

## Procedures for Facility Use Policy

### 1. Purpose

1.1 The purpose of the Facilities at Appalachian State University (the “University”) is to support the educational mission and strategic goals of the University. The Facilities are available primarily for programs offered by and intended for the University community. As a public institution, the University also seeks to reach out and be accessible to the larger community. To the extent that space is available, the University welcomes community groups and organizations to utilize limited, designated spaces in certain Facilities for purposes compatible with the University’s mission and strategic goals.

1.2 The purpose of these procedures is to define scheduling procedures and establish charges associated with event management and Facility Use as an extension of the Facility Use Policy.

### 2. Scope

2.1 These procedures apply to all groups and individuals using any and all Facilities owned, leased, or under the authority of the University.

### 3. Definitions

3.1 All terms used herein and not otherwise defined shall have the meanings set forth in the Facility Use Policy.

### 4. Procedures

#### 4.1 Facility Request Process

4.1.1 Requests for the Use of Facilities should be sent as early as possible to University Events Scheduling and Communications or other appropriate Responsible Administrator, which may vary by Facility.

4.1.2 Requests for the Use of Facilities by University Units and University-Associated Entities must be made no later than three (3) business days prior to the date of the Use. Requests for the Use of Facilities requiring services such as Parking, Catering, Appalachian State University Police, Moving Services, Housekeeping, Audio Visual, must be made no later than ten (10) business days prior to the date of the Use. Notwithstanding the foregoing, University Units and University-Associated Entities may use the “Express Scheduling” process available through the University’s space scheduling system (currently 25Live) to schedule the Use of Facilities available through that process less than thirty (30) days at any time prior to the Use.

4.1.3 Requests for the Use of Facilities by a University student or Recognized Student Organization must be made no later than thirty (30) days prior to the date of the Use. If a request is received less than

thirty (30) days prior to the date of the requested Use, the request may be honored at the discretion of the Responsible Administrator. Notwithstanding the foregoing, a University student or Recognized Student Organization may use the “Express Scheduling” process available through the University’s space scheduling system (currently 25Live) to schedule the Use of Facilities available through that process at any time prior to the Use.

4.1.4 Requests for the Use of Facilities by University-Sponsored and Non-University Groups must be made no later than thirty (30) days prior to the date of the Use. If a request is received less than thirty (30) days prior to the date of the requested Use, the request may be honored at the discretion of the Responsible Administrator.

4.1.5 Please consult individual Facility procedures for additional information.

4.1.6 The University has designated and limited Facilities available for Use; therefore requests will be processed on a first-come, first-serve basis based on priorities as defined in the Facility Use Policy.

4.1.7 Each academic semester, Non-University Groups may not reserve Facilities from the first reading day until after commencement unless an exception is approved by the Chancellor. Recognized Student Organizations may not reserve University Space from the first reading day until after commencement unless approved by Vice Chancellor for Student Affairs.

4.1.8 The University may establish blackout dates for all University Facilities. These blackout dates will be noted in the University’s space scheduling system (currently 25Live) and may include, but are not limited to, University holiday closures.

## **4.2 Reservation Confirmation Process**

4.2.1 Once a request for Use of a Facility has been submitted to the Responsible Administrator, the Responsible Administrator has the responsibility to ensure that the requested Facility is suitable for the Use.

4.2.2 Any Use of a Facility by a Recognized Student Organization (other than Uses limited only to members of the Recognized Student Organization or otherwise approved by the Responsible Administrator) shall require a facilities use agreement and proof of insurance. The Facility shall not be considered reserved until the signed facilities use agreement and proof of insurance are received back from the requesting group.

4.2.3 Any Use of a Facility by a Non-University Group shall require a facilities use agreement and proof of insurance. The Facility shall not be considered reserved until the signed facilities use agreement and proof of insurance are received back from the requesting group.

4.2.4 The appropriate Responsible Administrator is responsible for confirming the reservation with the requestor, confirming receipt of a facilities use agreement (if required), checking for proof of insurance (if required), and ensuring that the information is recorded in the University’s space scheduling system.

## **4.3 Fees**

4.3.1 Fees are based upon Facility-specific policies, number of participants, size and number of rooms reserved, and duration of time for the Event.

