**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

UNIVERSITY FACILITY AND PROPERTY USE

PROCEDURE #F&P-4800-14

|  |
| --- |
| **PURPOSE** |
| To provide guidelines for the appropriate use of facilities and property under the control of Slippery Rock University. |
| **OBJECTIVE** |
| The facilities and property of Slippery Rock University exist to serve the educational process, either directly in support of the academic program or indirectly through the provision of extracurricular activities and administration support services. While the highest priority for the use of institutional facilities and property rests with university programming and services itself, it is the policy of Slippery Rock University to provide access to facilities and property by the general community for education, cultural, recreation, and public service purposes. Such access is available whenever those facilities and property are not scheduled for use by the university. |
| **POLICY** |
| 1. Recovery of Facility Use Costs: In the scheduling of facilities, it should be recognized that the debt service charge for their construction was paid by the Commonwealth. Additionally, the cost of general maintenance of all facilities is covered through funds derived jointly from state appropriation and student tuition and fees. As such, when the purpose is other than direct instruction or officially sanctioned extracurricular activity or administrative service activity, the use of university facilities must be at no cost to the institution. Additionally, except where authorized through concession agreement, facilities should not be assigned in a manner that would create profit for a profit-making organization or business concern, nor should institutional facilities generally be scheduled in competition with local businesses capable of supplying the same service. 2. Coordination of Facility Use: The actual assignment of university facilities and property is to be accomplished under operating practices established by the President and administered by his/her designee and the Vice President for Finance and Administration. All requests for facility use for other than classroom activity require prior written submission in order to permit the coordination of necessary services and to insure the most effective scheduling of available resources.   The assignment of facilities for classroom use is coordinated by the Office of Academic Records and Retention with the Academic Affairs Division. Out of class or extracurricular use of facilities is coordinated by the Director of Conferences within the Student Affairs Division. All requests by non-university related organizations or individuals for the use of the University property, services, or facilities in support of conferences, workshops or other group activities requires coordination by the Director of Conferences.  For each university-owned building, there is one individual who is identified as the prime point of contact for all matters relating to the administration of the particular facility. The practice of naming such individuals, to be known as Facility Managers, is intended to assist individuals as identified above who are responsible for the provision of support services in the physical plant, public safety and university police, and media service areas. Each facility may also have an Alternate Facility Manager. Facility Managers have authority over facility occupants and/or users with regard to the following: |

|  |  |
| --- | --- |
|  | 1. Building security, both external and internal. 2. Key distribution and control. 3. Coordination of classroom, lounge and other common use furniture. 4. Coordination of audiovisual and other common use equipment. 5. Facility maintenance and upkeep, including custodial service. 6. Fire safety.   Scheduling of the facilities listed below is the sole responsibility of the respective facility managers or their designees. However, all non-university requests, including requests by the SRU Athletic Association and the Slippery Rock Foundation, Inc., for these facilities should be directed to the Director of Conferences for coordination.  Food Service Facilities Alumni Room and Staff Center  Athletic Facilities Swope Music Building  University Union Ski Lodge  Bailey Library Planetarium  Miller Auditorium Maltby Conference Room  Sheehy Theatre Old Main Conference Room |
| C. | Criteria for the Use of University Facilities and Property: All non-university parties, including the SRU Athletic Association and the Slippery Rock Foundation, Inc., seeking use of university facilities and Services Agreement in accordance with the operating policies and practices established by the President. Program content is to be described in the Facilities and Services Agreement and must be esented as stated. The number of participants and the nature of the program activity must conform to the capacity and capabilities of the facility assigned to any particular event. Programmed activities are not permitted to reflect negatively or disparagingly on any person because of race, color, religion, national origin, ancestry, handicap, age, or sex. In no case may university facilities be used to establish or maintain an office or headquarters for a political candidate or to support a partisan political cause. |