

STUDENT AFFAIRS OP 91.354: Facilities Use Policy and Procedures

Date: March 3, 2009

Purpose

The purpose of this document is to ensure an understanding of standardized procedures for reserving Mississippi State University facilities.

Policy

Mississippi State University, a land grant institution, is committed to three broad purposes: (1) instruction, on and off campus, to enhance the intellectual, cultural, social and professional development of students; (2) research, to expand current knowledge and to give new insights and interpretations to accumulated knowledge; and (3) public service, to apply the resulting knowledge or research to the lives of people throughout the State of Mississippi.

Each facility on Mississippi State University's campus is an educational resource, planned and designed for that specific purpose. Inasmuch as the facilities are to be used primarily for teaching, research, and public service, they are not available for unrestricted use for other purposes. However, the university recognizes a responsibility to provide the use of facilities to individuals and organizations associated with the university and, in exceptional situations, to those not associated with the university but consistent with the policies established by the Board of Trustees of State Institutions of Higher Learning.

This policy applies to all facilities under the managing authority of the President of Mississippi State University, whether they be on or off the central campus of Mississippi State University. This policy is consistent with the Board of Trustees Policies and Bylaws, Section 912 USE OF REAL PROPERTY AND FACILITIES.

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. Exceptions to this policy may be approved by the Institutional Executive Officer.

(BT Minutes, 9/90; 1/98; 2/2007; 11/2007)

Definitions

1. The Board – the Board of Trustees of State Institutions of Higher Learning that acts as the ultimate policy-making body relative to the use of university facilities.
2. President – the university's managing authority responsible to the Board for management of university facilities.
3. Facilities – the university buildings, their grounds and annexes subject to the custody and control of the Board.
4. Student – any person who has been accepted for admission or re-admission to the University. The term *student* also includes any person enrolled or attending any seminar, workshop, short-course, etc., whether full-time or part-time, credit or non-credit, degree or non-degree.
5. Staff – all employees of the university, including faculty, professional and support personnel employed on a full or part-time basis.

6. Registered University Organizations – an organization is officially registered as a faculty, staff or student group or an administrative or academic unit under the managing authority of the university, or has been approved by the university Organizations Committee.
7. 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.
8. Community Organization – non-profit, non-commercial, non-religious, non-political organization having no direct tie to the university, but one which provides services and educational activities open to the public.
9. Individual – a person requesting use of a university facility for an activity, who is an employee or other affiliate of the university.
10. Coordinator of Event Services – the university official to whom the President has delegated the authority for carrying out facilities use policy and associated procedures.
11. Facility Supervisor – an official whom the president has designated official representative of a facility (or facilities) and has the authority to conduct official business relative to that facility, with the concurrence of the Coordinator of Event Services.

Procedure

1. Use of Facilities by Registered University Organizations

The Facility Supervisor with the concurrence of the Coordinator of Event Services shall permit registered university organizations to use facilities for events for staff and students where it is determined that:

- a. The proposed use will not interfere with nor detract from the teaching, research and public service mission of the university;
- b. The university has appropriate facilities available for the proposed use; and
- c. The organization seeking to use the facility has complied with applicable university procedures.

Registered organizations using university facilities may be required to reimburse the university for the costs, if any, incident to the use of the facilities and are required to pay rental charges in excess of actual costs for use of facilities where the use is for producing revenue.

2. Use of Facilities by University Related Organizations

The Facility Supervisor with the concurrence of the Coordinator of Event Services may permit university related organizations to use university facilities where it is determined that:

- a. The proposed use will not interfere with or detract from the teaching, research and public services missions of the university;
- b. The university has appropriate facilities available for the proposed use; and
- c. The organization seeking to use the facilities has complied with the applicable university procedures.

University related organizations using university facilities are required to pay the university cash or in-kind costs incidental to the use of facilities.

3. Use of Facilities by Community Organizations

The Facility Supervisor with the concurrence of the Coordinator of Event Services may permit community organizations to use university facilities for public events where it is determined that:

- a. The proposed use will not interfere with or detract from the teaching, research and public service mission of the university, or the use of the facilities by university or university related organizations;
- b. The university has appropriate facilities available for the proposed use; and
- c. The organization seeking to use the facilities has complied with applicable university procedures.

Community organizations using university facilities must reimburse the university for the costs incidental to the use of the facilities and are required to pay the university rental charges in buildings where rates apply.

