

# Dixie State University Policy

## 441 Central Scheduling of Campus Facilities and Events



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### **I. Purpose**

- 1.1 These rules and regulations establish the use of University facilities by members of the institution, its organizations, campus community, and the public. The policy applies to areas and facilities that fall under the scheduling jurisdiction of the University's Event Services Department's Central Scheduling Office, and it applies to all University events in or on the campus facilities/areas covered by these regulations.

### **II. Scope**

- 2.1 University facilities (including venues, buildings, grounds, real and personal property) are established and maintained primarily for the use of the University to accomplish its academic purposes, and generally these facilities do not constitute a public forum available for general use by persons or organizations.
- 2.2 Permission to use University facilities may be extended to the community and to members of the Institution and its organizations for non-University uses, subject to the following:
  - 2.2.1 The activity has relevance to the mission of the University, or it has special significance or value to the University;
  - 2.2.2 The activity will not place the University's facilities in unfair competition with private facilities or services elsewhere in the community; or

- 2.2.3 The activity is sponsored by an official operating unit of Dixie State University, free of fronting (see definition in Section 3.1).
- 2.3 The University may not advertise for, or solicit, the use of its facilities by the Community for non-University related activities.
- 2.4 The University will not grant permission to use facilities or services if such use would constitute unlawful discrimination on the grounds of race, color, religion, ethnic origin, gender, disability, age, or any constitutionally guaranteed right.

### III. Definitions

- 3.1 **Fronting:** When a university or non-university individual or organization uses university space/facilities and services under the false representation to the scheduling office that the activity is a co-sponsored event.
- 3.2 **Large/Special Events:** Capacity of >150 and/or with a significant amount of risk, production value, or use of resources.
- 3.3 **Small Events:** Capacity of <150, conferences, classes, or events with minimal to no risk, production, and use of resources.
- 3.4 **Use Agreements:** Renters are bound to all terms and conditions of guidelines/contracts, and consent to follow DSU policies, procedures, and safety guidelines.
- 3.5 **Sponsorship:** A sole primary sponsored event by an official college, department, faculty, or staff organization.
- 3.6 **Co-Sponsorship:** A primary university event co-sponsored with an outside organization.
- 3.7 **Hard Costs:** Costs charged above the Standard Rental including but not limited to staffing, production time, extra and/or specialized equipment.
- 3.8 **Minimum Time Requirements:** Events must be requested and approved at least two weeks in advance for small events and one month for large or special events.
- 3.9 **University Colleges and Departments:** Official University entities sponsoring or co-sponsoring an event with approval of the Dean or Department Head (Director). The main function of these sponsored events is for student learning, programs,

recruitment, Institutional business, and faculty/staff development.

3.10 ***Public or Commercial:*** A public or commercial for profit and/or revenue generating event.

#### **IV. Policy**

4.1 Scheduling Priorities and Standards: requests for use of campus facilities are considered in the following priority:

4.1.1 Advancement of the educational mission, specifically academic classes and curricular program requirements.\*

4.1.2 Official DSU student organizations, followed by college and department mission compliant events.\*

4.1.3 DSU colleges, departments, or committees approved (Co) Sponsored faculty and staff events.\*

4.1.4 Community events, followed by public and commercial events.\*

\* When requests are made at the same time, the occupants and/or main users of a particular space will have priority over equally prioritized groups in that area. Examples include but are not limited to DSUSA in the Gardner Center, Athletics in the Burns Arena, and The College of Arts in the Eccles Fine Arts Center, etc.

4.2 Criteria for use of Campus Facilities:

4.2.1 The use must be appropriate to the nature and purpose of the facility.

4.2.2 The use must not interrupt or interfere with regularly scheduled University programs or functions.

4.2.3 The use must not expose facilities, property, participants, or spectators to an unacceptable level of risk or harm, damage, or injury.

4.2.4 The use must have adequate security support as determined by the Director of Campus Police/Security.

4.2.5 The activity use must be legal and be considerate of community standards.

4.2.6 The use must not violate any applicable law or regulation.

- 4.2.7 The use will not be allowed for personal or private gain.
- 4.2.8 The use will not be in direct competition with the local economic and commercial entities.
- 4.2.9 Mistreatment of persons or property, fronting, or violation of University regulations and policies, as pertains to use of University facilities, may constitute justification for denial of future requests from the same individual, organization or group.

