



Policy Title: Use of University Facilities Policy	Effective Date: 4/25/2018
Policy Number: FA-PO-1209	Date of Last Review: NEW
Oversight Department: University Services	Next Review Date: 4/1/2021

1. PURPOSE

The *Use of University Facilities Policy* for Radford University (University) governs the extracurricular use and scheduling of University facilities to ensure the facilities are used in a manner consistent with the mission of the University and with their intended purpose.

2. APPLICABILITY

The *Use of University Facilities Policy* applies to all University facilities available for extracurricular use and to the sponsors that use such facilities for extracurricular events and activities.

3. DEFINITIONS

Academic Facilities: University facilities designed and assigned for use by academic units for the purpose of instruction, research, and/or public service either permanently or temporarily. These spaces include, but are not limited to, classrooms, laboratories, or special function facilities (e.g. planetarium).

Administrative Use: A type of extracurricular use, which is related to the general administration or management of the University or any organizational unit thereof, including academic departments (e.g. departmental meetings).

Auxiliary Operation: A University entity that exists to furnish goods and services to students, faculty, or staff, and that charges a fee for providing the goods and services. An auxiliary operation is generally required to generate revenue sufficient to offset the cost of providing the goods and services.

Building Steward (see Appendix D): A person designated by a Division Head, Dean, Director, or designee, to coordinate scheduling of assigned University facilities.

Conference Services: The office within the Department of University Services and the Division of Finance and Administration that oversees the University Scheduling Office.

Curricular: Any event or activity that is associated with the academic curriculum and coursework (e.g. classes, laboratories, etc.).

Damage(s): Physical harm caused to a University facility, or its contents, in such a way as to impair its value, usefulness, or normal function. Such damage includes, but is not limited to, holes in the walls, broken furniture, or missing equipment originally furnished with the University facility.

Event: Any program, camp, conference, workshop, public or social gathering, or meeting not listed in the Exclusions section below.

Event Agreement (see Appendix B): The document issued by the University Scheduling Office that outlines the specific elements of the event occurring in a University facility. This agreement, once signed by the sponsor, establishes a contractual relationship between the University and the sponsor of an event.

Extracurricular: Any event or activity that is not associated with the academic curriculum or coursework.

Restricted Use Facility: For the purpose of this policy, specific University facilities that are restricted in use due to specialized equipment in the facility, the purpose or design of the facility, or the location of the facility.

Space Event Request Form (SERF – see Appendix A): The form required to be completed and submitted by a sponsor when requesting to use University facilities for an extracurricular event. This form outlines the logistics of the event and the University facilities being requested by the sponsor.

Sponsor: Any person (e.g. employee, student, alumni, visitor) or entity (e.g. university department, student group/club/organization, or external organization) responsible for organizing and scheduling an event using University facilities under this policy.

University Facility (Facilities): For the purpose of this policy, any defined space of the University, including rooms, laboratories, buildings, or outdoor areas owned, leased, or otherwise controlled by the University.

University Scheduling Office: The operational unit in Conference Services with primary responsibility for enforcing the *Use of University Facilities Policy*. This office is responsible for reviewing requests for extracurricular use of University facilities, tracking utilization of University facilities, as well as invoicing for and collecting fees for the extracurricular use of University facilities as well as for any damages.

University Scheduling System: The software package used for scheduling the extracurricular use of University facilities.

4. POLICY

- A.** Curricular activities of the University must be given top priority in the use of University facilities designed and intended for that purpose.
- B.** University facilities must be used in a manner consistent with the mission of the University and with the intended purpose of the specific facility. The University Scheduling Office is the final authority on scheduling extracurricular events and activities in compliance with this policy.

