William Paterson University Policy

SUBJECT:	University Policy		**TITLE:**	Policy on Use of Campus Facilities			
CATEGORY: Check One	**Board of Trustees** ☐	**University** X		**Functional** ☐		**School/Unit** ☐	
Responsible Executive:	Vice President for Finance and Administration			**Responsible Office:**	Office of Events and Conferences		
CODING:	00-01-10-30	**ADOPTED:** March 21, 2018			**AMENDED:**		

LAST REVIEWED: 07/2026

I. PURPOSE

This policy governs eligibility, classification, approval conditions, and institutional requirements for the use of University facilities. Event-management procedures, including reservation submission requirements, operational deadlines, event logistics, setup requirements, staffing coordination, no-shows, late cancellations, and reservation privileges, are governed by the University's Campus Event Management Policy and related procedures. The purpose of this policy is to:

- Establish criteria for determining whether a proposed use of University facilities is a University Event, University Hosted Event, University Co-Sponsored Event, External Event, or other facility use subject to University review.
- Provide a framework for evaluating requests involving external users, co-sponsorships, rentals, fee waivers insurance, indemnification, fundraising, political activity, private benefit, commercial activity, use of University name or marks, and other ethics-sensitive considerations.
- Ensure that facility use is consistent with University priorities, operational needs, legal obligations, public responsibilities, and applicable New Jersey State ethics requirements.
- Preserve the University's discretion to approve, deny, condition, relocate, modify, or terminate use of University facilities when necessary to protect institutional interests, campus operations, safety, property, or compliance obligations.

II. ACCOUNTABILITY

The Vice President for Administration and Finance is responsible for executive oversight and enforcement of this policy. The Office of Events and Conferences is responsible for administering the facility-use review process, coordinating the classification of facility-use requests, maintaining applicable reservation and inquiry procedures, and facilitating review by appropriate University offices.

The Office of Events & Conferences shall serve as the University's central administrative office for non-academic facility-use requests; however, approval of a proposed use may require consultation with or approval from other University offices, including but not limited to the President's Office, Student Development, University Police, Facilities Management, Residence Life, Risk Management, General Counsel, Marketing and Public Relations, Institutional Advancement, and Athletics, as applicable.

III. APPLICABILITY

This policy applies to the use of all university-owned, leased, operated, or controlled facilities, grounds, outdoor spaces, athletic facilities, parking areas, and related resources, whether or not the space is generally available for

reservation.

*Note: Given the significance and function of Hobart Manor, there are added restrictions and limitations regarding use of this building. Requests can be made through the Office of Events and Conferences; however, the President's Office has final approval.

IV. DEFINITION(S)

Internal Clients: Students, staff and faculty of William Paterson University. Would also include the Foundation, Student Government Association and the Alumni Association.

External Clients: Non-university affiliated organizations, parents, family members of WPU affiliates, alumni and employees reserving space for non-university business, with or without a co-sponsorship by a University department.

Facilities: The policy applies to facilities on the campus of William Paterson University. The term *FACILITY* refers to any building, other indoor spaces and outdoor space including athletic fields and parking lots under the custody and control of the University.

University Event: An event organized and controlled exclusively by the University in furtherance of its educational, administrative, operational, or student-focused mission.

University Hosted Event: An event sponsored by the University that includes participation by external guests, organizations, or speakers for a defined University purpose.

University Co-Sponsored Event: An event jointly conducted by the University and an external organization in furtherance of a legitimate University purpose, where the University maintains meaningful involvement, oversight, and control over the use of University facilities.

External Event: An event organized primarily by an external individual, organization, vendor, or entity and not conducted for a defined University purpose.

V. POLICY

The use of campus facilities is intended primarily for activities consistent with the University's educational mission and its role in the community as a public institution. The University recognizes that students generally be given the opportunity to utilize campus facilities to the fullest extent possible. The University also desires to cooperate with the community by making its facilities available for use by external groups under prescribed conditions. The public nature of the institution does not grant individuals permission to engage in activity, which limits, interferes or otherwise disrupt normal activities, for and to which the space is intended. The use of campus facilities must not interfere with educational activities inside or outside a University building or otherwise prevent the University from fulfilling its mission as well as achieving its primary purpose of providing an education to its students. The user and all persons under their supervision and control will abide by the rules, regulations, and requirements of the University and the State of New Jersey for the use of its various services and facilities at William Paterson University.

