



## Policy 01:020 – Use of University Properties

Ownership and title to University property is vested in the University. The University attempts to maximize utilization of University resources, including facilities and equipment. In keeping with this philosophy, the University recognizes a responsibility to provide such resources to campus groups.

### **Space Planning and Assignments**

All space is assigned and used for the highest priority needs of the University. Departments and activities may be assigned space for use, but all space belongs to the University, not to a particular college, department, or activity. All space is subject to reassignment.

The following priorities are used to allocate and/or schedule University spaces:

- regular classes, academic programs and activities;
- University units or groups;
- University-recognized groups;
- state, county, local or other governmental units; and
- civic and other groups.

The Director of the Physical Plant is responsible for maintaining an accurate and complete inventory of space assignment and utilization. When space assignments and/or reassignments result in conflicts, the Space Utilization Committee reviews the inventory and recommends specific assignments to the President.

### **Scheduling of Space**

All buildings, classrooms, lecture halls, conference rooms and exterior space must be properly scheduled. Unauthorized entry into, occupation of, or use of University property is illegal and may result in disciplinary action, in addition to possible legal action. A master calendar of all scheduled events in public University space is maintained in the Central Calendar Office. Public University space is defined as all space except: Flowerhill, King House, Hill House apartment, Saylor House apartments, other residential spaces and adjacent hallways, the Executive Dining Room, and spaces devoted wholly to administrative offices, food preparation, mechanical, or other support operations.

There shall be no charge for the use of University properties by regular classes, and academic programs and activities; University units or groups; and University-recognized groups. However, there may be special use charges for food, setup, security, etc.

### **Use of Facilities by Student Groups/Organizations**

While the University may regulate time, place and manner of assembly, registered student groups may reserve and use any appropriate University facility. Expectations of student users include:

1. Reservation of the facility or space, including authorization by the University staff or faculty member affiliated with the group;
2. Arrangement for preparation and restoration of the space to its pre-function status;
3. Accountability for behavior appropriate to the nature of the facility;
4. Supervision of the function by a University employee; and
5. Accountability for any damage(s) that might occur.

Within these parameters, appropriate public University space is available to any registered student group or organization.

### **Outside Research, Service and/or Consulting**

The need for University support may arise in the course of outside research, service and/or consulting. A faculty or staff member engaged in such outside research, service and/or consulting which, in the professional judgment of the supervisor, is directly related to the academic mission of the University or otherwise advantages the University, may use on an incidental or secondary basis University property, resources and/or facilities in support of such research, service and/or consulting. "Incidental use" shall mean occasional, sporadic, intermittent, or irregular use which does not conflict with the regular business of the University, and which does not result in special costs to the University. All University employment agreements are governed by the terms of this policy.

Specific guidelines, procedures, reservation request forms and fee information are available in the Central Calendar Office. The Special Assistant to the President for University Events is responsible for evaluating the effectiveness of these guidelines and procedures.

*Approved 2/78*

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