

ALCORN STANDARD OPERATING POLICY (ASOP)

POLICY # 2016-02

Subject: Facilities Rental and Use Policy and Procedures

Purpose: THIS POLICY ESTABLISHES GUIDELINES FOR RENTAL AND USE OF UNIVERSITY FACILITIES

Source of Authority: Board of Trustees Institutions of Higher Learning State of Mississippi
Miss. Section 900.

Effective Date: July 1, 2016

I. PURPOSE:

The purpose of the facilities at Alcorn State University (hereafter referred to as "the University") is to support the educational mission and strategic goals of the University. The University facilities are primarily available for programs offered by and intended for the campus community. As a public institution, the University also seeks to reach out and be accessible to the larger community. To the extent that space is available, the University may allow community groups, individuals and other organizations to utilize limited, designated spaces in certain campus facilities for purposes compatible with the university's mission and strategic goals. To that end, the purpose of this policy is to set priorities for facilities usage and establish user fees associated with event management and facility usage. Activities shall in no way violate the purpose, property, policies, procedures or regulations of the University, state or federal laws. Permission to use a facility does not imply endorsement, sponsorship, or support by the University of the views, opinions or programs of the users or the University facilities.

II. SOURCE OF AUTHORITY

The following policies are intended to replicate the facility use policies found in Section 900 (Real Estate and Facilities) of the State of Mississippi-Institution of Higher Learning (IHL) Board of Trustees Policies & Bylaws, as amended through June 18, 2015. Authority to supplement, interpret and establish these policies has been delegated by the Board of Trustees to the President of the University. 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).

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III. USER/GROUP CATEGORIES:

This policy applies to all types of individuals, groups or organizations, whether university or non-university affiliated in nature, desiring to use university facilities or grounds. Reservation fees and other paperwork requirements will be required and assessed to the group or organization or individual holding the event. Below is a guideline of the different user/group categories. This list serves as a guideline and is not all inclusive.

A. Eligible User/Groups Categories

1. **Student Organization** – A student affiliated organization that has been recognized by the University Student Affairs Department. In addition, these organizations must be in good standing with the University and must provide a direct benefit to the student organization or the University student body.
2. **Registered University Organization** – an organization officially registered as a faculty, staff or an administrative or academic unit under the managing authority of the University.
3. **Non-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. Events organized by non-profit organizations are examples of non-university organizations.
4. **Sponsoring Groups**- are persons or groups (**not associated with University**) who request the space, and are, therefore, financially responsible for paying fees, deposits and repair charges for using designated university spaces.

IV. PROCEDURES FOR RENTAL AND USE OF FACILITIES

- A. To begin the approval process, all request for University facilities are to be made by completing the appropriate form entitled "Request for Use of University Facility (RUF). The form is assessable online at www.Alcorn.edu/RUF.
- B. Technical services involving a need for computers, video and amplification equipment will be charged to Non-University Related and Sponsoring Groups. Rates will be based on prevailing rates. In addition, amplification must comply with the University sound ordinances.
- C. Depending on the nature of the event or activity, the University Police and/or Medical staff may a charge a fee for set up, safety and security services. Fees charges will be based on prevailing available man hour rates.
- D. When requests are received at the same time from different groups, registered university groups shall have priority over non-university or sponsoring groups.
- E. Non-university groups shall agree to indemnify and hold harmless release for and against any and all liability whatsoever for any and all damages, losses, or injuries (including but limited to death) to person, property or both, including but not limited to any and all claims, demands, actions, cause of actions, damages, losses, injuries, costs, expenses, and attorney's fees, that may be sustained while users is in or upon University premises or any part thereof, or occasioned by any occupancy or use of University premises or any activity carried on by the user group in connection therewith, including injuries sustained as a result of the negligence. In addition, user groups may be required to secure liability for itself and all of its participants.
- F. As a general rule, once space has been reserved and confirmed, groups will not be able to reschedule or move. However, the University reserves the right, at its discretion; to move any group to another facility or reschedule an event to accommodate the needs of the groups assigned a higher use priority by this policy.
- G. The University is scheduled to be closed on designated holidays. The Vice President of Finance and Administration may choose to accommodate a holiday request based on staffing availability. A holiday premium charge will apply.
- H. All food services must be provided by the University contracted food services provider. No outside food is allowed to be brought into university facilities.

