

SALISBURY UNIVERSITY FACILITIES USE POLICY

INTRODUCTION

This Facilities Use Policy has been established to provide a clear understanding of the guidelines currently in use at Salisbury University for the reservation and use of its grounds, buildings, and conference and dining services by internal and external individuals and organizations. Any questions regarding this Policy should be directed to the **Office of Conference Planning and Facilities Reservations** at (410) 543-6172 or (410) 548-3344 (<http://www.salisbury.edu/confolan/>).

Salisbury University has developed this Policy in conjunction with that established by the University System of Maryland Board of Regents Policy for Public Meetings (see Addendum 1).

PURPOSE OF THE FACILITIES USE POLICY

This Policy establishes regulations for the periodic, temporary, and contractual use of University facilities by external users, campus-based users, sponsored users, and student organizations in accordance with the University's missions, goals, and policies.

Academic classes are scheduled by the Registrar's Office. Classrooms may not be scheduled for non-instructional purposes before the formulation of the schedule of classes for each semester or term except for activities to be scheduled during non-class or weekend hours.

Scheduling priority for facility use is given to all academic and student-related programs. These programs have a scheduling priority for the first six (6) weeks of each semester for reserving space during the following semester. For example, during the first six weeks of the Fall Semester, reservations for facility use during the next spring semester will be taken from on-campus academic and student-related programs only. Similarly, during the first six weeks of the Spring Semester, reservations for facilities for the following Fall Semester will be taken from on-campus academic and student-related programs only. For dates outside of the academic year, and during the winter and summer non-semester period, academic programs are given scheduling priority; then all campus resources are scheduled on a first-come, first-serve basis. During this period, no University Facilities or Services are committed to off-campus users more than twelve (12) months in advance. Further recurring events are not scheduled during the academic semester.

Moreover, in scheduling all conference-related programs, consideration must be given to the priority needs of students, faculty, and staff to ensure the appropriate facilities are available to meet the primary mission of the University.

The Policy is designed to:

- Establish a consistent and equitable approach for handling scheduling requests for the use of SU facilities.
- Establish rules for access to facilities for all users.
- Require user compliance with University policies and State law.
- Regulate the time, manner, and place of the use of SU facilities as outlined in facility use license agreements for external users, application for use of facilities by external users for freedom of expression, and in the Student Handbook for students' users.
- Define SU offices responsible for scheduling the use of facilities.
- Identify consequences for failure to adhere to the policy.
- Address legal and financial issues pertinent to facility use.
- Be in accordance with any specific policies and restrictions for use of the Guerrieri University Center, the Commons, and Holloway Hall auditorium, and the Alumni House and Miller Alumni Garden (see Addendum 2).

DEFINITIONS

Facilities: All buildings, land, and property of Salisbury University.

Campus-based User: Any Salisbury University department or business unit using the requested facility for SU business with appropriate authorization to provide an SU account number to which any charges associated with the usage may be billed.

External User (Off-campus user): An individual or groups of individuals, organizations, associations, or businesses not affiliated with Salisbury University.

Student Organization User: An active student organization recognized by the Office of Student Affairs and registered with the Office of Student Activities and Organizations.

Affiliated User: An organization, group, or individual which is affiliated with SU by virtue of grants or mission-consistent goals carried out by faculty and/or staff employed by Salisbury University.

Service: Any University personnel support and/or expertise, technical equipment, supplies or special services provided individuals or organizations conducting programs in University facilities or on campus grounds.

