


Name of Policy: Use of University facilities Policy Number: 3364-5-10 Approving Officer: President Responsible Agent: Provost and EVP for Academic Affairs, EVP for Clinical Affairs & Dean, Senior VP for Student Affairs, Athletic Director Scope: All persons or groups using University facilities		 Effective date: July 19, 2021 Original effective date: June 3, 2011	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The use of university facilities shall at all times be consistent with the instructional, research and public service functions of the university. The university shall retain the right of determining which activities are consistent with its primary purposes.

All persons or groups using university facilities shall conform to the requirements of these rules and other university policies and state laws.

(B) Purpose of policy

The purpose of the policy is to provide guidance in the use of facilities at The University of Toledo. This includes uses of 1. Academic Space, 2. Outdoor and Public Spaces, 3. Student Union and other Auxiliary Space, 4. Student Recreational Space, 5. Performance Space, 6. Athletics Spaces.

This policy is also in place to ensure that priority is given to registered student organizations in accessing student union meeting and event space and to regulate extended commitments that prevent student use.

Student Organizations and high priority university wide events will have precedence in reserving public space in or near the student union, within the student union, patio and the Edison fountain areas of centennial mall, front steps of the student union and the flatlands. While the named spaces are available to registered student organizations, university departments and affiliates, community members and the general public for both business and personal use, reservation of any space will not be allowed in

advance of 18 months prior to the event. Student Organizations use will take precedence according to the established scheduling procedures for the Student Union.

(C) Scope

All persons or groups using university facilities.

(D) Procedures

- (1) Use of university facilities shall be arranged through the appropriate scheduling office. Requests for use of university facilities shall be made in accordance with established procedures. When there are conflicting requests for space, a determination will be made by the scheduling office concerning which users will be authorized use of space.
- (2) Approval for use of assigned space (space assigned to a particular university department or area) shall be obtained through the department or area to which space is assigned. Outdoor space requests will also require approvals from grounds, campus police and any other department that may be impacted by the event being planned. All Athletic space requests must meet guidelines established by the National Collegiate Athletic Association and Mid-American Conference. Offices assigned for associated space requests:
 - (a) Academic Space (Classrooms) – Astra Scheduling/Registrar
 - (b) Outdoor and Public Space – Student Union Reservations
 - (c) Student Union & Other Auxiliary Space – Student Union Reservations
 - (d) Student Recreational Space – Coordinator, Events & Facility, Student Recreation Center
 - (e) Performance Spaces – Department of Music
 - (f) Athletics Space – Athletic & Special Events Manager
- (3) All uses of University facilities shall be properly scheduled and such uses will be made only with permission granted by the administrative officer of the appropriate area as per their established standard operating procedures.
- (4) All rental income for use of University facilities shall be deposited with the Student Accounts Office.
 - (a) Rental income from educational and general buildings shall be credited to the general fund.

- (b) Rental income from auxiliary units shall be credited to the appropriate auxiliary fund.
 - (5) University faculty, administrative and staff personnel, and students are permitted access to the public areas, and when engaged in a university-authorized or assigned activity, to non-public areas. Non-public areas are university facilities including classrooms, laboratories, gymnasias, physical education exercise rooms, research areas, child day care facilities, offices assigned to faculty, administrative or staff personnel, conference rooms, seminar rooms, lounges, storage areas, parking structures, or other similar areas which are not open generally to the public.
 - (6) Students requiring access to a building when the building is closed may be authorized access to specific rooms or parts of buildings upon the personal written approval of the appropriate chairperson. Such authorization must be filed with the chief of university police prior to the requested access and must specify exact rooms or parts of buildings and exact times. Such authorization shall not be granted for a period exceeding 90 days, but may be renewed.
 - (7) Members of the general public who are not university employees or students are permitted access to the public areas of the university provided such access is consistent with the policy for use of university facilities. Members of the general public who are not university employees or students are prohibited from use of non-public University facilities except as authorized.
 - (8) The president shall retain the sole prerogative to grant exceptions to the assigned use of university facilities. Senior administrative officers (vice presidents and those persons reporting directly to the president) are responsible for implementing this policy.
- (E) Related policies include but are not limited to:

[3364-35-14 Facility rental and usage](#)

[3364-30-01 Reservation policy for student union facilities](#)

[3364-20-04 Permanent or temporary space allocation](#)

[3364-60-01 UT Smoke-free and tobacco-free policy](#)

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>July 19, 2021</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Provost and Vice President for Academic Affairs</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>V-6-2 Use of University Facilities, former Main Campus policy, previous adoption date February 10, 1999</i>• <i>01-025 Scheduling, Events and Rooms, former Health Science Campus policy, previous review date July 1, 2003</i> <p>Initial effective date: June 3, 2011</p> <p>Review/Revision Date: July 19, 2021</p> <p>Next review date: July 19, 2024</p>
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