

### FACILITY RESERVATIONS POLICY

All FSU buildings and facilities shall be administered and used in accord with the University's mission, goals and policies. This policy establishes regulations for the temporary use of University facilities to insure compliance with related policies and laws; to regulate the time, place, and manner of such use so that the use of facilities and services by some does not infringe upon the rights of others; and to define and place responsibility for facilities use and established policies. This policy in no way supersedes other established policies. Failure to comply with the policy may result in the assessment of charges to recover the costs of services scheduled or performed, the suspension or revocation of scheduling privileges, the closing of an event, requiring restitution for damages, judicial charges or legal action. Priorities for non-academic campus activities and related uses of University facilities have been established and are periodically reviewed by the Facilities Reservation Committee.

#### POLICY

1. Academic classes are scheduled by the Registrar's Office. Classrooms may not be scheduled for non-instructional purposes prior to the formulation of the schedule of classes for each semester or term, except for activities to be scheduled during non-class or weekend hours.
2. University departments, programs, centers, offices, and registered organizations may schedule facilities for educational, scientific, cultural, social and athletic/recreational programs which relate to their normal functions and purposes through the online campus scheduling system.
  - a. University facilities are made available at no charge to University departments or organizations for standard service levels and setups. For the Lane University Center, Lyric Theater, and Performing Arts Center, when services beyond the basic level are requested, associated costs will be charged back to the department or campus organization sponsoring the event. A list of these charges has been entered into the online scheduling system or may be requested from the appropriate building administrator. Individuals requesting the use of these facilities will be required to fill out a Commodities Summary Estimate Form when scheduling the event.
  - b. University departments, programs, centers, offices, and registered organizations may schedule programs which are not related to their normal functions and purposes through the Office of Conferences and Events and may be subject to charges according to established rates.
  - c. For events scheduled by student organizations, the advisor for the group must approve and sign off on the event before the reservation of space is confirmed. If the event is held in a smart classroom, is after normal business hours, or for specific events as determined by the building manager, an advisor must be present during the event. Approval of the advisor is not necessary for business meetings.
3. Community groups, Dining Services, and other outside organizations shall request facilities through the Office of Conferences and Events. The Office of Conferences and Events will

administer facility use fees and initiate contracts for the use of University facilities and services.

- a. Individual members of the University community, Dining Services, and external groups may schedule facilities for programs related to and consistent with University functions and purposes, e.g., non-profit, educational, scientific, civic or charitable, performances, summer conferences, sports camps, or other similar special events.
  - b. Such programs will require contractual agreements; are subject to charges according to established rates, appropriate state and local taxes; and are subject to space and service limitations.
  - c. Such programs may be required to provide primary comprehensive general public liability coverage with combined single limits of at least \$1 million per occurrence for bodily injury and property damage for the period of time that the group will be utilizing the University's facilities. The certificate of insurance must name Frostburg State University as an additional insured and be on file with the University.
4. University departments, programs, centers, offices, and registered organizations may schedule facilities for programs to be co-sponsored with external groups as specified by this policy. Such programs may require contractual agreements and may be subject to charges according to established rates.
  5. Facilities may be scheduled for public meetings, including federal, state, and local meetings. Such programs require contractual agreements, are subject to charges according to established rates, and are subject to space and service limitations.
  6. The University reserves the right to request and contact references for external sponsors, and to require that partial or full deposits be paid in advance of contracted events.
  7. The chief officer of a sponsoring department, organization, or group represented is responsible for knowing and adhering to the applicable scheduling policies, for the conduct of those attending any activity they sponsor, and for the total actual charges and expenses resulting from such use.
  8. Priorities for non-academic campus activities and related uses of University facilities have been established for all major campus facilities. Those identified as tenants receive priority and are able to schedule further in advance than those identified to be guests (see Appendix 1 for Facility Tenants by Location). The President is considered a tenant in every building.  
  
A tier system summarizing scheduling priorities and timelines for advanced requests of space has also been established (see Appendix 2) and is periodically reviewed by the Facilities Reservation Committee with changes as needed.
  9. Sponsors may not publicize activities prior to notification of approval and confirmation of requested facilities and service through email generated from the campus scheduling system. On-campus publicity may be posted according to the Posting Policy.