- C. A division, college, or department may not restrict access to University facilities for extracurricular events and activities that the University Scheduling Office has determined to be consistent with the mission of the University and with the facility's intended purpose.
- D. Extracurricular events and activities must not hinder or disrupt curricular or other University events or activities.
- E. The University's Dining Services contractor has exclusive rights to provide food and beverages for extracurricular events and activities held in all University facilities unless otherwise exempted (see the [Food and Beverage Policy](#)).
- F. Alcohol is not permitted at any event or activity where students are in attendance unless prior written approval is obtained from the Vice President for Student Affairs. At any event where alcohol is permitted, the sponsor must ensure that security is provided by the Radford University Police Department.
- G. All extracurricular use of University facilities must comply with federal, state, and local laws and regulations as well as other University policies and procedures. The University Scheduling Office is authorized to deny, alter, or cancel any extracurricular use of University facilities if the use is deemed not to be in the best interests of the University; for violations of laws, regulations, and/or University policies and procedures; or for safety concerns.
- H. Smoking in University facilities is governed by the University's [Smoking Policy](#).

5. PROCEDURES

A. Building Stewards

1. The University Scheduling Office will work with Division Heads, Deans, and Directors, or designees, to assign Building Stewards (see Appendix D) for each University facility that is available for extracurricular use.
2. Building Stewards will consult with the University Scheduling Office in all matters regarding any extracurricular use of University facilities.
3. Building Stewards may schedule their assigned University facilities for curricular or administrative use by sponsors who are internal to the division, college, or department to which the University facility is assigned.
4. The University Scheduling Office will serve as the Building Steward for any University facility that does not have a designated Building Steward.

B. Scheduling of University Facilities for Extracurricular Use

1. All sponsors must submit a Space Event Request Form (SERF – see Appendix A) to the University Scheduling Office no less than five (5) business days prior to the extracurricular event or activity to schedule the use of a University facility. Sponsors are responsible for contacting the University Scheduling Office to ensure that the SERF was received. Sponsors with questions related to the SERF are encouraged to contact the University Scheduling Office for assistance.
2. The University Scheduling Office will coordinate with the designated Building Steward to verify availability of requested University facilities.

3. Using information provided in the SERF (see Appendix A), the University Scheduling Office will prioritize the extracurricular use of University facilities based upon the type of event, the intended use of the facility, and the size of the facility. Approval for use of Restricted Use Facilities (see Appendix E) will be dependent upon the event and intended use of the facility. The University Scheduling Office has the authority to relocate a requested event to a different University facility other than the one requested, as appropriate.
4. Once an appropriate University facility has been identified, the University Scheduling Office will tentatively schedule the facility within the University Scheduling System.
5. As necessary, the University Scheduling Office and/or Conference Services will prepare an Event Agreement (see Appendix B) for the event or activity, to include an Estimate of Expenses, if applicable. These documents define the details of the event and will be used as the basis for the planning and execution of the event or activity. The Event Agreement is not required for curricular or administrative use by University sponsors.
6. The University Scheduling Office and/or Conference Services will send the Event Agreement (see Appendix B) and the Estimate of Expenses, if applicable, to the event sponsor for approval. The University Scheduling Office and/or Conference Services will ensure the completed Event Agreement and deposit, when appropriate, are obtained prior to finalizing the scheduled use of University facilities.
7. Once all of the approved documents are received from the sponsor, the University Scheduling Office will finalize the scheduled use of the applicable University facility in the University Scheduling System and send a confirmation to the sponsor.
8. Where applicable, Conference Services will coordinate the planning and execution of the scheduled event or activity with the sponsor.
9. The extracurricular use of University facilities that is not scheduled in accordance with this policy will not be considered official or approved. In such cases, administrative and/or financial penalties may apply (see Section 5.K.).

C. Cancellations

Cancellation of scheduled extracurricular events and activities using University facilities is required at least two (2) business days prior to the date of the event. Failure to cancel at least two (2) business days prior to the date of the event may result in loss of privileges and a charge of 50% of the estimated expense for the event per the Estimate of Expenses. Cancellations must be made directly with the University Scheduling Office.

D. Fees

1. Fees for the extracurricular use of University facilities, equipment, technology, meals, lodging, and/or other services provided by the University will be charged in accordance with the fee schedule(s) (see Appendix C) approved in accordance with the University's [Fee Policy](#).
2. University departments and offices will not be charged a facility usage fee for curricular or administrative use of University facilities. Other fees, as appropriate, may apply. University departments and offices will be charged a facility usage fee for any event or activity where the event is deemed to be primarily for the benefit of any external entity.