A facility-use request involving an external organization will be classified based on the purpose, audience, sponsorship, control, funding, and benefit of the activity. Facility-use determinations are based on the information provided to the University, and materially incomplete or inaccurate information may result in reclassification, additional conditions of use, or withdrawal of approval. A reservation submitted by an internal University unit on behalf of, or primarily for the benefit of, an external organization may be classified as an External Event unless the criteria for a University Hosted Event or University Co-Sponsored Event are satisfied. Approval to use University facilities is limited to the approved user, purpose, date, time, location, and conditions of use. Facility-use approval is not transferable and does not create a leasehold, property interest, or right of continued use.

Ethics Compliance and Political Activity

Use of University facilities must comply with applicable federal and state laws, University policies, and New Jersey

State ethics requirements. Facility use may not confer an improper private benefit, misrepresent the University's role in an activity, or imply University sponsorship, endorsement, partnership, or affiliation unless expressly authorized.

Educational, civic, governmental, and public-policy discussions may be permitted when consistent with applicable law, University policy, viewpoint-neutral facility-use principles, and New Jersey State ethics requirements. Activities involving elected officials, government agencies, external financial contributions, private entities, or other circumstances presenting potential ethics considerations may be subject to additional University review.

Policy Fundamentals

Priority: University's own use of campus facilities shall have priority over other uses and University users shall have priority over non-university users. Academic scheduling takes precedence over non-academic events. The University reserves the right to substitute an alternative facility if deemed necessary to ensure the integrity of the University's programs and educational objectives, optimize the use of University facilities and respond to unique needs or circumstances.

Denial: The University may deny or condition facility use when the proposed use is inconsistent with the University's mission, strategic priorities, operational needs, legal obligations, public responsibilities, existing commitments, or safety requirements.

Safety: All parties granted permission to use University facilities must comply with applicable University rules and regulations, city, state and federal laws and comply with all fire, safety, sanitation and any other stipulated special regulations. The use must not obstruct vehicular and pedestrian traffic, or otherwise interfere with ingress or egress to and from a campus building unless prior approval has been arranged with Events & Conferences. The University has the authority to refuse use of facilities for events that would pose an unacceptable level of risk to people or property.

Parking: The Client shall comply with the University's Parking Policy and all parking instructions issued by the University. Parking on University property is limited and is available on a first-come, first-served basis, with priority reserved for University students, faculty, staff, and authorized University operations.

Posting and Advertising: Event sponsors must comply with the University's posting regulations. In case of scheduled external rentals, all advertising including on the internet, directional signs, or posters used by the client in support of the event must be approved by the University and, shall be limited to those forms of display authorized by the University.

Catering: Food service and catering on University property must be provided by the University's approved dining services contractor unless the University grants prior written approval. Additional food-service requirements, ordering procedures, deadlines, guarantees, and charges are governed by University dining/catering procedures and the Campus Event Management Policy.

Minors on Campus: The Client shall abide by the University's Minors on Campus policy.

Assistance Animal Policy: The Client shall abide by the University's Assistance Animal policy.

Noise Levels: Noise at a level that disrupts or disturbs the normal use of classrooms, offices or laboratories or any previously scheduled University event, or activity, or the normal operations of the University will not be permitted.

External Events: External Events are generally subject to applicable rental fees, support-service fees, agreements, deposits, insurance requirements, and other conditions established by the University.

Fees: The University reserves the right to charge deposits and other fees as described below pertaining to the use of University facilities. A detailed estimate of applicable fees is prepared once an inquiry is received. It is also obtainable by contacting the Office of Events and Conferences. Event requestors are responsible for all assessed fees associated with the hosted event. The fees include rental, administrative, damage and support services fees as stipulated on the booking confirmation and determined during the reservation process. The Office of Events and Conferences has the authority to quote and assess applicable fees for use of University facilities. Fees can include:

