

# USE OF FACILITIES PROCEDURES



## **1. Introduction**

The Managing Director adopts these Procedures to govern the Scheduling Authority's decisions regarding the use of Institute facilities and outdoor spaces.

## **2. Definitions**

“Academic Event” means use of a facility or outdoor space for teaching and/or instructional programs for Institute credit or for research by Institute personnel.

“Non-Academic Event” means any event that does not qualify as an “Academic Event.”

“Responsible Party” means the individual who is responsible and accountable for scheduling, planning, and executing an event and who will ensure there is appropriate oversight for the duration of the event. The Responsible Party may be an enrolled student, authorized representative of the Student Council, authorized representative of an Institute Department, authorized representative of an external business or organization, or a private individual.

“Scheduling Authority” is the individual with the authority to approve or cancel an event for a designated facility or outdoor space. The Managing Director and the Director of Marketing are Scheduling Authorities.

“Special Academic Event” is an Academic Event that takes place at a location or at a time that differs from that which was reported to the Student Office prior to the first day of classes each term.

## **3. Application for use of Institute facilities and outdoor spaces**

A Responsible Party wishing to use an Institute facility or outdoor space for a Special Academic Event or for a Non-Academic Event must schedule the event in advance and receive approval from the appropriate Scheduling Authority prior to the event occurrence.

The Responsible Party must assume responsibility for the following:

- i. All operating costs as provided herein including, but not limited to, rental fees, utility and utility location costs, non-routine clean-up, police/security, and parking/traffic; and for reimbursing the Institute for damage to Institute property or facilities that might occur in connection with the event.
- ii. Compliance of event activities with local and state laws.

The Scheduling Authority may deny an application or revoke the approval of an application for the use of Institute facilities and outdoor spaces. The Scheduling Authority may consider any of the following in determining whether to approve an event:

- i. The expectation that the activity will conflict with a previously approved Institute program or event.
- ii. The risk of material and substantial disruption to academic, administrative, or operational functions of the Institute.
- iii. A history by the Responsible Party or the entity on whose behalf the Responsible Party is working of:
  - Causing material disruption with Institute activities, property damage, or personal injuries.
  - Making material misrepresentations of event logistics when scheduling an event.
  - Not fulfilling payment obligations to the Institute.
  - Reserving a facility or outdoor space, and not holding the event as scheduled and not cancelling the event in advance.
  - If the Scheduling Authority denies an application or revokes approval for an event, the Responsible Party may appeal the decision to the Student Office.

#### **4. Conditions of Use**

No Institute contract may authorize a use prohibited by this policy.

Institute facilities and outdoor spaces may not be used in any manner that makes it appear, whether expressly or implicitly, that the Institute is endorsing a partisan, political, sectarian, or religious position.

Animals (including reptiles and amphibians) are not permitted in any facility or outdoor space, except:

- Assistance Animals are allowed in all Institute facilities.
- Fish in aquariums.

All Non-Institute organizations, entities, or individuals, including non-profit entities or organizations, using any outdoor space and/or facility will be charged a rental fee for use of the space.

Student Council and Institute Departments that are hosting events may be charged a rental fee for the use of an outdoor space or facility if money (including donations, admission fees, or in-kind services) is collected:

- Unless addressed in an Institute contract for the event, all revenue generated by an event, whether collected in-person or online, must be deposited into an Institute account.
- If the Student Council and/or Institute Department sponsors an outside entity, an Institute contract that includes a sharing of the profits and compensation to the Institute for the use of the outdoor spaces or facilities must be in place.

Institute facilities and outdoor spaces may not be used for commercial, personal, or private financial gain except as approved by the Institute:

- Approval by the Institute requires that the event must be scheduled and approved by the relevant Scheduling Authority.

## **5. Specifically Prohibited Uses**

The following uses of Institute facilities and outdoor spaces are prohibited:

- Any use that presents an unreasonable risk of injury or damage to person or property.
- Any use that does not comply with this policy; that violates state, or applicable local law, regulation, or ordinance.
- Camping and activities that reasonably appear, in light of all the circumstances, that an outdoor space is being used for temporary living accommodation purposes.
- Launching a rocket or other projectile unless the activity is part of a scheduled event.
- Helicopters except for those responding to an emergency.
- Use of smoking products.
- Unmanned aircraft systems (UAS), drone, or model airplane use.

## **6. Campus closure**

The Managing Director may close all, or a portion of the facilities, including outdoor spaces, or limit access to specified areas of the Campus for one or more of the following reasons:

- Weather, flood, fire, or other emergencies.
- To prevent material or substantial disruption of the Institute's operations and/or activities.
- Public safety.
- Construction or maintenance project or operation.
- If there is a closure under this policy, no events will be scheduled and any scheduled event may be canceled, delayed, or relocated. If only a portion of the Campus is closed or has access limited to it, no events will be scheduled for that portion of Campus and any events scheduled for that part of Campus may be canceled, delayed or relocated.
- Anyone in an area that has been closed under this section may be cited for trespass.

## **7. Appeals**

- i. If a Responsible Party is dissatisfied with a decision under the “Use of Facilities Policy” or under these Procedures and has not received an explanation of the decision, the Responsible Party may request a written explanation of the basis for the decision from the Scheduling Authority. The decision-maker shall provide a written explanation for the decision within five (5) business days of receiving the request.
- ii. The appeal must be in writing and filed with the Student Office within 10 days of either the decision or, where applicable, receipt of the written explanation under section (i).
- iii. The Student Office shall be responsible for transmitting the appeal, along with any relevant information, to the Dean.
- iv. After evaluating the appeal and relevant information, the Dean shall promptly issue a written decision. That decision shall be final.