



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Facilities Management  
Issue/Revision Date: 12/01/2017

## **Facilities Use Policy**

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Policy:

### **PURPOSE**

The purpose of this policy is to ensure and establish a standardized process for reserving Alcorn State University facilities.

### **POLICY**

Alcorn State University, a land grant institution, is governed by the policies and bylaws of the Board of Trustees of State Institutions of Higher Learning.

Each facility on Alcorn State University's campus is an educational resource planned and designed for that specific purpose. The facilities are to be used primarily for teaching, research and public service. Facilities are not available for unrestricted use for any other purposes. However, the University recognizes a responsibility to provide the use of facilities to individuals and organizations associated with the University and to those not associated with the University in exceptional situations but consistent with such policies established by the Board of Trustees of State Institutions of Higher Learning.

This policy applies to all facilities under the managing authority of the President of Alcorn State University, both on and off the University's main campus located in Lorman, Mississippi. This policy is consistent with the Board of Trustees Policies and Bylaws, Section 912 USE OF REAL PROPERTY AND FACILITIES:

In general, it shall be the policy of the institutions not to make available the real property, building and other facilities of the institutions to outside organizations. The Institutional Executive Officer may approve exceptions to this policy. (BT Minutes, 9/90; 1/98; 2/2007; 11/2007)

### **DEFINITIONS**

The definitions are as follows:

1. The Board – the Board of Trustees of State Institutions of Higher Learning that acts as the ultimate policy-making body relative to the use of University facilities.
2. President – the University’s managing authority responsible to the Board for management of University facilities.
3. Facilities – the university buildings, their grounds and annexes subject to the custody and control of the Board.
4. Student – any person who has been accepted for admission or re-admission to the University. The term student also includes any person enrolled or attending any seminar, workshop, short-course, etc., whether full-time or part-time, credit or non-credit, degree or non-degree.
5. Staff – all employees of the University, including faculty, professional and support personnel employed on a full or part-time basis.
6. Registered University Organization – an organization officially registered as a faculty, staff or student group or an administrative or academic unit under the managing authority of the University.
7. University Related Organization – an organization not directly under the managing authority of the University but affiliated with a University component by means of professional, subject or program relationship.
8. Community Organization – non-profit, non-commercial, non-religious, non-political organization having no direct tie to the University but one which provides services and educational activities open to the public.
9. Individual – a person requesting use of a University facility for an activity who is an employee or other affiliate of the University.
10. Coordinator of Event Services – the University official to whom the President has delegated the authority for carrying out facilities use policy and associated procedures.
11. Facility Supervisor – an official whom the President has designated official representative of a facility (or facilities) and has the authority to conduct official business relative to that facility with the concurrence of the Coordinator of Event Services.

## **PROCEDURES**

### **USE OF FACILITIES BY REGISTERED UNIVERSITY ORGANIZATIONS**

The Facility Supervisor with the concurrence of the Coordinator of Event Services shall permit registered University organizations to use facilities for events for staff and students where it is determined that:

- The proposed use will not interfere with nor detract from the teaching, research and public service mission of the University;
- The University has appropriate facilities available for the proposed use; and
- The organization seeking to use the facility has complied with applicable University procedures.

Registered organizations using University facilities may be required to reimburse the University for incidental costs, if any, which may apply for the use of the facilities. Registered organizations are required to pay rental charges in excess of actual costs for use of facilities where the use is for producing revenue.

### **USE OF FACILITIES BY UNIVERSITY RELATED ORGANIZATIONS**

The Facility Supervisor with the concurrence of the Coordinator of Event Services may permit University related organizations to use University facilities where it is determined that:

- The proposed use will not interfere with or detract from the teaching, research and public services missions of the University;
- The University has appropriate facilities available for the proposed use; and
- The organization seeking to use the facilities has complied with the applicable University procedures.

University related organizations using University facilities are required pay the University for all incidental costs, if any, which may apply to the use of the facilities and are required to pay the University rental charges in buildings where rates apply.

