

## POLICY AND PROCEDURES ON USE OF FACILITIES

April 29, 2010

Title: Scheduling the Use of UO Facilities

Purpose: To define the permissible use of facilities and outdoor space owned or operated by the University of Oregon.

### A. General Policies

1. Use of facilities and outdoor space owned or operated by the University (hereinafter "Facilities") is governed by OAR **571-011-0020** and other applicable law. This policy serves to implement OAR **571-011-0020**. This policy does not apply to facilities that are primarily used by the Department of Intercollegiate Athletics: OAR **571-011-0025**. This policy applies to use of all other Facilities for UO and non-UO uses.
2. The University Registrar or designee is authorized to schedule Facilities for UO instruction. The University President or designee will appoint a University Scheduling Manager to coordinate procedures and access for non-instructional and non-UO use to locally-scheduled facilities and to schedule directly any other Facilities, including any other outdoor spaces, not assigned to another administrator by this policy. The Dean, Director, or designee is responsible for the scheduling of each Locally-Scheduled Facility. [Link to list of Locally-scheduled facilities and responsible individuals. The EMU and its associated spaces will fall under this list as a locally controlled space]. Scheduling of Locally-Scheduled Facilities shall be consistent with the policy.
3. University Facilities are reserved primarily for directly related UO activities, including instruction, research, administration, public service, and student activities. Instruction, research, and administration take priority. Consistent with applicable law and policy, when not required for university activities, and subject to other university policies, university facilities may be made available for other uses, including non-UO private use, if consistent with university policies and missions.
4. University policies regarding use of Facilities distinguish between university entities and non-university entities. For purposes of this policy, the term "university entities" refers to groups, not individuals, and includes colleges, schools, departments, and other university organizational units; and recognized student groups. Individuals, including UO faculty, administrators, staff and students, are considered a university entity only through direct affiliation and authorization of a UO group. Individuals and organizations not affiliated with the UO are non-university entities. Use of Facilities by university entities and non-university entities is always subordinate to the university's right to use its facilities for instruction, research, and administration.
5. University entities may invite non-university entities to a UO facility. Such an invitation constitutes endorsement of the event, in relation to the larger Facilities use policy and UO missions. Invitations for an event must be made in writing, for a stipulated date or time period. Invitations shall be made only for an event that is of significant interest to the sponsoring university entity; is advantageous to the cultural, social, educational or physical development of a university entity; and is attended by a significant number of university entity members. The sponsoring university entity will be responsible for compliance with all law and policy.
6. The university will charge a fee for the use of Facilities by non-university entities, which may include an application fee payable prior to approval of the use. [Link to Fees] Additional costs incurred for

janitorial, security, or other goods and services will also be assessed. Advance payment may be required. Any non-university entity may be required to post a bond or other security, obtain and maintain insurance, and defend and indemnify the university and its employees, agents, and others. Users are responsible to reimburse the University for any damage incurred as a result of the use. Any user may be required to meet additional conditions necessitated by the requested use. All health, safety, fire, and other regulations must be observed by users of Facilities. Non-university entities will be required to execute an agreement for use of Facilities on terms acceptable to the university. [Link to facilities use agreement/standard terms and conditions/insurance requirements/list of costs and charges]. University entities may be charged for use of Facilities.

7. Requests for access to UO Facilities must be made in writing, using the required UO Facilities Use Request form (available online). Users must disclose the general intended use at the time the user seeks to schedule the Facility. Failure to disclose such information may result in denial or cancellation of the reservation. Request for use of a Facility must be scheduled sufficiently in advance to allow the university to determine if the use is permissible and to allow the University to make reasonable preparations for the intended use.
8. The University reserves all concession and catering rights and the right to approve or disapprove the serving of alcoholic beverages [Link to UO Catering and alcohol service policies], as well as all rights to make audio or video recordings or televise or broadcast any event or Facility. [Link to terms and conditions for recordings/broadcasts]
9. Use of Facilities by non-university entities does not in any way imply that the University endorses, encourages, or approves the purposes, conduct, or messages of the users.
10. At all times, any event approval is conditioned upon full compliance with all university policies and all reservation requirements. The University reserves the right to disapprove an event of any entity that fails to comply with university policies or state or federal law. The university reserves the right to modify or cancel an event, to decide where an event will occur, to move the location of an event, and to take any other action necessary to ensure that granting permission for an event is consistent with university policies and missions.
11. Entities that reserve Facilities are responsible for ensuring that persons attending the event do not damage the Facility or any other university property. Written approval of the University Scheduling Manager must be obtained prior to the erection of tents or any other temporary structures. No advertising or other item shall be placed or posted on walls or doors in or about university facilities without the prior written permission of the University Scheduling Manager or building manager for Locally-Scheduled facilities. Exhibits, displays, and decorations may be permitted by the university in its reasonable discretion as long as they are noted in the original request, and approved for safety in advance by the University Scheduling Manager. The requestor is responsible for any costs related to repair of damages caused during usage and, university entities may also be subject to disciplinary action if they damage a Facility or any other university property.
12. Overnight events are generally prohibited: exceptions must be expressly authorized in advance by the University Scheduling Manager.
13. Sound policies may be found at XXXXX. [Link to revised sound policies]

**B. Facilities Operations Procedures**

1. The University Scheduling Manager will maintain a manual of procedures and other rules that will guide the operational procedures in relation to (a) request for access, (b) basic and auxiliary fee structure, (c) schedule options, and, (d) management of events in university facilities and spaces covered under this policy.
2. Procedures by which non-university entities may apply to use Facilities and conduct an event will be promulgated to all UO entities and requesting non-UO entities, and published on the web by the University Scheduling Manager.
3. Procedures by which university entities may apply to use Facilities and conduct an event will be promulgated to all UO entities and published on the web by the University Scheduling Manager.