

FACILITIES FOR PERSONAL USE

PURPOSE: To provide employees with the opportunity to use University facilities.

POLICY: An employee may request the appropriate use of University grounds and facilities for personal events at times that do not conflict with other scheduled or anticipated events.

DATE APPROVED: July 7, 1999

REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

- I. An employee may submit a request, in writing, to the Director of Building and Grounds for the appropriate use of any of the University's facilities. Normally this would be during times when students were not in residence, and at times that would not deter or interfere with the delivery of student services.
- II. The employee will complete the necessary forms well in advance of the proposed date of the event, providing date, times, number of people attending, and purpose prior to receiving approval for the event. The Director of Building and Grounds shall be responsible for obtaining any other pertinent information at that time.
- III. The rental fee may be charged, and the employee shall be responsible for reimbursing the University for all other expenses incurred directly or indirectly by the University. A deposit may also be required.
- IV. The University always reserves the right to determine what constitutes appropriate use of a particular facility or campus grounds for an event.
- V. Compliance with all State laws, local ordinances, as well as with all University regulations shall always be required and is the employee's responsibility to satisfy.