4. Use of Facilities by Individuals

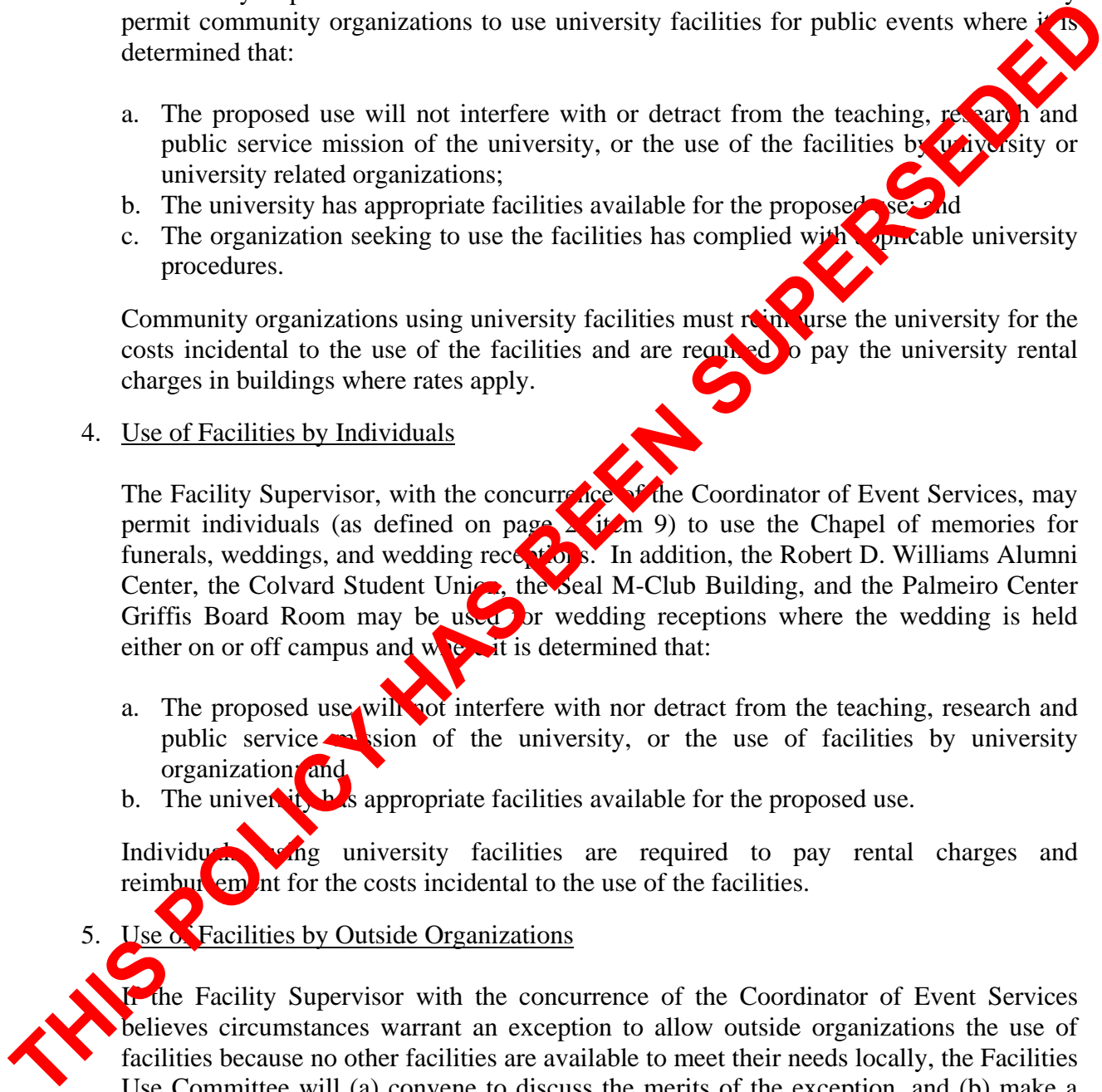
The Facility Supervisor, with the concurrence of the Coordinator of Event Services, may permit individuals (as defined on page 2, item 9) to use the Chapel of memories for funerals, weddings, and wedding receptions. In addition, the Robert D. Williams Alumni Center, the Colvard Student Union, the Seal M-Club Building, and the Palmeiro Center Griffis Board Room may be used for wedding receptions where the wedding is held either on or off campus and where it is determined that:

- a. The proposed use will not interfere with nor detract from the teaching, research and public service mission of the university, or the use of facilities by university organization; and
- b. The university has appropriate facilities available for the proposed use.

Individuals using university facilities are required to pay rental charges and reimbursement for the costs incidental to the use of the facilities.

5. Use of Facilities by Outside Organizations

If the Facility Supervisor with the concurrence of the Coordinator of Event Services believes circumstances warrant an exception to allow outside organizations the use of facilities because no other facilities are available to meet their needs locally, the Facilities Use Committee will (a) convene to discuss the merits of the exception, and (b) make a written recommendation through the Vice President for Student Affairs to the President for appropriate action.



6. Scheduling and Operational Procedures

Procedures pertinent to the detailed scheduling and use of university facilities by university and non-university organizations and individuals will be in accordance with specific operational requirements established for each facility by the appropriate Facility Supervisor. The Facilities Use Committee is charged with the responsibility of assuring consistency in charges and procedures among individual facility policies. The charge, schedule and procedures will be centrally located in the Event Services Office. Procedures will be consistent with both Board and university policies governing the use of state-owned facilities.

Review

The Vice President for Student Affairs is responsible for the review of this policy every four years or as needed.

THIS POLICY HAS BEEN SUPERSEDED

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

STUDENT AFFAIRS OP 91.354: Facilities Use Policy and Procedures

REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

07-15-09
Date

/s/ Don Zant
Internal Auditor

07-22-09
Date

/s/ Charles Guest
General Counsel

07-30-09
Date

APPROVED BY:

/s/ Mark E. Keenum
President

08-31-09
Date

THIS POLICY HAS BEEN SUPERSEDED