

**Name of Policy:** [Use of University facilities](#)

**Policy Number:** 3364-5-10

**Approving Officer:** President

**Responsible Agent:** Provost and EVP for Academic Affairs, EVP for Clinical Affairs & Dean, Senior VP for Student Affairs, Athletic Director

**Scope:** All persons or groups using University facilities



**Effective date:** July 19, 2021

**Original effective date:** June 3, 2011

<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

advance of 18 months prior to the event. Student Organizations use will take precedence according to the established scheduling procedures for the Student Union.

(C) Scope

All persons or groups using university facilities.

(D) Procedures

- (1) Use of university facilities shall be arranged through the appropriate scheduling office. Requests for use of university facilities shall be made in accordance with established procedures. When there are conflicting requests for space, a determination will be made by the scheduling office concerning which users will be authorized use of space.
- (2) Approval for use of assigned space (space assigned to a particular university department or area) shall be obtained through the department or area to which space is assigned. Outdoor space requests will also require approvals from grounds, campus police and any other department that may be impacted by the event being planned. All Athletic space requests must meet guidelines established by the National Collegiate Athletic Association and Mid-American Conference. Offices assigned for associated space requests:
  - (a) Academic Space (Classrooms) – Astra Scheduling/Registrar
  - (b) Outdoor and Public Space – Student Union Reservations
  - (c) Student Union & Other Auxiliary Space – Student Union Reservations
  - (d) Student Recreational Space – Coordinator, Events & Facility, Student Recreation Center
  - (e) Performance Spaces – Department of Music
  - (f) Athletics Space – Athletic & Special Events Manager
- (3) All uses of University facilities shall be properly scheduled and such uses will be made only with permission granted by the administrative officer of the appropriate area as per their established standard operating procedures.
- (4) All rental income for use of University facilities shall be deposited with the Student Accounts Office.
  - (a) Rental income from educational and general buildings shall be credited to the general fund.



Approved by:

/s/

Gregory C. Postel, M.D.  
President

**Policies Superseded by This Policy:**

xV-6-2 Use of University Facilities, former Main  
Campus policy, previous adoption date  
February 10, 1999

x01-025 Scheduling, Events and Rooms, former  
Health Science Campus policy, previous  
review date July 1, 2003

Initial effective date: June 3, 2011

July 19, 2021

Date

Review/Revision Date: July 19, 2021

Review/Revision Completed by:

Provost and Vice President  
for Academic Affairs

**Next review date: July 19, 2024-2025 (m)1 -tct**