10. Minimum attendance numbers for major campus venues have been established and entered into the online campus scheduling system. Facility managers for these venues will track under use patterns and have the authority to restrict use of space by repeat offenders. Appeals must be directed to the Facilities Reservation Committee.
11. The manager for the campus facility where an event is being held must be notified in writing of non-contract activity cancellations at least ten working days in advance of the scheduled event. Failure to do so will result the assessment of a \$100 fee for the first offense and loss of reservation privileges for one year for a second offense. Events contracted through the Office of Conferences and Events are subject to the terms of the contract. Those with extenuating circumstances must appeal to the Facilities Reservation Committee to receive an exception to this policy.
12. In the event of an emergency, alternate facilities may be assigned.
13. All food service shall be provided by the authorized contractor unless this requirement is waived in writing by the Vice President for Administration and Finance or designee.
14. The University reserves the right to approve dispensing alcoholic beverages at any function on its property; any such approval is subject to federal, state, and local laws. The Vice President for Administration and Finance or designee must authorize all alcoholic beverage license applications according to the Alcoholic Beverage Policy. Alcoholic beverage service and related advertising must comply with the Alcoholic Beverage Policy.
15. There is no smoking allowed in any University facilities.
16. Only authorized personnel may remain in University facilities after regular hours of operation.
17. Outdoor activities that involve any type of amplified sound may be scheduled only during times that will not interfere with regular University classes or activities.
18. The University is committed to the maintenance of freedom of speech, press, expression, association, and access to the established educational facilities and processes. At the same time, the University will not tolerate willful efforts of individuals or groups to limit the exercise of those freedoms by others or to disrupt the normal processes by which the University fulfills its educational mission.
19. The University reserves the right to insure that its facilities operate in accordance with the laws of the State of Maryland, Allegany County, as well as the standards, values and rule of conduct that reflect the mission of the University and its relationship to the City of Frostburg and the surrounding community.
20. The University reserves the right to refuse the use of its facilities to any group if it is felt that the use of facilities for a specific purpose will not be in the best interest of the University or the surrounding community.
21. Facilities are made available on a non-discriminatory basis consistent with pertinent federal and state laws and regulations regarding race, color, religion, age, national origin, sex or sexual

orientation and disability.

22. Frostburg State University is committed to making all of its programs, services, and activities accessible to persons with disabilities. You may request accommodations by contacting the Office of ADA/EEO and Title IX Compliance, (301) 687-4102.

23. Activities must be consistent with federal, state, and local laws.

24. Approval of activities or permission to use facilities or services does not imply endorsement by the University System of Maryland or by FSU of the programs or views of the sponsors.

Ref. BOR VI – 4.10

# FROSTBURG STATE UNIVERSITY

## FACILITY TENANT'S BY LOCATION

## Appendix 1

UPDATED 3-17-2011

TENANT'S are Academic or Administrative Groups whose primary functions and residency give them an unusual programming need for a specific Facility, Room, or Location, specified in the Tenant's rights part of the tables below.

GUEST'S are defined as a Academic or Administrative Groups whose use of a Facility is conditionally granted for special events and programming needs.

FACILITY	TENANTS:	GUESTS:	SPECIAL RESTRICTIONS:	CONTACTS:
Academic Classrooms	All Departments as Assigned	Students, Faculty and Staff	Bookings are limited during normal operational hours till after the semester begins. Smart classrooms are not available for booking by groups or organizations unless a staff or faculty member of applicable departments are onsite for event.	Contact Individual Office Admin Assistants
Compton Science Center	Presidents Office, CSC Staff, Faculty, SC&E, Academic Departments	Students, C&E	Reservations are limited during normal operational hours of classes.	CLAS Dean's office
Dunkle	Presidents Office, SC&E, Academic Sponsored Programs,	Faculty, Staff, and Students, C&E	Reservations are limited during normal operational hours	LC Reservations
Guild Center	Presidents Office, Academic Sponsored Programs, SC&E,	Faculty, Staff, and Students, C&E	Reservations are limited during normal operational hours	LC Reservations
Hitchins	Division Offices	Faculty, Staff, and Students,	Reservations are limited during normal operational hours	Contact Individual Office Admin Assistants
Lane University Center	President's Office, SEI, Students, Faculty, Staff, Academic Sponsored Programs, Catering, SC&E, C&E, Family Weekend, Homecoming, Convocation, Preview, Graduation		Reservations will be limited during the first two weeks of classes to student orientation programs for the Fall semesters	LC Reservations
Library	Presidents Office, Library Faculty and Staff, SC&E,	Faculty, Staff, and Students, C&E	Reservations are limited during normal operational hours	Library Director
Lyric Theater	President's Office, SEI, Faculty, Staff, Academic Sponsored Programs, Catering, SC&E, C&E, Family Weekend, Convocation, Graduation (Theater, Dance, Music 18 Months Advanced booking)	Students		LC Reservations

Cordts Physical Education	President's Office, Athletics, Ed Rec, PE, SC&E, CES (Concert Series) PE Faculty/Staff, Convocation, Graduation, Preview, SC&E, C&E, Homecoming, Family Weekend,	SCI, Catering, SGA, Students, Faculty, and Staff.	Reservations are limited during normal operational hours and Sports Seasons	Athletics Office
Performing Arts Center	President's Office, Theater, Music, Dance, CMST, Preview,	Conf & Events (School year), Faculty, Staff, SCI, SGA	The PAC is primarily an Academic Space, however the RH, ST, and DT are available for programs and events conditional on staffing and auxiliary space requirements.	PAC Director's Office