EVENT RESTRICTIONS

All external user events must be scheduled in accordance with a list of restrictions, within reasonable boundaries of discretion, which include the following:

- Birthday celebrations will be limited to University-affiliated persons or their direct dependents (children, spouse/partner and parents; with the exception, if a parent of an alumni requests a banquet for the alumni grandparent). (see addendum 6)
- Memorial receptions are limited to University-affiliated persons (See Group 4)

- Family reunions will not be housed on campus. We do not host bachelor/bachelorette parties.
- The University will not locally advertise or locally promote its conference services, including both catering and housing, in commercial media, i.e., radio, television, newspapers, and magazines.
- Events that require extensive retrofitting of the Commons, including the removal of dining hall furniture, will be scheduled after approval with University Dining Services.
- Camping (i.e., staying outside overnight or indoors in a non-residential building) is not permitted on University property without prior permission from Conference Services, pursuant to a Facilities Use license agreement. Lodging in a University residence hall is permitted only pursuant to a Conference Services license agreement or Housing and Residence Life contract.
- Signs, banners, flags and similar items that are carried must be constructed entirely of soft material such as cardboard or cloth, and should not be attached to rigid sticks or poles. Signs must not block visibility or access to University facilities or property. They may be no larger than 10ft x 10ft without University permission. The University reserves the right to limit use of items constructed by rigid sticks, poles or other potentially dangerous materials.
- Amplified sound, including bullhorns or microphones, is not permitted without prior University permission.

All conference-related programs must enhance the image and impact of the University as an essential resource for furthering sound educational, civic, and social goals. The Office of Conference Planning and Facilities Reservation is responsible for assuring this objective and has the authority to decide against requests that do not meet this standard.

MISSION STATEMENT OF THE OFFICE OF CONFERENCE PLANNING AND FACILITIES RESERVATION

The Office of Conference Planning and Facilities Reservation is responsible for receiving all inquiries related to the use of University facilities and/or services from off-campus and on-campus individuals and organizations interested in conducting any type of conference, seminar, meeting, catered function, or summer/sports camp. The Conference Planning and Facilities Reservation staff determines if the University can host any particular activity in accordance with current operating policy and availability.

The goal of the Office of Conference Planning and Facilities Reservation is to maintain an effective and efficient administrative network of services that maximize the use of all campus resources to the greatest benefit of the University.

As an auxiliary department of the University, the Office of Conference Planning and Facilities

Reservation is obligated to ensure that all off-campus programs and specially funded on-campus conferences account for costs related to the use of auxiliary facilities and services that are required to conduct the activities requested. The Office must show a reasonable profit by which to provide for the maintenance and enhancement of services offered. Fee policies and schedules are reviewed annually to provide for equitable compensation for campus services provided.

COORDINATING STAFF AND SERVICES PROVIDED BY THE OFFICE OF CONFERENCE PLANNING AND FACILITIES RESERVATION

The Office of Conference Planning and Facilities Reservation schedules and coordinates the use of facilities, services, and resources for both campus-based and off-campus individuals and organizations. The staff works as a team conferring with all support services departments to ensure that all questions are asked and answered to meet the needs of all users.

The Office offers the following services for external users:

- Reserves and confirms dates, facility space, and services.
- Coordinates and confirms meals, catered functions, refreshments breaks, special services, and attendance numbers for each event. University Dining directly manages all individual catered events.
- Coordinates facilities schedule and set up for each event.
- Coordinates technology equipment requested.
- Coordinates and confirms all housing arrangements for conference attendees.
- Coordinates transportation needs for off-campus events.
- Prepares all contractual agreements for cost of facilities and services between the University and client.
- Coordinates invoices and transfer of funds with University Dining Services Billing Department.
- Manages post-event evaluations.

The Office coordinates the following services for campus-based, student organizations, and affiliated users:

- Provides limited coordination of activities.
- Serves as a referral service to support services on campus. (Sponsoring department responsible for any and all work orders.

SALISBURY UNIVERSITY ALCOHOL BEVERAGE POLICY

All alcoholic beverage service must be provided by the University. Organizations will be charged at current rates, and service will be in accordance with the policies listed in the University's Catering Brochure and the Policies and Procedures Guide for Registered Student Organizations.

All events with alcoholic beverage service must be substantially food-related and include the availability of alternate beverage(s). Furthermore, the organization must agree to adhere to the spirit/intent of the University's philosophy regarding the use of alcoholic beverages: recognition that the use of alcohol is a personal choice and that individuals are responsible for their behavior while using alcoholic beverages. It is clearly understood that drunkenness or vandalistic disruptive behavior sometimes associated with it is not an acceptable norm of conduct on the Salisbury University campus.