V. Special Clearance Needed

In order to ensure that all events comply with University standards, all groups must secure the following additional clearances:

- i. **Facilities Management Services.** Events taking place involving 25 or more attendees or having special electrical or custodial needs, must be approved the University Facilities Management Services.
- ii. **Catering Services:** Food and beverages shall be served by arrangement only with an on-campus food service provider
- iii. **Technical Services:** Events requiring lights, sounds, video, computer, overhead projection must be approved by the CITS Director.
- iv. **Filming:** Events being recorded must obtain approval of the University Public Relation Office. Additional broadcast and recording permits may be required.
- v. **Security/Campus Police/Fire Safety:** The University Police and Fire departments must approve such events involving attendees of more than 25 no less than two weeks before the event. The University Police and Fire will determine whether the events will require additional security and fire protection to protect the University, student, faculty and staff and visitors.

Non-Registered University Organizations and Individuals.

- vi. **Facilities Management Services.** Events involving 25 or more attendees or having special electrical or custodial needs must be approved by the University Facilities Management Services.
- vii. **Catering Services:** Food and beverages shall be served by arrangement only with an on-campus food service provider, unless exceptional circumstances have been established.
- viii. **Technical Services:** Events requiring lights, sounds, video, computer, and overhead projection must be approved by the CITS Director.
- ix. **Filming:** Events being recorded must obtain approval of the University Public Relation Office. Additional broadcast and recording permits may be required.
- x. **Security/Campus Police/Fire Safety:** The University Police and Fire department must approve such events no less than two weeks before the event. This advanced notice is required by the University Police and Fire departments to determine whether the events will require additional security and/or fire protection services to protect the University, student, faculty and staff and visitors. Additional costs may be required for such services and will be the responsibility of the above Non-Registered University Organization/individuals.

VI. RENTAL RULES AND REGULATIONS:

- Bookings are accepted (pending availability) between 8am – 11pm. All programs and cleaning must conclude by 11pm.
- Rental hours are consecutive and include time for delivery of supplies, set-up, take down, and clean-up.
- Please note that food and/or beverages will not be permitted in the Ray Johnson Assembly Center and the Campus Chapel.
- If an event is booked as a non-alcohol event and improperly serves alcohol, the deposit fee will be surrendered. This will result in no further use for the group, organization or individual.
- Set-up begins at the agreed upon start time for your rental. Early delivery of supplies is not permitted.
- All items brought into the facility by the renter are to be removed by the end of the rental period. Renters will place garbage in a designated location.
- University owned equipment made available and used by the rental group must be thoroughly cleaned. This includes tables, chairs, kitchen facilities, floors, sinks, restrooms and hallways.
- Certain equipment, such as audio-visual equipment or sound system will be available for usage fee.
- It is the responsibility of the rental group to set-up and move furnishings as desired.
- Renters will be asked to replace all furnishing to their original position before leaving the facility.
- We do not allow throwing rice, birdseed or confetti inside of the buildings.
- We do not allow helium balloons in our facilities as they may interfere with our fire detection system.
- Decorations on walls or windows are allowed with non-marking tape. No tacks, staples, glue or similar are allowed.
- Use of illegal drugs, smoking or gambling is not permitted in any university facilities. **The University is a SMOKE-FREE Campus.**
- Weapons are strictly prohibited in the rented facilities as same are not open to the general public without obtaining specific permission from the University administration. Use of the rented facilities is conditioned on agreement by the renter that no guests allowed into the subject facility/event are permitted to bring weapons.
- All minors on the premises must have adult supervision at all times.
- Event participants must park in designated parking areas only. Please do not park illegally or in fire lanes.
- If the event is an after-hours event, Campus Police must be called at 601.877.3000 prior to departure to ensure the building is secure and locked.