3. University departments and offices **are not** authorized to establish, modify, or waive **any** University fee(s) without prior approval obtained in accordance with the University's [Fee Policy](#).
4. Sales tax will be added to all labor, room, and/or equipment rentals as required unless the sponsor is otherwise exempt. Sales tax exemption will only be granted upon presentation of appropriate documentation of tax-exempt status. This documentation should be submitted to the University Scheduling Office with the SERF.
5. The University Scheduling Office is responsible for the invoicing and collection of fees associated with the extracurricular use of University facilities. Deposits of revenue will be made by the University Scheduling Office in accordance with the University's [Funds Handling Policy](#).

E. Revenue Sharing

1. The University Scheduling Office will manage the sharing of revenue generated from the extracurricular use of University facilities, as appropriate.
2. Net revenue from the extracurricular use of academic facilities will be shared at a rate of 50% with the applicable academic units to which the facilities are assigned.
3. Net revenue is based upon the assessed fees for the extracurricular use of the academic facilities minus the true cost for maintaining the facilities (e.g. housekeeping, utilities, damages etc.).
4. The University Scheduling Office will move the revenue to be shared to the appropriate academic unit's budget at the beginning of each fiscal year based upon the prior year's revenue generation.
5. Revenue sharing will not apply to Auxiliary Operations facilities.

F. Security and Safety

1. Security will be required at specific events as determined by the Radford University Police Department (RUPD) in consultation with the University Scheduling Office.
2. For events that require security, the RUPD must be used for providing security. The RUPD and the University Scheduling Office will specify, on an event basis, the number of security personnel and type of security measures necessary, including additional private security and/or metal detection, to ensure the safety of all participants at the event.
3. The University Scheduling Office will notify the sponsor of any security requirements in planning for the event. The sponsor is responsible for all fees associated with the cost of providing security whether by the RUPD and/or private security.
4. Proof of security must be submitted to the University Scheduling Office before a University facility will be confirmed. Failure to provide adequate security, or provide proof of such, for any event will result in the event or activity being cancelled.
5. Each sponsor must identify a responsible person(s) in the SERF to remain onsite throughout any event.
6. All events and activities will be subject to the maximum safe occupancy established for the applicable University facility.

7. Open flames (e.g. bonfires, candles, oil lamps, lanterns, barbecue grills, special effects, etc.) are not permitted in any University facility without the prior written approval of the Office of Environmental Health and Safety. Battery operated devices are permitted.
8. In University facilities where poor lighting is a safety issue, events and activities will not be permitted after dusk without sufficient portable lighting approved by the Office of Environmental Health and Safety. Such University facilities include, but are not limited to, Heth lawn and plazas, Muse lawn, and Moffett Quad.

G. Sound Amplification

1. Sound amplification in any University facility must be approved in advance by the University Scheduling Office and must not disrupt curricular or other University business, events, and activities.
2. Generally, sound amplification in and around academic facilities and residence halls is not allowed between 8 a.m. and 5 p.m. Monday through Friday. Sound amplification may only be used between 5 p.m. and 8 p.m. Monday through Thursday, between 5 p.m. and 12 a.m. (midnight) on Friday, between 9 a.m. and 12 a.m. (midnight) on Saturday, and between 9 a.m. and 8 p.m. on Sunday.
3. The restrictions above do not apply to the performance venues and dining facilities approved by the University Scheduling Office. Additionally, the restrictions do not apply certain University-wide and special events as determined by the University Scheduling Office.
4. In all cases, the University Scheduling Office is authorized to determine where and when sound amplification may be used and the appropriate level of amplification.