Further, it is understood that the organization is responsible to insure the conduct of its membership. Additionally, the University reserves the right, without penalty, to refuse service of alcoholic beverages to an individual or to discontinue service at a

function if, in its opinion, it is in the best interest of the University. It is further understood that the University can assume no liability in the event that the Board of Licensing Commissions refuses to grant a license.

Additional guidelines regarding the service of alcohol in hospitality areas within the Residence Halls are found in Addendum 5. Any exceptions to these guidelines must be made by the President.

PROHIBITION OF "FRONTING" ACTIVITIES

As noted, access to University facilities is designed primarily for University departments, administrative units, and currently registered student organizations in furtherance of the educational mission of the University. A limited number of other individuals and organizations have also been granted access based on their direct association with the University. Any sponsoring individual or organization that reserves space for the purpose of allowing non-university groups or vendors to advertise, hold meetings, and/or sell items without the expressed understanding and permission of the Office of Conference Services and Facilities Reservation is responsible for "fronting."

"Fronting" is defined as permitting a non-university individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program.

All of the following characteristics should be met in order for an event to be considered University-sponsored and to avoid the allegation of "fronting":

- (1) The attendance of the group must be primarily campus-related individuals.
- (2) Presenters fees are paid for by University organizations/departments.
- (3) The primary advertising is directed toward University organizations.
- (4) All planning and/or production must be handled by the University-sponsoring group.
- (5) All scheduled events must be within the scope of the University mission.

Non-university individuals/organizations are required to schedule the University space through The Office of Conference Planning and Facilities Reservation and pay for the use of space and services in accordance with current policy and fee schedules. Determination of fronting situations is made by the Director of the Conference Planning and Facilities Reservation.

FACILITIES/SERVICE FEE PAYORS

Of those individuals and/or organizations that have access to facility and service use at Salisbury University, no fee, discounted fee, or full fee charges may be applied in accordance with the following group descriptions. Definitions for these groups are provided below; examples of charged, discounted, and waived groups are listed in Addendum 6 of this Policy.

Questions or concerns about the assignment of any organization to a particular group below should be addressed to the Director of Conference Planning and Facilities Reservation.

Group 1: Pre-paid users for whom no fee is charged

This group has two categories:

1. **Any student event or meeting** (including regularly scheduled academic classes, exams, special academic presentations). Under the present University policy, each student pays a facility fee that entitles him or her to use University facilities without charge. The University, recognizing that campus facilities are primarily here to benefit and support student organizations, events and interests, provides students the first opportunity to schedule space at no charge in University Facilities including classrooms, auditoria, and athletic facilities.

Student requests for space must be associated with a student organization or an academic course project event. Individual student requests for space are not permitted. A student organization must be sponsored by an academic department, a Campus Recreation Sport Club, be recognized by the SGA, or have begun the process to become recognized by the SGA.

Student organization requests should fulfill a purpose of the organization. Academic course project requests should only be for the actual event. Any requests for space that are not for the actual course project event must be submitted by the instructor of the course.

1. Faculty/Staff conducting University business.

Group 2: Affiliated groups are defined as co-sponsored and/or adjunct organizations for which facilities fees are waived.

Note: Cost recovery rates will be charged for all events and activities when a registration or a testing fee is required to take part in the activity. An exception to this policy will be made for faculty-sponsored conferences under specified conditions.

Fees will be waived for faculty-sponsored conferences where a registration fee is charged if and only if:

- a. Classrooms and lecture halls within academic buildings are used for all conference meetings.
- b. The classroom facilities are used in their normal configurations without extraordinary support such as set-up and clean up.
- c. Financially self-sustaining auxiliary facilities, such as Dining Services and Event Technical Services, continue to apply appropriate charges.
- d. The faculty member who is sponsoring the conference is not receiving

- additional compensation for arranging the conference.
- e. The event is directly related to professional/ academic interests and not related to personal concerns (hobbies, social organizations, etc.)
- f. Department chair and Dean approval is received.