- Administrative Fee – a fee assessed for the planning and/or support of the reserved activity/event.
- Damage Fee – a fee assessed for damage to a facility resulting from an activity/event.
- Deposit – a non-refundable payment made for reserving use of space for an activity/event. The amount of the deposit is applied toward the total cost of all applicable fees arising from the activity/event.
- Rental Fee – a fee assessed for use of space, furnishings and/or equipment.
- Support services fee – a fee assessed for services required or provided by the University, its approved providers, or subcontractors to support an activity, event, rental, or facility use. Services may include custodial, maintenance, setup, audio-visual, parking, traffic control, police/security, facility supervision, catering, dining, and related operational support. The University determines required support services based on event needs, and the event sponsor or client is responsible for all related fees. Outside vendors for university-controlled services, including custodial, maintenance, technical support, security, catering, or dining, are not permitted without prior written approval. Additional fees may apply for weekends, holidays, closures, or services outside normal operating hours.

Indemnification and Insurance: External users and other non-university parties may be required to provide certificates of insurance, endorsements, indemnification, and other documentation acceptable to the University before facility use is approved. The University, State of New Jersey, and New Jersey Educational Facilities Authority may be required to be named as additional insureds, as applicable. Coverage requirements may vary based on the nature, size, risk, duration, and location of the activity.

Fundraising: The approval of the Vice President of Institutional Advancement will be required for all fundraising events.

Student organizations must comply with the established Student Organization Fundraising Policy and seek guidance and approval from the Office of Campus Activities, Service and Leadership.

The Corporate and Foundations Relations Policy that addresses fundraising should be referred to and followed for any fundraising event that includes charging of an admission fee or soliciting donations and will only be permitted when the proceeds of such an event go into an account established by the University Foundation. Academic or administrative departments requesting use of a university space for fundraising for an external third party must write a detailed explanation of the request. In addition, the requesting client must obtain and present evidence that the third-party recipient has been fully evaluated for appropriateness and financial viability by the sponsoring department. This information must be presented to the Office of Events and Conferences as a part of the reservation process and is subject to approval by the Vice President for Finance and Administration, to whom this department ultimately reports. If an external third-party fundraising activity is approved, all rental, direct and indirect costs associated with the event must be paid to the University.

<u>Filming for Commercial Use: Approval and Compliance</u>

- Filming for commercial use (e.g. films, music videos, documentaries, television and internet advertisements), whether for profit or not, is subject to the approval of the VP for Marketing & Public Relations and the VP for Administration & Finance (filming for personal or University instructional use does not require this approval).
- This requirement is to ensure that filming is conducted in a manner that protects the health and safety of University community members and visitors (including the filming participants); avoids interference with University instructional and business operations and with other scheduled activities; protects University facilities and property; and complies with University contractual requirements for the use of University facilities.
- Commercial filming uses and approval will be in accordance with this and other applicable University policies, guidelines and contracts, and state laws and regulations.
- Additional conditions and restrictions may be applied to protect the interests of the University and its students, faculty, staff and guests.
- Any modifications to University facilities or property (e.g. painting, fastening anything to interior or exterior walls) must be specifically and individually approved by the Vice President for Administration & Finance or designee(s).
- Commercial filming use is subject to University fees and charges, based on the specific facilities and services required.
- The University reserves the right to inspect the filming premises at any or all times to ensure

compliance.

Use of University Name, Marks, and Branding

- Use of University facilities does not grant permission to use University trademarks, logos, branding, identity marks, or other indicia of affiliation.
- Facility use shall not imply University sponsorship, endorsement, partnership, approval, or affiliation unless expressly authorized by the University.
- All advertising, promotional materials, websites, social media content, and public communications associated with an event shall accurately represent the University's role and shall comply with applicable University branding and communications requirements.

VI. UNAUTHORIZED USE

The University may modify, condition, suspend, terminate, or deny facility use when the proposed or actual use is inconsistent with approved conditions, University policy, applicable law, safety requirements, or institutional priorities.

VII. PROCEDURE(S)

Procedure for reserving facilities

Requests to use University facilities must be submitted through the University's established facility-use or event-management process. The Office of Events & Conferences will review requests for classification, availability, applicable approval requirements, fees, insurance, agreements, and other conditions of use. Operational submission requirements, timelines, event logistics, and reservation procedures are governed by the University's Campus Event Management Policy and related procedures.

By Direction of the President and Cabinet:
Date: July __, 2026

Kirsten Loewrigkeit, Vice President for Finance and Administration
Title of Executive or Vice President(s) whose area of responsibility the policy covers.