1. Use of Buildings

The University will seek to maximize the use of its buildings for activities that support the University’s mission of teaching, research and service.

2. Access to E&G Buildings After Normal Business Hours

2.1 Access to E&G Buildings after normal working hours will be limited to authorized faculty, staff and students.

2.2 Employees of the University Police Department who have keys may open perimeter doors (only) for employees with proper identification.

2.3 The Provost and Vice President for Academic Affairs or his/her designee will coordinate the hours which academic facilities need to be open with the University Police Department.

2.4 Students and student organizations requesting use of a building must have a copy of an approved Special Events Occupancy Request Form (Attachment 2).

3. Use of Buildings by Third Party

3.1 General Use

Use of E&G buildings will be coordinated through and approved by the respective Senior Building Occupants (see Section 40.05, Attachment 2 for listing).

3.2 Sales Activities

Use of any building for sales activities are subject to the University’s procedures on sales vendor contracts.

3.3 Political Activities

No facility (Auxiliary or E&G) may be used to influence the outcome of an election or the passage or defeat of any legislative initiatives.

4. Use Fees

The University will attempt to recover the cost of providing and operating a facility to third parties. The fee to be assessed will be determined using the Building Use Fee Form (Attachment 1). The Director of Student Center Operations is responsible for ensuring that the form is properly completed and the requisite fee is properly assessed and collected.

5. Waivers

5.1 If an organization desires to request a waiver of the charges for using a facility, a written request must be submitted to the Vice President for Finance and Administration for approval along with the Building Use Fee Assessment Form.

Contact Person: Director of Student Center Operations