4.3 Criteria for events and activities:

- 4.3.1 Size of participating group: The size must comply with the fire code limitations.
- 4.3.2 Adequacy and availability of (nighttime) lighting and electrical power sources (additional lighting may be specified as a requirement).
- 4.3.3 Set-up and takedown requirements.
- 4.3.4 Other planned or scheduled events on campus at the same time.
- 4.3.5 Need for lawn care and maintenance.
- 4.3.6 Normal ending times of dances, activities and other events on campus will be midnight, unless otherwise approved by Campus Police/Security. However, the University expressly reserves the right to require that any event must end at an earlier time.
- 4.3.7 Considerations such as insurance requirements, safety, crowd control, weather, noise and community interaction.
- 4.3.8 Sound Amplification:
  - 4.3.8.1 If the sound from band speaker systems, or other amplification equipment, is extreme in decibel measurement or if the judgment of campus Police/Security or the Health and Safety Officer deems it be extreme in decibel measurement, the systems will be shut down or reduced.
  - 4.3.8.2 Sound amplification equipment used for dances, concerts, election

campaigns, promotional activities, and other similar events in the Courtyard areas will not be used prior to 8:00 am on regular class or final exam days. Disturbance of classes must be avoided at all times.

4.3.9 All State laws and University policy pertaining to smoking will be adhered to.

4.3.10 Alcohol and Illegal Drugs: No alcoholic beverages or illegal drugs of any type shall be in possession of or consumed by individuals in any University facility or outdoor areas scheduled under the provisions of these regulations except in compliance with University Policy 158: Alcohol Beverages for on and/or off Campus Events, Ceremonies, Receptions, Fundraisers, and/or Private Events.

#### 4.4 University Security Support

4.4.1 The event requestor/coordinator and/or a the Central Scheduling Office will inform Campus Police/Security at least 72 hours before each event scheduled on campus, and Campus Police/Security will determine if there is a need for security support at the event.

4.4.2 In an emergency, Campus Police/Security and/or Fire Marshal are authorized to cancel any event, if in their judgment an unacceptable safety risk level to University facilities, property, participants, or spectators has been reached.

#### 4.5 Parking Requirements and Restrictions (refer to University Policy 421: Campus Parking and Transportation):

4.5.1 All visitors will comply with campus parking regulations.

4.5.2 Permission must be obtained at the time of making the reservation to allow a limited number of vehicles to traverse or park on campus sidewalks, fire lanes, plazas, etc., for purposes of unloading or loading materials.

4.5.3 Any vehicle parked illegally will be subject to ticketing and/or removal to impound facilities at the owner's expense.

#### 4.6 Food Distribution (Refer to University Policy 241: Food/Dining Services):

4.6.1 University, state and local health department regulations require that any

food, whether sold or distributed free of charge, be approved through issuance of a temporary permit. This will include baked sales, canned food drives, box lunches, soft drinks, etc. Members of the institution and its organizations desiring to engage in such activities will be referred to the Director of Dining Services for required clearances. University Food Services will coordinate approval of the temporary permit and shall notify the Central Scheduling Office of the issuance of a permit.

4.6.2 Distribution and consumption of food is generally not allowed and must be specially approved in auditoriums, classrooms, gymnasiums and other University facilities covered by these regulations. Departments or other operating organizations of the University will not distribute refreshments or food items where the facility carpeting may be ruined or discolored from spillage.

#### 4.7 Solicitation Sales

4.7.1 The sale or solicitation of merchandise or goods, and/or food items, is not allowed in or on any campus facility or area covered by these regulations without express permission of the Director of Event Services. This restriction shall apply also to the sale (scalping) of tickets to any and all events held in all areas of the campus.

#### 4.8 Liability Insurance Requirements

4.8.1 Current State of Utah and DSU Risk Management requirements will be followed by the client/requestor and enforced by the Central Scheduling Office. There may be potentially unacceptable or unreasonable risk to either property, participants and/or spectators, s/he will be referred to the Risk Management Office for a risk evaluation.

4.8.2 For members of the institution and its organizations, official University sanctioned activities are covered by the Risk Management Fund of Utah.

4.8.3 For the community, a DSU Risk Management Officer will determine if liability insurance must be provided. If it must, either a copy of a signed insurance policy (preferred), or a copy of an insurance certificate, is to be furnished at the time of scheduling the reservation. Users shall also agree to hold the University harmless from any and all liability arising from their use of University facilities. These requirements must satisfy Risk Management guidelines.

