

<u>Subject:</u> Scheduling University Facilities for Purposes Other Than Scheduled University Credit Instruction	<u>Department Name:</u> Business & Finance University Reservations Office	<u>Effective Date:</u> 10/17/2006 <u>Issue Date:</u> 10/17/2006
	New Policy	<u>Approval:</u> Hamid Shirvani

**CALIFORNIA STATE UNIVERSITY, STANISLAUS POLICY ON SCHEDULING
UNIVERSITY FACILITIES FOR PURPOSES OTHER THAN SCHEDULED UNIVERSITY
CREDIT INSTRUCTION**

I. Purpose

- A. To establish general guidelines for use and scheduling of university facilities, and
- B. To ensure the safe use of university facilities, and
- C. To provide a mechanism to resolve conflicts and to advise the campus president.

II. Scope

- A. This policy applies to the use of university facilities for events and activities other than scheduled university credit instruction.
- B. For purposes of this policy, "university facility" shall include all spaces under the jurisdiction of the university, including buildings owned and/or operated by auxiliaries and self-support units, whether on the campus itself or at other locations.

III. Use of the University Name

The right to use university facilities does not confer the right to use the University name, logo, or branding, or to imply university sponsorship or endorsement of an event. All agreements for use of university facilities shall include terms to ensure that the university name is protected. University Communications has the right to approve all use of the University name, logo, or branding in brochures and publications or similar printed materials.

IV. Compatibility with the Mission of the University

- A. The University President, or the President's designee, has the authority to decide whether a proposed use of university facilities is in accordance with the mission of the University or whether it is appropriate.
- B. Any request by a non-university group to lease space for an instructional program must be approved by the office of the Provost, to assure that the program is not in competition with instruction offered by the University, either through the regular instructional programs or through University Extended Education.

V. Priority for the Use of University Facilities

Priority for the use of university facilities is as follows:

- A. Scheduled university credit instruction and instructionally-related uses,
- B. Events and activities sponsored by, and under the management of, administrative units of the University as a routine implementation of the institutional mission,
- C. Chartered Student Organizations,
- D. Non-University users.

VI. University Reservations Office

- A. The President shall designate the University Reservations Office to have responsibility for coordinating all facility scheduling other than for scheduled University credit instruction.
- B. The University Reservations Office, the Department of Public Safety/University Police, and Facilities Services Department all have the right of approval of proposed events (both university and non-university) prior to the reservation confirmation. The Student Activities Office must also approve all Student Club activities.

VII. Facility Use Fees and Charges

- A. There will be no facility use fee or overhead charge for:
 1. Scheduled university credit instruction and instructionally-related uses
 2. Events and activities sponsored by, and under the management of, administrative units of the University as a routine implementation of the institutional mission (e.g., student orientation, testing, invited guest speakers).
 3. Chartered Student Organizations.
- B. There will be no facility use fee or overhead charge for University events that are non-credit-course events (e.g., fund raising, university sponsored conferences), but these events are subject to fees for services provided (i.e., media, room setup, custodial, and public safety).
- C. All non-university events will be charged a facility use fee that includes a reimbursement for standard services, as well as total reimbursement of additional service charges. Facility Use Fees will be approved each year by the Vice President, Business & Finance.
- D. Security/Reservation deposits will be required and collected by the University Reservations Office for all non-university events and activities. The Facility Use Procedural Guidelines shall address the use and refund of reservation deposits.
- E. An authorized University account number will be required for facility reservations for all University events and activities.
- F. The prepayment of all use fees and deposits will be required for all facility reservations for non-university events and activities.
- G. Under circumstances where it is demonstrably in the best interests of the University, the Vice President for Business and Finance or designee may reasonably reduce or waive the facility use fee charged to the users of certain facilities. Application for the reduction or waiver of a facility use fee must be submitted in writing as outlined in the Facility Use Procedural Guidelines. Individual departments will not negotiate co-sponsored facility use fees.
- H. An authorized University account number will be required for facility reservations for all university events and activities to verify that the requestor is a university entity. Account numbers will only be charged if special services are provided by campus service units.

VIII. Insurance

The University has the authority to refuse use of university facilities for events that would pose an unacceptable level of risk to people or property. The use of university facilities requires public liability and property damage insurance in the appropriate amount for the event as determined by the University Risk Manager against any liability to the public, incidental to the use of or resulting from, any accident occurring in or about said premises.

IX. Parking

Vehicles parked on campus are required to display a CSU Stanislaus parking decal, daily permit, visitor permit, or be parked in an area reserved for a specific event (parking moratorium) that is issued by the Department of Public Safety/University Police.

X. Catering Services

- A. Campus Dining is the University caterer, and has exclusive rights to provide food and beverage service at all campus facilities and outdoor areas (except Teague Park and Stockton Center at University Park).
- B. Alcoholic beverages (beer and wine only, no hard liquor allowed on campus) may be served in designated areas only with appropriate University approval and authorization. All Federal, State, and local restrictions governing the sale and/or serving of alcohol shall be strictly enforced.

XI. Facility Use Rules

All campus facilities shall be used in accordance with federal, state, and local laws, and shall not be used for the purpose of organizing or carrying out unlawful activities.