

Policy Title:	FAD.007 - Facilities Use Policy
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Governing Body:	Southern Oregon University	Date Approved:	February 14, 2003
Policy Contact:	Director, Facilities Management and Planning	Approved By:	President
Custodial Office:	Vice President for Finance and Administration		
Related Policy:			

A. Description

The Southern Oregon University Facilities Use Policy provides guidelines for use of University facilities within the context that all institutional property is intended for institutional use and not for private purposes.

B. Definition(s)

1. Internal Users: Students, faculty, staff.
2. External Users: The public at large and anyone not defined as an internal user.
3. Sponsored Group: Any non-SOU nonprofit group that demonstrates affiliation or relationship with an SOU group.

C. Policy Statement

1. Southern Oregon University does not normally make available its buildings and other facilities to individuals or outside organizations for private use. Exceptions may be made only if the proposed use is consistent with institutional policies and mission and the individual or organization fully reimburses the institution for all appropriate costs (IMD 7.155).
2. Use of University facilities will be consistent, at all times, with SOU's primary purposes of instruction, research, and public service. The University retains the right to determine which activities are consistent with its primary purposes and retains the right to amend this policy without prior notice. Policy amendments are effective immediately.
3. SOU facilities are provided primarily for the education of and use by its students and use by faculty and staff on behalf of SOU's mission. Other use by faculty, staff, or the community on an individual or sponsored use basis is secondary and the associated costs are recovered. Use of SOU facilities by community groups or individuals may be permitted when comparable facilities are not available in the community. University facilities are not available to organizations or for activities that illegally discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, veteran status, marital status, or disability.

4. All persons or groups using SOU facilities, including athletic and recreational facilities, must conform to the requirements of all applicable rules and policies of Southern Oregon University, the OUS Board of Higher Education, and city, county, state, and federal ordinances and statutes

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Relevant Authority

Conditions of Use

1. SOU retains the right to:
 - a. reassign or substitute facilities when it is in the best interests of the University to do so;
 - b. control the management of buildings and to enforce all rules for operation of its facilities. SOU's officers, agents, and employees may enter all premises at any time and on any occasion for the purpose of performing their assigned duties.
2. In compliance with OUS Internal Management Directives (IMD 7.155) and Oregon Administrative Rules, SOU normally does not make facilities available for the following external activities:
 - a. Private, personal, or commercial interests operated primarily for profit;
 - b. Sales, solicitation, advertising, or promotional activities except as permitted by OAR 573-051-0020
3. As provided in OUS Internal Management Directive 6.500, the University may make facilities available at its own discretion for education-related business activities to non-profit or community organizations for community service functions without recovering any or all costs. Such education-related business activities must be deemed to be an integral part of, and directly and substantially related to, the fulfillment of an institution's instructional, research, public service, or other education-related mission and operated for the primary benefit of the students, staff, and faculty associated with and served by the institution or its affiliated units.
4. The appropriate facility directors are responsible for coordinating all events within their respective facilities and for determining the ability to accommodate requests for use. Facility directors are also responsible for coordinating with the Parking and Security departments for events that require use of SOU parking lots. Normally, all event scheduling is on a first-come, first-served basis subject to availability of space, staff, and resources. Facility directors develop separate, explicit policies and procedures for use of the facilities or activities they control, consistent with the purpose and intent of this policy. Current copies of these policies and any facility fee schedule must be filed with the Office of Finance and Administration.

Scheduling Offices

Center for the Visual Arts	541-552-6386	Medford Campus	541-552-8100
Computing Services	541-552-6452	Music Recital Hall	541-552-6101
Housing, Educational Conferences	541-552-6375	Siskiyou Center	541-552-6375
Library	541-552-6835	Stevenson Union	541-552-6462
McNeal Hall	541-552-6236	Theatre Arts	541-552-6346

5. Internal users who sponsor external users must comply with the following:
 - a. student organizations must obtain the approval of the director of student activities and their faculty advisor;
 - b. internal sponsors must be present at, involved in, and significantly accountable for the event/activity and;
 - c. the activity must be of clear benefit to the University, its students and/or staff and must be related to the normal function of the sponsoring individual or group.
6. The University must fully recover expenses incurred for sponsored events from external users and from faculty and staff scheduling events outside SOU's mission. Charges include direct and indirect costs such as heating, cooling, custodial support, building maintenance, electricity, supplies, security, etc.
7. A signed contract is required prior to use of SOU facilities. The contract includes required insurance coverage; statement of needed facilities, services, and equipment; dates/times/locations of activities, assurances of nondiscrimination, and any other information regarding special conditions or responsibilities.
8. Authority to prepare routine contracts has been delegated to the respective facility director. Special contracts for non-routine activities/events that are of major significance to the University, involve extensive use of facilities, or imply special risks for the University must be drafted by the SOU contracts officer and facility director for approval by the Vice President for Finance and Administration or designee.
9. External users, including those sponsored by internal organizations or departments, are required to secure a one million dollar liability insurance policy. This requirement may be modified only for non-profit activities consistent with SOU's instructional, research, or public service objectives that involve minimum exposure or risk for SOU. The certificate of insurance must be provided to the facility director prior to the event.
10. The user is responsible for damages to SOU facilities associated with the event except for normal wear and tear as determined by SOU. Advance deposits for cleaning or risk of damage to SOU property may be required.
11. Users shall abide by any SOU policies and procedures for public/private preparation of food served on campus. Any exceptions must be approved by the Director of Food Service.
12. Facility directors provide users with an itemized bill. Users with delinquent accounts may be denied use of facilities and will be subject to state collection procedures.

E. Other Information

This policy codifies and revises as Southern Oregon University Policy the rule previously adopted by the State Board of Higher Education concerning this topic and transferred to SOU by operation of law on July 1, 2015. The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures

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