VII. FREQUENTLY ASKED QUESTIONS

- **How do I reserve a facility?**
 - A facility generated application must be completed and sign by the proper authority. If the event is after hours, a university building clearance form will have to be completed with all the proper signatures and fee paid before final booking can be done.
- **How do I pay for my reservation?**
 - The appropriate building fee should be paid to the university business office on the 2nd floor in the Walter Washington Administration Classroom Building (WWACB). A copy of the receipt should be attached to the completed/approved application or approved university building clearance form. All fees must be received 5 working days before the scheduled event.
- **Do I need to book rental time for setup and cleaning?**
 - Yes, rental time should include setup and cleaning.
- **Can I serve alcohol at my event?**
 - No, Alcohol is not permitted in university buildings.
- **Can I have a DJ or a live band?**

Yes, music is allowed at indoor & facilities and ground. Amplification must comply with the University sound ordinances.
- **How do I know what my rental/usage price will be?**
 - Pricing is based on available published prevailing rates (see rental rates at University Rental Rates at www.ASUfaciityrates.edu :

VIII. SCHEDULING AND OPERATIONAL PROCEDURES

Procedures pertinent to the detailed scheduling and use of University facilities by University and non-University organizations and sponsoring groups will be in accordance with specific operational requirements established for each facility by the appropriate Facility Supervisor. The charge, schedule and procedures will be kept centrally located in the Facility Event Services Office. Procedures will be consistent with both MS IHL Board and University policies governing the use of state-owned facilities. The Vice President for Fiscal Affairs is responsible monitoring compliance with this policy. Additional approvals will be required for facility. University facilities in the School of Agricultural, Research and Extension and Applied Sciences (AREAS) and the Chapel shall require additional paperwork.

Approved By: C. DeFina
VICE PRESIDENT FOR FINANCE & ADMINISTRATIVE SERVICES

Approved By: Alfred N. G.
PRESIDENT



Alcorn State University
1000 ASU Drive
Lorman, MS 39096

VENUE RENTAL RATE SHEET

CAMPUS UNION BALLROOM

Location	Registered University Organization	Non-University Related Organization	Individual Use
Ballroom	\$200/Day*	\$500/Day	\$500/Day

CHAPEL

Location	Registered University Organization	Non-University Related Organization	Individual Use
Chapel	\$200/Day*	\$500/Day	\$500/Day

ASU PAVILION

Location	Registered University Organization	Non-University Related Organization	Individual Use
Pavilion	\$200/Day*	\$500/Day	\$500/Day

MORRIS/BOYKINS HALL

Location	Registered University Organization	Non-University Related Organization	Individual Use
Hall	\$200/Day*	\$500/Day	\$500/Day

ECOLOGY CENTER

Location	Registered University Organization	Non-University Related Organization	Individual Use
Ecology	\$300/Day*	\$500/Day	\$500/Day

RAY JOHNSON ASSEMBLY CENTER

Location	Registered University Organization	Non-University Related Organization	Individual Use
Assembly Ctr.	\$200/Day*	\$500/Day	\$500/Day

NATCHEZ & VICKSBURG CAMPUSES

Location	Registered University Organization	Non-University Related Organization	Individual Use
Assembly Ctr.	\$200/Day*	\$500/Day	\$500/Day

Athletic FACILITIES

Location	Registered University	Non-University Related Organization	Individual Use
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Spinks/Casem Stadium \$1,000/Day
Dave Whitney Complex (Gym) \$250
McGowan Baseball Stadium \$200
Softball Field \$200

***Housekeeping Fees May Apply**