

USE OF FACILITIES POLICY



1. Purpose

This policy sets out the Institute's regulations and procedures governing the use of buildings and facilities.

2. Policy Statement

The intent of this policy is to support the purpose and prevent interference and material and substantial disruption of Institute functions or activities; to promote safety; to protect Institute property; to facilitate scheduling and management of Institute facilities and/or outdoor spaces; and to establish time, place, and manner regulations for expression in the Institute facilities and outdoor spaces.

No facility or outdoor space may be used in a manner that materially and substantially disrupts Institute teaching, research, administrative, and/or service activities. Illustrative but not definitive examples of such kinds of disruption are the following:

- Endangerment of other users' personal safety.
- Violence or incitement of violence.
- Damage to property.
- Persistent noise at a level materially and substantially disruptive of classes, research, administrative business, study, etc.
- Obstruction of the entrance/exit to any facility or outdoor space, or obstruction or interference of the free movement of vehicular or pedestrian traffic along or through any Institute sidewalk, walkway, street, or alley.

The Managing Director shall adopt additional Procedures consistent with this Policy to govern scheduling of Institute facilities and outdoor space, conditions of use, and specifically prohibited uses. The Managing Director's Procedures shall also establish definitions of terms related to facilities and outdoor spaces, which definitions shall apply to terms in this Policy.

3. Applicability

Academic events occurring at the time and place reported to, and recorded by, the Student Office, fall under the authority of the Dean and are exempt from this Policy and associated Procedures.

This policy and the associated Procedures govern any use of any facility or outdoor space.

The Managing Director may temporarily suspend a section or sections of this policy or the associated Procedures for a specified period of time if it is deemed in the best interest of the Institute.

4. Usage Priorities

Scheduled use has priority over unscheduled use. The Scheduling Authorities, as defined in the Procedures, shall schedule facilities and outdoor spaces according to the following priorities:

- First Priority: Use of classrooms and other facilities for teaching and instructional programs for Institute credit or for research by Institute faculty.
- Second Priority: Use by Institute departments for Institute activities other than classes for credit, including, but not limited to, administration, scholarship, mandatory training, or departmental programming.
- Third Priority: Use by the Student Council for a student event.
- Fourth Priority: Entities conducting educational, research, or outreach programs that have a current contractual relationship with the Institute.
- Fifth Priority: All other non-Institute uses, subject to availability and other requirements of this policy.

The Managing Director may override usage and scheduled use of Institute facilities and outdoor space for purposes related to the response, protection, or management of criminal investigations; critical incidents; unplanned events

that may have an impact on Institute operations; or scheduled events (including athletic events) that involve dedicated emergency resources.

5. Violations

Individuals and organizations using any facility or outdoor space shall do so in compliance with this policy and the applicable associated Procedures.

- Students may be subject to discipline for violations of this policy.
- Employees may be subject to discipline for violations of this policy.

A committee formed by two members of the Academic Advisory Board, the Dean, the Managing Director and a student member nominated by the Student Council, may impose appropriate penalties for violations of this policy. Such penalties may include, but are not limited to:

- Suspension of access to certain facilities or privileges.
- Demand for compensation for any damage to facilities or outdoor spaces.

6. Functions of the Committee for the Use of Institute facilities

The UIF Committee shall periodically review this policy and the associated Procedures and recommend necessary revisions to the Managing Director.

The composition of the UIF Committee will be as follows:

- a. The Dean
- b. A member of the Academic Advisory Board
- c. A student member (nominated by the Student Council)