost and Vice President for Administration and Finance.

- Unless specifically approved otherwise, funds collected for facility rentals will continue to be directed according to past practice. Any funds collected from charges associated with out-of-pocket costs incurred by the facility will be placed in the particular facility’s operating budget to help defray operating costs associated with that facility. Other out-of-pocket costs should be directed to the operating budget incurring the cost (e.g., Campus Police when officers are utilized for an event).

- Any customer with an established history of rentals should be notified in writing of any rate increases and may be offered a phased increase rental plan.

- Any bookings made prior to approval and distribution of the rates included in this policy should be honored.
Attachment A

Co-sponsorship by a University Department/Group
General Guidelines

What constitutes a true co-sponsorship?

- Legitimate co-sponsorship should involve some logical relationship between the purpose of the outside group, the proposed activity and the co-sponsoring University department or group.

- University departments or groups that co-sponsor an event must be present or have a representative present at the event.

- University departments or groups that co-sponsor an event must have a PRIMARY role in the planning and/or execution of the event/activity. Simply registering the event/activity with limited or minimal involvement would not constitute a true co-sponsorship thus requiring the group to be registered as a Third Party Group.

- A checklist has been established and should be followed as it relates to co-sponsored events.

- Abuse of this policy could result in the group’s facility use privileges being revoked or disciplinary action.
Facility Use: Co-Sponsorship Checklist

Contact Person

_____ Designate Co-Sponsor Chair (suggest that Co-Sponsor Chair has a short training session)

Forms to be collected prior to event/activity:

Register Activity

_____ Register event through a Registration of Activities Form through the Office of Student Development (online).

Service Requests

_____ Submit an online service request for:

___ air conditioning
___ tables
___ chairs
___ sound equipment
___ plants (contact Horticulture)
___ any other special equipment
___ physical plant cleaning crew if necessary

University Police

_____ Some events may require that police be present such as evening or weekend events. University Police Department requires a contract with the renting party.

Event Operations

_____ Co-Sponsor Chair serves as liaison between the group and the department in charge of the facility or co-sponsoring department. This includes coordinating registration and cancellation of events.

_____ Co-Sponsor Chair must be present during the entire event to ensure that coverage, service, and safety issues are addressed. If the Co-Sponsor Chair is not the building coordinator, that person should have previous training on facility guidelines.

_____ Co-Sponsor Chair ensures that facility is secured and cleaned after completion of event.

Contact Information

University Police: (985) 549-2222
Physical Plant: (985) 549-3333