

# William Paterson University Policy

<b>SUBJECT:</b>	University Policy	<b>TITLE:</b>	Policy on Use of Campus Facilities		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> X	<b>Functional</b> <input type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Vice President for Student Development Vice President for Admin. & Finance		<b>Responsible Office:</b>	Office of Events and Conference Services	
<b>CODING:</b>	00-01-10-30	<b>ADOPTED:</b> March 21, 2018		<b>AMENDED:</b>	

**LAST REVIEWED: 03/21/18**

**I. PURPOSE**

- Establish and maintain a consistent and effective approach to scheduling and use of campus facilities by internal constituents (WPU affiliated).
- Provide general guidelines to determine the criteria that constitutes the use of campus facilities by external third parties (non-WPU affiliated) as a rental, with or without a co-sponsorship by a university department

**II. ACCOUNTABILITY**

Vice President for Student Development and Vice President for Administration and Finance are responsible for enforcement of this policy. Office of Events and Conference Services is responsible for administration of the policy.

**III. APPLICABILITY**

The policy applies to all internal and external entities that wish to utilize University space, facilities, and resources – including athletic fields, pool, parking lots and Sports and Recreation Center – that have been identified as available for reservation/rental. It governs the use of William Paterson University campus facilities including land and buildings by students, staff, faculty, alumni and external third parties for events of a non-academic nature.

\*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.

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.

Events - The general categories of events include meetings, presentations, workshops, cultural celebrations, award ceremonies, social gatherings, conferences, research symposiums and fundraisers.

## V. BACKGROUND

Request for use of space by internal and/or external client must be monitored and any utilization of University space for this purpose must be consistent with the University's priorities. It is everyone's responsibility to manage the space well to facilitate our mission as well as to achieve our primary purpose of educating students.

## VI. POLICY

The use of WPU 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.

### 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 - University reserves the right to deny an activity due to a scheduling conflict, or if it does not support the University's mission, is similar in nature to programs offered at the University, or conflicting with events previously scheduled, coordinated, organized and/or conducted by the University.

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. The University has the authority to refuse use of University facilities for events that would pose an unacceptable level of risk to people or property.

Parking - The client shall abide by the University's Parking Policy. Parking spaces on University property are available for use by students, faculty and staff. A university decal is required to park on campus. Parking spaces are available on a first come first served basis. Specially marked signs denote parking spaces designated for use by certain departments. Hourly rate parking is available at the Pioneer Parking Garage. Generally speaking, and particularly during peak business and class times, external clients visiting the main campus must use the parking garage facility or specifically designated parking for that event (e.g. specific sections of lots 3 and 4 for Shea performances and events). Requests to use general parking spaces by external clients on the main campus and 1600 Valley Road location during specific times must be submitted and approved as part of the rental agreement.

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.

Use of the University Name – Unless previously authorized by the University, the right to use University facilities does not confer the right to use the University name, identity marks, or brand, nor does it imply University sponsorship or endorsement of an event. All agreements for use of University facilities shall include terms to ensure that the University name, identity marks, and brand are protected. University's Office of Marketing and Public Relations is responsible for the proper use of the University name, identity marks, or brand in brochures and publications or similar printed materials.

Catering – Catering services at all scheduled events on University property must be provided by the University’s Dining Services contractor. Events and Conference Services office will facilitate communication between the event sponsor and the catering office during the reservation process.

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.

Sponsoring/Co-sponsoring Events – Generally, requests for events sponsored by internal clients such as staff/faculty, administrative offices and recognized student organizations will be approved on a first come, first served basis. A University organization can co-sponsor an event with another University organization. However, a University organization may not co-sponsor an event with an external group for the purpose of gaining advantages for the non-University user that are typically afforded to internal clients such as a discount or waiver of fees. A non-University user may not use campus facilities under the guise that a University department is the sponsor of the event. When it is anticipated that a majority of those attending an event will not be students, faculty and/or staff of the University, the reservation shall be subject to all fees associated with the event including but not limited to facility rental fees and, personnel charges for support services. Additionally, general liability insurance will be required. Under certain circumstances, the University will take into consideration the nature of the event, the target audience and past-experience of the University with respect to similar events when considering a discount or waiver of fees and the insurance requirement. The event sponsor may not turn reserved facilities over to others, and no organization other than the reserving organization may use the facilities reserved. The sponsor shall use the facility only for purposes that the facility is dedicated for and reserved. The sponsoring organization shall be responsible for all costs associated with damage to or misappropriation of University facilities, including those resulting from actions of any non-member attendees.