## V. References

- 5.1 Utah Code 20a-8-404 2.2
- 5.2 Utah State Board of Regents' Policy R255 Scheduling and Authorizing
- 5.3 Use of Campus Facilities 2.3 Utah State Board of Regents' Policy R751 Capital Facilities Space Scheduling and Assignment
- 5.4 DSU Policy 141: Centralized Ticketing
- 5.5 DSU Policy 150: Minors and Vulnerable Adults of Campus
- 5.6 DSU Policy 241: Food/Dining Services
- 5.7 DSU Policy 421: Campus Parking and Transposition

## **VI. Procedures**

### 6.1 Scheduling Procedures

- 6.1.1 Campus Scheduling must be done through the Central Scheduling Office, which provides appropriate scheduling documentation for users of University facilities. A Central Scheduling Coordinator will identify the availability and appropriate space to be utilized and place a request in pending approval. They can assist the client/requestor with contact information of applicable DSU department representatives. However, it is ultimately the client/requestor responsibility to coordinate and gain approval from said departments, and confirm approval through the Central Scheduling Office
- 6.1.2 All contracts must be signed in accordance with (University policy: 3149 Signature Authority).
- 6.1.3 Members of the institution and its organizations must schedule the use of University facilities via the current online system or by contacting the Central Scheduling Office. If the event is a (Co) Sponsorship, it will require a sponsorship form submitted to the Central Scheduling Office.
- 6.1.4 Students wishing to use University facilities must submit scheduling requests via the current student software program under the direction of the Director of Student Involvement and Leadership.

- 6.1.5 The community must submit a completed Facility Scheduling Request form in order to reserve a University facility.
- 6.1.6 Large events must be scheduled at least a minimum of one month in advance, and small events must be scheduled a minimum of two weeks in advance of the event or activity.
- 6.1.7 Event venue and room space reservations can be scheduled one year in advance, with the exception of academic rooms (classrooms or labs). Classrooms can be scheduled after the completion of academic class scheduling for that semester. Scheduling will take place based on the University's mission, scheduling priorities, venue appropriateness, availability, and lastly, on a first-come first-served basis. To assist with meeting scheduling priorities, the Central Scheduling Office may conduct annual or semester-calendared schedule meetings with University organizations, which will precede the following year that the event takes place. Exceptions may be made in rare and approved cases.
- 6.1.8 The Campus Scheduling Office will provide assistance in arranging with other agencies on campus for support services.
- 6.1.9 The administration reserves the right to cancel any event, so long as a 48-hour notice is given.

## 6.2 Rental Fees and Billing Procedures:

- 6.2.2 Rental fees and billings will be prioritized and applied according to the current University Event Services, Facility and Event Fee Schedule. Fees will be applied using the current Central Scheduling and Event Guidelines fairly, consistently, and legally.
- 6.2.3 University Event Services reserves the right to waive or revise rates to cover costs, update the Facility and Event Fee Schedule, and Central Scheduling and Event Guidelines for rental and service fees as needed. Furthermore, they reserve the right to amend use, or decline services and facility use.
- 6.2.4 Charges from individual campus departments will be done according to official DSU Business Services billing procedures.
- 6.2.5 A deposit can be required to reserve a campus facility.



- 6.2.6 A due date for payment of all charges will be established and included on the billing invoice. Billings should be invoiced within a minimum of ten days of an event and paid in full within a maximum of 30 days of receiving the billing invoice.
- 6.2.7 Unpaid charges and assessments will be charged through the accounts receivable office and may be referred for collection.
- 6.2.8 The client/requester and/or organization scheduling the facility agrees to be liable for any fees, assessed-out-of-pocket expenses or damages resulting from the applicant's use of the facility.
- 6.2.9 Failure to pay all assessed costs or rental fees, or mistreatment of persons or property, or violation of University regulations and policies will constitute justification for denial of future requests from the same organization, group, or individual(s).
- 6.2.10 Facility and Event Fee Schedule. Entities or persons sponsoring all non-campus events may be charged rental fees based on a periodically updated Facility and Event rental fee schedule. Fees listed will include security and custodial coverage.
- 6.2.11 Accounting: There may be one central scheduling account into which all fees from central scheduling will be deposited. These monies will be used for facility and event maintenance and expenses.

### 6.3 Appeals Process

- 6.3.2 If a user objects to the denial of a scheduling request, the assignment of a particular facility, or the assessment of fees and expenses, the user shall have the right to appeal the denial to the Events Services Director and/or Vice President of Administrative Affairs.

### 6.4 Exceptions

- 6.4.2 Any exception to this policy must be approved by the University Vice President of Administrative Affairs, then the President.

## VII. Addenda - N/A

Policy Owner: VP of Administrative Affairs

Policy Steward: Director of Event Services and Risk Management

History:

Approved 5/7/99

Revised 4/28/17