# FROSTBURG STATE UNIVERSITY

## Scheduling Guidelines for all University Facilities

UPDATED 3-17-2011

Appendix 2

<b>TENANT'S</b> are Academic or Administrative Groups whose primary functions and residency give them an unusual programming need for a specific Facility, Room, or Location, specified in the Tenant's rights part of the tables below.
<b>GUEST'S</b> are defined as a Academic or Administrative Groups whose use of a Facility is conditionally granted for special events and programming needs.
<b>AIP</b> Academic Instructional Priorities

### Tier One Requesting Priority Dates:

Priority	Event/Program:	First request date:	AS TENANT:	AS GUEST:	LOSS OF ADVANCED RIGHTS:	TENANT'S Rights
1	Academic Classes	2 Years	2 Years	End of first week of classes	End of first week of classes	All classrooms and facilities based on departments and their locations
2	Presidents Office	18 Months	18 Months	90 days	30 days	All Facilities
3	AIP (Fine Arts, PAC, Dance Studio, PEC/ATHLETICS, Compton)	18 Months	18 Months	6 Months	60 days	All classrooms and facilities per department based on their locations
4	Homecoming / Family Weekend	16 Months	16 Months	6 Months	60 days	PE, LUC, Lyric, Compton
5	Commencement	16 Months	16 Months	6 Months	90 days	PE, LUC, Lyric, Compton
6	Facilities Maintenance	16 Months	16 Months	6 Months	6 Months	All facilities and grounds on campus
7	Academic sponsored camps	14 Months	14 Months	12 Months	11 Months	Academic spaces they normally occupy
8	Freshman Convocation	12 Months	12 Months	10 Months	60 days	ARMAH, PE
9	Contracted Summer Conf and Events	12 Months	12 Months	10 Months	60 days	LUC, Lyric, Dunkle, PE, Dorms, Compton,
10	Preview FSU	12 Months	12 Months	12 Months	60 days	LUC, Lyric, Compton, PAC, Dunkle, Dorms
11	Open House	12 Months	12 Months	10 Months	60 days	LUC, Lyric, Compton, PAC, Dunkle, Dorms
12	Cultural Events Series, UPC	12 Months	12 Months	9 Months	60 days	LUC, Lyric, PE
13	Non-Unv Catered Events	12 Months	12 Months	9 Months	60 days	LUC, Lyric, EXCEPT 1st two weeks of September

### Tier Two Requesting Priority Dates:

Priority	Event/Program:	First request date:	AS TENANT:	AS GUEST:	LOSS OF ADVANCED RIGHTS:	TENANT'S Rights
1	Academic Sponsored Events	12 Months	12 Months	3 Months	90 days	All classrooms and facilities based on departments and their locations
2	University Priority Events (MLK, Open Meetings)	12 Months	12 Months	4 Months	60 days	LUC, Hitchins, Lyric
3	Non Academic University Events	10 Months	10 Months	3 Months	60 days	LUC, Lyric
4	Co-sponsored outside events	9 Months	9 Months	3 Months	45 days	Respective rooms per Department
5	SGA	9 Months	9 Months	3 Months	NA	LUC, Lyric

# Tier Three Requesting Priority Dates:

Priority	Event/Program:	First request date:	AS TENANT:	AS GUEST:	LOSS OF ADVANCED RIGHTS:	TENANT'S Rights
1	Student Leadership/Develop/Service	6 Months	6 Months	3 Months	45 days	LUC, Lyric
2	Student/Faculty/Staff/Union organizational Meetings	6 Months	6 Months	3 Months	NO LESS THAN 30 days prior	LUC, Hitchins, Lyric
3	Student Organization events	6 Months	6 Months	3 Months	NO LESS THAN 30 days prior	LUC, Lyric
4	Faculty/Staff/Development Workshop	6 Months	6 Months	3 Months	NO LESS THAN 30 days prior	Respective rooms per Department
5	Primary Student Organizations (UPC, BSA, RHA, NPHC, IFC)	6 Months	6 Months	3 Months	NO LESS THAN 30 days prior	LUC, Lyric
6	Contracted Conf/Events During Academic Year	6 Months	6 Months	60 Days	NO LESS THAN 30 days prior	LUC, Lyric, PE

# Tier Four Requesting Priority Dates:

Priority	Event/Program:	First request date:	AS TENANT:	AS GUEST:	LOSS OF ADVANCED RIGHTS:	TENANT'S Rights
1	Instructional Projects	6 Months	6 Months	3 Months	45 days	All classrooms per department
2	Student/Faculty/Staff/Union organizational Meetings	6 Months	6 Months	3 Months	NO LESS THAN 30 days out	LUC, Hitchins, Lyric, ,
3	Equipment Rental	6 Months	6 Months	3 Months	60 days	NA
4	Public Service events	4 Months	4 Months	3 Months	45 days	Respective rooms per Department