There are two basic user types included in this group:

1. **Co-sponsored events** – Activities or programs which are provided through the University but involve non-University clients (such as Economic Forecast co-sponsorship with BEACON (University) and Chamber of Commerce (non-University) or other educational oriented programs).
2. **Adjunct organizations-** Programs which are sponsored by a University-sanctioned group directly related to the mission of the University (such as Eastern Shore Childcare Resource Center, PAC 14, Delmarva Public Media, Academy for Leadership, Small Business Development Center, etc.).

In special circumstances, courtesy adjunct organization status will be extended to individuals and organizations with which the University has significant educational and strategic relationships. The President or her/his designee may grant this status.

Individuals and organizations listed under Group 2 who has required a fee for entry into an activity or event will be charged cost recovery rates based upon direct hourly costs for the respective auxiliary department, services, and facilities provided. Direct costs include the labor for setups and breakdowns, housekeeping, utilities, etc.

Group 3: External Groups and Organizations

User types in this category include:

1. All off-campus individuals or organizations, for profit and not for profit, using University facilities and/or services. All groups falling in this category will be charged market rates adjusted annually for facility rentals and other conference services.

A not-for-profit organization must be a corporation, trust, or unincorporated association which must meet the following requirements:

- Must be organized and operated exclusively for a charitable purpose.
- Net earnings may not inure to the benefit of any private individual or shareholder.
- No substantial part of its activity may be attempting to influence legislation.
- No action of the group may intervene in political campaigns.
- No part of the purposes or activities may be illegal or violate fundamental public policy.

Exceptions to charging conference rates require the approval of the President's office via the Assistant to the President for events such as those requested by regional and state political leaders, major donors, etc.

Group 4: Faculty, Staff, Alumni, and Major Donors – when using facilities for personal, non-University related events

1. Groups in this category having a direct affiliation with the University will be charged a special rate below the Non-Profit rate.

FACILITIES/SERVICES FEES

Reasonable facilities and service fee rates are reviewed and set annually. The current schedule of fees is attached in Addendum 7, "Facility Rental Charges." Questions on these fees may be addressed to the Office of Conference Planning and Facilities Reservation at (410) 543-6172 or (410) 548-3344.

CANCELLATION AND FACILITY SUBSTITUTION POLICY

University Cancellation Provisions:

Salisbury University reserves the right to substitute an alternative space for any facility reserved for a non-affiliated University function if deemed necessary to conduct official University business or special programs.

In extremely rare situations, due to factors beyond the control of the University, such as weather conditions, unavailability of facilities due to physical damage, or mechanical breakdown of support systems, etc., the University may cancel a previously scheduled non-University event without penalty. In the event of a weather emergency in which the University is closed, outside catered events and facilities reservations may be cancelled.

Client Cancellation Provisions:

The Office of Conference Planning and Facilities Reservations requires a non-refundable facility fee and service charge (if applicable). Exceptions are made at the discretion of the Director of Conference Planning.

University Catering Cancellation Provisions:

Cancellations and Late Bookings: To avoid charges for food and scheduled labor, cancellation of scheduled functions must be made no later than 48 hours prior to the event. Cancellations made less than 48 hours beforehand will incur a charge of 50 percent of the anticipated function charge.

CHANGES TO POLICY AND FAILURE TO COMPLY

All policies and guidelines presented in this document are subject to review and change without notice. Facilities and services fees will be reviewed annually to assess and establish fair and reasonable costs and charges.

Failure to comply with the policies described may result in the assessment of charges to recover the costs of services scheduled and/or performed, the suspension or revocation of scheduling privileges, and/or the closing of an event requiring restitution for expenses or damages.

ADDENDUM I

USM BOARD OF REGENTS POLICY ON PUBLIC MEETINGS

Salisbury University has developed and manages its Facility Use Policy in conjunction with that established by the University System of Maryland Board of Regents Policy 145.0 VI-4.10-POLICY ON THE USE OF THE PHYSICAL FACILITIES OF THE UNIVERSITY SYSTEM FOR PUBLIC MEETINGS, approved by the Board of Regents on January 11, 1990.