### **USE OF FACILITIES BY COMMUNITY ORGANIZATIONS**

The Facility Supervisor with the concurrence of the Coordinator of Event Services may permit community organizations to use university facilities for public events where it is determined that:

- The proposed use will not interfere with or detract from the teaching, research and public service mission of the University or the use of the facilities by University or University-related organizations;
- The University has appropriate facilities available for the proposed use; and
- The organization seeking to use the facilities has complied with applicable University procedures.

Community organizations using University facilities must reimburse the University for all incidental costs, if any, that may apply to the use of the facilities and are required to pay the University rental charges in buildings where rates apply. See Section 9.4.6 for more information.

## USE OF FACILITIES BY INDIVIDUALS

The Facility Supervisor, with the concurrence of the Coordinator of Event Services, may permit individuals to use the Oakland Chapel for funerals, weddings and wedding receptions. In addition, the Ecology Center, the James L. Bolden Student Union Ballroom, and the Gold Room of the Clinton Bristow Dining Facility may be used for wedding receptions where the wedding is held either on or off campus and where it is determined that the proposed use will not interfere nor detract from the teaching, research and public service mission of the University or the use of facilities by University organization and that the University has appropriate facilities available for the proposed use.

Individuals using University facilities are required to pay rental charges and reimbursement for the costs incidental to the use of the facilities.

## USE OF FACILITIES BY OUTSIDE ORGANIZATIONS AND INDIVIDUALS

If the Facility Supervisor with the concurrence of the Coordinator of Event Services believes specific circumstances warrant an exception, outside organizations may be granted the use of the facilities because no other facilities are available to meet their needs locally. The Facilities Use Committee will (a) convene to discuss the merits of the exception; and (b) make a written recommendation through the Vice President for Finance and Administration to the President for appropriate action.

## SCHEDULING AND OPERATIONAL PROCEDURES

Procedures pertinent to the detailed scheduling and use of University facilities by University and non-University organizations and individuals will be in accordance with specific operational requirements established for each facility by the appropriate Facility Supervisor. The Facilities Use Committee is charged with the responsibility of assuring consistency in charges and procedures among individual facility policies. The charge, schedule and procedures will be kept centrally located in the Event Services Office. Procedures will be consistent with both Board and University policies governing the use of state-owned facilities.

The Vice President for Finance and Administrative Services is responsible for the review of this policy.

## RENTAL RATES

<b>Location</b>	<b>Registered University Organization</b>	<b>University Related Organization</b>	<b>Community Groups and Individual Use</b>
<b>Bristow Dining Hall <i>Gold Room</i></b>	\$150 per day Housekeeping fees apply	\$1000 per day Includes housekeeping fees	\$2000 per day Includes housekeeping fees
<b>Bristow Dining Hall <i>Classrooms</i></b>	\$50 per day Housekeeping fees apply	\$250 per day Includes housekeeping fees	\$550 per day Includes housekeeping fees

<b>J. D. Boyd Library Medgar Evers Auditorium</b>	\$100 per day Housekeeping fees apply	\$350 per day Includes housekeeping fees	\$550 per day Includes housekeeping fees
<b>Belles Lettres Hall Conference Room</b>	\$25 per day Housekeeping fees may apply	\$50 per day Housekeeping fees may apply	\$150 per day Housekeeping fees may apply
<b>Oakland Chapel</b>	\$300 per day Housekeeping fees may apply	\$1500 per day Housekeeping fees may apply	\$2500 per day Housekeeping fees may apply
<b>Morris/Boykin Hall Auditorium</b>	\$200 per day (Waived for ASU groups) Housekeeping fees may apply	\$500 per day Includes housekeeping fees	\$750 per day Includes housekeeping fees
<b>Ecology Center Conservatory</b>	\$150 per day Housekeeping fees apply	\$500 per day Includes housekeeping fees	\$750 per day Includes housekeeping fees
<b>Natchez MBA Auditorium</b>	\$150 per day Housekeeping fees apply	\$500 per day Housekeeping fees may apply	\$1000 per day Includes housekeeping fees