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 Conference Services. Event sponsors 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 Conference Services has the authority to quote and assess applicable fees for use of University facilities for all non-academic events and outside rentals for external clients.

Fees can include -

1. Administrative Fee – a fee assessed for the planning and/or support of the reserved activity/event.
2. Damage Fee – a fee assessed for damage to a facility resulting from an activity/event.
3. 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.
4. Rental Fee – a fee assessed for use of space, furnishings and/or equipment.
5. Support services fee – a fee assessed for a service required or provided by the University or its subcontractors, in support of the activity/event (examples include custodial, maintenance, catering, dining hall meals, audio-visual, parking, traffic control, event security, and facility supervision). Event sponsors are not permitted to bring outside vendors for custodial, maintenance, technical support, security or catering/dining, without approval from the University. Increased rates may apply for facility usage during holidays and weekends when the University is closed.

Generally, an internal user who uses the University facilities for an academic activity or co-sponsors an event with another internal group, will not be assessed a deposit, administrative or rental fees. External users will be assessed all the applicable fees and must enter a William Paterson University Facilities and Service Agreement. A discount of 25% on qualifying rental fees is available to an external user upon furnishing proof of its not-for-profit status. Any waiving of established rental fee or change on behalf of a third-party will require an official waiver approved by the Vice President of Student Development and Vice President for Administration and Finance. Such requests will be handled on case-by-case basis.

Indemnification and Insurance – The University requires external users to provide a general liability coverage of at least \$1,000,000 and indemnify the University, The State of New Jersey and The New Jersey Educational Facilities Authority from any liability arising out of actions of the user or its agents' incidental to the use of the University facilities by the user.

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 Conference Services as a part of the reservation process and is subject to approval by the Vice President for Student Development, 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.

Filming for Commercial Use: Approval and Compliance

1. 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).

2. 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.
3. Commercial filming uses and approval will be in accordance with this and other applicable University policies, guidelines and contracts, and state laws and regulations.
4. Additional conditions and restrictions may be applied in order to protect the interests of the University and its students, faculty, staff and guests.
5. 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).
6. Commercial filming use is subject to University fees and charges, based on the specific facilities and services required.
7. The University reserves the right to inspect the filming premises at any or all times to ensure compliance.

## VII PROCEDURE(S)

### **Procedure for reserving facilities**

#### **A. Internal Clients**

Office of Hospitality Services is responsible for facilitating requests from internal clients. All requests for University facilities are made by completing the Facilities Reservation Request online [https://25live.collegenet.com/wpunj/#home\\_my25live\[0\]](https://25live.collegenet.com/wpunj/#home_my25live[0]) at least five business days prior to the event date. Large events and events that require extension of operating hours and coordination of services from multiple areas across the campus will require longer lead times. Certain locations cannot be reserved until after the end of add/drop period for each semester.

The events and conference office staff will determine the availability of adequate and appropriate spaces at the time requested. Meetings and similar activities that do not require Catering or approval or services from other departments will not require any further input. Student programs of a more involved nature may require additional consultation and approval from the Office of Campus Activities Service and Leadership. In case of reservation requests from faculty/staff and administrative departments, the events and conference office staff will assist and identify what services might be required along with any referrals to areas the client might need to consult. Generally, if space is available, a confirmation notice is sent by email within two business days.

Impromptu or last minute requests may be denied especially if they require extended hours or catering, security or other support services.

Public areas and lounges are not usually available for scheduling and may not be used by any office or group for formal meetings or other group activities.

Internal clients who desire to utilize facilities for personal non-university purposes shall be treated as external clients and pay all applicable fees.

**B. External Clients**

Inquiries to use University facilities by non-University organizations can be made by submitting the [Facility Rental Inquiry Form](#) online and must be received at least sixty days prior to the event date. Office of Hospitality Services is responsible for facilitating requests from external clients. Large-scale events that require housing, dining and other support services will require a longer lead-time. Certain locations cannot be reserved until after add/drop ends. A designated conference specialist from the office of Hospitality Services will review the information to determine the availability of adequate and appropriate facilities at the time requested. An estimate of fees will be prepared and sent to the client. The conference specialist will serve as the contact person for the external client and will assist throughout the process including preparation of the Agreement, collection of applicable fees and insurance certificate and coordinating the support services for the event.

By Direction of the President and Cabinet:

Date: March 21, 2018

Miki Cammarata, Vice President for Student Development

Title of Executive or Vice President(s) whose area of responsibility the policy covers.