4.3.2 Events held in University Facilities may be charged:

- a. Direct services such as catering, parking, University police service, piano tuning, box office or ticketing, audio visual services, or technical equipment
- b. Administrative fees for services provided by the University Conference and Event Services
- c. Facility use fees that may cover replacement and restocking costs, normal wear and tear on facilities, utilities and other overhead costs.
- d. Deposit, no show or late cancellation fees
- e. Overtime (beyond reservation time) fees
- f. Damage or excessive clean-up costs

4.3.3 Facility fee rates are available through the Responsible Administrator or University Events Scheduling and Communications.

#### **4.4 Safety and Compliance**

4.4.1 It is the responsibility of the Responsible Administrator to ensure that an Event is held in a safe environment. Depending on the size, nature and location of the Event, different safety precautions are to be followed. The Responsible Administrator should contact the University Police Department and/or Environmental Health, Safety and Emergency Management for any of the safety concerns and in accordance with all University policies.

4.4.2 All University Facilities have maximum occupancy limits, which cannot be exceeded. Should the occupancy limit be exceeded, the Responsible Administrator is authorized to hold the start of an Event until this limitation is met.

4.4.3 Activity associated with an Event must be confined to the Facility or Facilities that have been confirmed for Use. Unoccupied Facilities may not be used without being specifically reserved.

4.4.4 Event space furnishings and equipment are set in compliance with emergency egress requirements. These arrangements may not be modified without the permission of the Event or Building Manager. If allowed to modify the arrangement, furnishings and equipment must be returned to the original set up at the end of the reservation time.

4.4.5 Events must abide by the respective Facility's rules on time limitations as set forth in the Building Hours Policy.

4.4.6 Outdoor Events with amplification must comply with local sound ordinances and University policy. Additionally, any Event featuring live music, powered loudspeakers, megaphones, collective singing/chanting, or may otherwise be loud enough to be heard in adjacent buildings must be approved by completing an Outdoor Amplified Sound Approval Form. All requests for outdoor amplified sound must be received at least two (2) business days before the Event.

4.4.7 Any Use of Facilities that will include minors on campus must comply with all University policies and procedures related to the protection of minors.

4.4.8 All food services shall be provided by University-contracted food service providers (Grandview Catering & Events and Campus Dining). If a group seeks to utilize another vendor for food at any Event, a Right of First Refusal form must be submitted and approved. All groups are responsible for cleaning the Facility if food requested is for drop-off only. All groups must ensure that the Facility is ready for the next users, including proper disposal of leftover food, drinks, and other trash. A clean-up fee will be assessed if this is not properly accomplished.

4.4.9 All alcohol purchased or consumed in or on any University Facility must comply with all federal, state, and local laws regulations, ordinance, and University policies.

4.4.10 All groups must agree to preserve the image of the University and its Facilities and agree not to use University photos, likenesses, logos, or marks in publications or online without prior written consent of University Communications. In addition, groups must agree not to deface or cover University property with other signage.

4.4.11 The University's trade and service marks are an essential part of the University's visual identity and are protected logos, marks, and branding – capturing these marks in any media and subsequently broadcasting, re-broadcasting, or a performance containing the use of these marks or images is expressly prohibited. The unauthorized use of the University's registered marks will result in an infringement suit seeking statutory damages and penalties.

#### **4.5 Insurance and Indemnification**

4.5.1 Recognized Student Organizations, when required by Section 4.2.2, and all Non-University Groups will be required to sign a facilities use agreement for the Use of the Facility and maintain public liability insurance in the minimum limits of \$1,000,000 per occurrence and \$3,000,000 in the aggregate and property damage insurance in the sum of not less than \$500,000 per occurrence. The insurance policy or policies shall name the University as an additional insured.

4.5.2 Confirmation of any required insurance will be handled through University Conference and Event Services or other Responsible Administrator. Proof of insurance must be sent to the appropriate Responsible Administrator with the signed facilities use agreement. Failure to do so will result in the cancellation of the Event. Any exceptions or modifications must be approved by the Vice Chancellor of Finance & Operations, in consultation with the University's Office of General Counsel.

4.5.3 Each facilities use agreement shall include a clause requiring that the Recognized Student Organization or Non-University Group indemnify and hold harmless the University and its employees or agents from all liability, loss, damage, costs and all other claims for expenses asserted against the University and its employees or agents that may arise during or result from the Recognized Student Organization's or Non-University's Use.