The Board of Regents guidelines state:

The physical facilities of the University System may be used for public meetings, including political meetings, if proper safeguards are provided to assure the orderly use of facilities.

Persons wishing to use a facility must apply to the proper administrative authorities. Each president will be responsible for adopting rules governing the use of its facilities, and procedures for the application for such use.

A reasonable charge may be made to cover costs of such facilities, including utilities, police protection, janitorial service and other necessary expenses.

Permission to use a facility does not imply endorsement by the university or its institutions of the view or programs of the user.

ADDENDUM 2

Guidelines for use of the Miller Alumni Garden

Given the proximity to the President's Residence, permission must be attained (by Presidential signature) before final approval for any event in the Miller Alumni Garden is given. The Office of Conference Planning and Facilities Reservations must notify the President and the Alumni Office in writing as soon as a qualified request has been made for the garden.

Existing "Salisbury University Facilities Use Policy" guidelines will apply to the Alumni Garden, with the understanding that alumni will be given preference if more than one request is received for the same date/time. A reservation shall be considered binding only after the facility license agreement has been completed and returned to Salisbury University and all deposits have been received.

Alumni Relations will identify an Event Manager, who will meet with the Office of Conference Planning and Facilities Reservations and Catering before an event, and who will be on premise in the Alumni Garden during the event, as well as whatever time is needed prior to and following the event. Additional fees will apply.

Reservations and billing will follow the process already in place for renting and/or catering anywhere else on campus with some special requirements and restrictions.

- Consistent with SU catering policy, wedding receptions can only be held during non-academic periods, which means January, spring break, or summer.
- The minimum number needed to reserve the garden is 50 people, also consistent with present SU catering policy. The suggested maximum number is 200, considering parking, close proximity to the President's Residence and other neighbors.
- Events in the Alumni Garden will need to end by 8 p.m. in summer, in order for Catering, and all others to be able to tear down, clean up, etc. by dark.
- For a party of 75 to 125, customer would need to rent one portable toilet. For a party over 125, customer would need to rent two portable toilets.]
- Clients must decide for food catering and linens, etc. with University Catering Services.
- Clients must make their own arrangements for decorations, flower arrangements, entertainment, and other such details relating to receptions or social affairs.
- Music is limited to a DJ or non-amplified live music.
- Rehearsal on Friday cannot start until 5 p.m. (after normal business hours) specific times must be given to the Conference Planning Office in advance.
- In order to maintain the integrity of the house, garden and grounds, please remove all decorations and personal belongings promptly. Salisbury University will not be responsible for rental equipment or personal belongings left at site.
- We ask that you use biodegradable products such as fresh flower petals, birdseed or bubbles as part of your celebration, (Rice or silk pedals are not allowed)
- You are responsible for payment and arrangements of chair, tent rentals, and decorations and if required porta pots (We cannot provide storage for any rental equipment.)

- Salisbury University is not responsible for a rain location unless scheduled in advance with the Conference Planning office. If a facility is not available, you must make other arrangements.
- Salisbury University does not permit alcoholic beverages to be brought to campus. This is in accordance with the policies listed in the University's Catering Brochure Policies and Procedures Guide. University Catering Services is required to purchase and serve all alcoholic beverages. Since you have not requested SU's catering service, alcohol is not permitted at this location or any other SU property.
- CANCELLATION POLICY INCLEMENT WEATHER:
- You must call the Conference Planning Office at 410-543-6172 by noon on Wednesday before weekend ceremony (no exceptions)
- Administrative fee will be deducted from your deposit.
- PHOTO SHOOT:
- No facility charge for photo shoots only.
- Contact Alumni House at 410-543-6042 to schedule.
- Alumni House will assume all responsibility and notify University Police.