H. Decorating for Events

Event decorating restrictions are listed in detail in Appendix F and must be adhered to by all sponsors and for all extracurricular events

I. Table Reservations for Sale of Goods or Distribution of Informational Materials

Tables for the sale of goods or distribution of informational materials in accordance with the [Posting, Chalking, and Distribution of Informational Materials Policy](#) may be reserved with the University Scheduling Office. **Tables must be reserved using the SERF (see Appendix A) and must follow these additional requirements:**

1. Table reservations must be made five (5) business days in advance through the University Scheduling Office.
2. A maximum of two (2) six (6) foot tables and two (2) chairs may be reserved per sponsor. Additional chairs cannot be pulled from other areas for use with tables.
3. Tables must remain in the assigned area specified by the University Scheduling Office.
4. Tables may not be located under the Hurlburt Student Center overhang.
5. Equipment is not available for reservation for use at tables.

6. Representatives must remain within the perimeter of the table and must comply with the University's [Posting, Chalking, and Distribution of Informational Materials Policy](#). Additionally, signs are not allowed to be taped on wall space.
7. Sound amplification is not allowed. Music may be played on laptops, but without additional speakers. Noise levels must not be audible beyond the perimeters of the table.

J. After Hours Use

1. Student groups, clubs, and organizations may request permission to remain in the Hurlburt Student Center or Heth Hall after regular hours by submitting a written request along with the SERF to the University Scheduling Office. The request should be submitted five (5) business days in advance and include the following:
 - a. Name of the group, club, or organization
 - b. Purpose for the after-hours use
 - c. Whether the after-hours use is ongoing or a one-time request
 - d. Executive members' names, titles, phone numbers, and email addresses
2. After hours use is subject to the following requirements:
 - a. There must be at least two members of the student group, club, or organization present at all times when using the facility after regular hours. One of them must be an executive member of the student group, club, or organization.
 - b. All members must have a valid RU ID with them at all times.
 - c. All members must stay in the area designated for the student group, club, or organization. Visiting restrooms and vending areas is permitted.
 - d. Prior to leaving the facility, members are responsible for securing the designated area including closing any windows, turning off lights and equipment, and locking doors.
 - e. Members are responsible for securing the main entrance doors upon exiting the facility/building.

K. Financial Penalties and Administrative Actions

1. Administrative or financial penalties may be assessed to any sponsor who fails to follow this policy.
2. The facility usage fee does not include the removal or cleaning of unnecessary debris and/or repairing damages after an event. The fee also does not cover charges due to conditions including, but not limited to, furniture not put back in the original configuration, excessive trash/dirt, damage to the physical space, and damage to or missing equipment.
3. Any damage to University facilities, furnishings, or equipment, will be charged to the event sponsor. The sponsor will be held responsible for full payment of the assessed damages.
4. Any sponsor who does not comply with this policy in the use of University facilities may be banned from future use of University facilities, either temporarily or indefinitely.

5. Damages to or theft of University facilities, furnishings, or equipment may be reported to the proper authorities.

6. EXCLUSIONS

This policy does not apply to the assignment and scheduling of academic facilities used for curricular purposes, which is controlled by policies and procedures maintained by the Office of the Registrar.

This policy does not apply to intercollegiate athletic events.

This policy does not apply to University facilities used as primary residences.

7. APPENDICES

Appendix A: [Space Event Request Form \(SERF\)](#)

Appendix B: [Event Agreement](#)

Appendix C: [Fees](#)

Appendix D: [Building Steward List](#)

Appendix E: [Restricted Use Facilities](#)

Appendix F: [Decorating Restrictions](#)

8. REFERENCES

None

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Chief Financial Officer & Vice President for Finance and Administration.

10. APPROVAL AND REVISIONS

The *Use of University Facilities Policy* was submitted to and approved by the President's Cabinet at the meeting on November 10, 2017, with the effective date to be determined when the appropriate infrastructure is in place for implementation of the policy. President Hemphill signed the new policy on November 17, 2017.

Effective April 25, 2018, the *Use of University Facilities Policy* was officially issued with minor procedural changes approved by the Chief Financial Officer & Vice President for Finance and Administration.

For general information concerning University policies, contact the [Office of Policy and Tax Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.