ADDENDUM 3

ALCOHOL POLICY REGARDING HOSPITALITY AREAS SET UP IN THE RESIDENCE HALLS

1. Hospitality areas will only be permitted for groups consisting of residents who are all of legal consumption age. **Alcoholic beverages may not be sold to anyone under any circumstances.**
2. Any group requesting the use of a resident hall space for this type activity must submit its request in writing to the Conference Planning Office with the following information:
 - The date and time for each hospitality event
 - The anticipated number attending each event
 - The purpose of the event
 - The type of space needed
 - A list of food items to be provided at the function

Note: Each hospitality event will be limited to (2) two hours of serving time. This does not include the set up and break down time. No hospitality event is permitted to operate after 12 o'clock midnight.
3. The hosting group will only be allowed to bring into the designated space the appropriate amount of alcoholic beverages required for the specific event. Storage of alcoholic beverages is not permitted in the resident halls for future events. All containers, trash, and remaining alcoholic beverages must be removed from the hospitality area at the end of each event.
4. No alcoholic beverage is permitted outside the hospitality area in bottles or cans. The hosting group may only dispense alcoholic beverages to guests who are of legal age and are guests of the specific conference residing on campus. **Underage drinking by staff or students is expressly prohibited. Distribution of alcohol to underage students or staff is a violation of University policy and Maryland law. Disregard for these prohibitions will result in the cancellation of the group activities with no refunds returned.**
5. An appropriate amount of food must be provided at all hospitality functions.
6. Salisbury University reserves the right to monitor each hospitality event. If in the opinion of the University staff any individual or group is in violation of the spirit of this policy, the University reserves the right to stop the distribution of alcoholic beverages to same

and/or close the hospitality area. It is understood that all individuals are accountable for their actions at each hospitality function.

7. If the hosting group fails to adhere to the described stipulations, the University will require that any future hospitality function requiring alcoholic beverages be provided and managed by Salisbury University's Dining Services Department.

In all cases, it must be understood that any unacceptable behavior due to the consumption of alcohol, regardless of the circumstances, will not be tolerated by the University.

ADDENDUM 4

DEFINITIONS AND EXAMPLES OF FEE-PAYING AND NON-FEE- PAYING GROUPS

Group 1: Pre-paid users

This group has two categories:

1. Any student activity or program (including regularly scheduled academic classes, exams, special academic presentations). Under the present University policy, each student pays a facility fee that entitles him or her to use University facilities without charge. Management, recognizing that campus facilities are primarily here to benefit and support student activities and interests, provides students the first opportunity to schedule space in auxiliary buildings. Available space is then scheduled upon request for all other users.

2. Faculty/Staff conducting

University business. Examples of Prepaid Users:

Student example: SGA meetings

Faculty example: Chemistry Help

Session Staff example: Supplement Instructions

Group 2: Fees waived except for events and activities where a registration or testing fee is charged to participants. When participants have paid a registration fee or a testing fee to take part in the event or activity, these groups will be charged at the cost recovery rates.

Included in this group are two basic user types:

Co-sponsored events – Activities or programs which are provided through the University but involve non-University clients.

Examples of co-sponsored events:

Blood Drive (SOAP-SU with Blood Bank of Delmarva-non-SU)

Economic Forecast (BEACON-SU with Chamber of Commerce-non-SU)

United Way Kick-off Campaign (President's Office-SU with Lower Shore

United Way-non-SU)

Adjunct organizations – Programs that are sponsored by a University-sanctioned group directly related to the mission of the University.

Examples of Adjunct Organizations:

Academy for Leadership
Eastern Shore Childcare Resource Center
Small Business Development Center

Group 3: External Groups and Organizations

Groups in this category will be charged fair market rates for direct costs for facility use, set-up, and other conference services.

User types in this category include:

1. All off campus individuals or organizations using University facilities and/or services. (Exceptions to charging of conference rates require the approval of the President's office for events such as those requested by regional and state political leaders, major donors, etc.)

Group 4: Faculty, Staff, Alumni and Major Donors – when using facilities for personal, non-University related events

Groups in this category having a direct affiliation with the University will be charged a special rate below the Non-Profit rate.

1. User types in this category include: Faculty, Staff, Alumni and Major Donors