

II:P:007

REQUESTS FOR USE OF UNIVERSITY BUILDINGS OR UNIVERSITY PROPERTY
(FACILITY USE POLICY)
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

(As amended November 5, 2001)
(As amended September 15, 2003)

<p style="text-align: center;">Forms/Lists Event Planning Checklist Reserving Offices Building Managers List Space Reservation Form (editable)</p>

I. INTRODUCTION

The primary purpose of the facilities at the University of North Carolina at Greensboro is to carry out the educational mission of the University. As a public institution, UNCG also seeks to reach out and be accessible to the larger community. To the extent that space is available, the University welcomes community groups and organizations to utilize our facilities for purposes compatible with the University's mission.

The purpose of this policy is to set priorities for facility usage, define scheduling procedures, and establish charges associated with event management and facility usage.

Activities shall in no way violate the purposes, property, policies, or regulations of the University or the State. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used. Attendance may not be restricted in ways referred to in the University's statement on nondiscrimination. At all times, the University maintains the right to determine which activities are appropriate to be held on the campus.

II. DEFINITIONS

University departments or units are component parts of UNCG.

Student groups are those that have received official recognition through the Office of Student Life.

University affiliated units are other units that exist for the sole purpose of advancing UNCG and that have been formally recognized as such by UNCG - for example, alumni groups.

Unaffiliated groups are all others.

Event Managers are offices certified as having the resources to manage events successfully.

Reserving Offices are offices that reserve specified facilities.

Building Managers are individuals with designated responsibility for the management of one or more university facilities.

Uses of university facilities can be divided into three broad categories:

A. University Activities

University academic activities carry out the instructional and research mission of the University, e.g., classes, performances as part of class requirements, and faculty meetings relating to UNCG curriculum and research. **Other University activities** include other programs that are regular and normal functions of a UNCG department, student group, or university affiliated unit, e.g., alumni and donor events sponsored by University Advancement.

B. University Events with Fees, and University Related Events

Group B includes:

- Programs such as workshops, conferences, seminars, or camps that are planned by UNCG departments and student organizations that charge a participation fee or require membership in an unaffiliated group.
- Meetings, conferences, seminars, and programs that involve a university or university-affiliated unit **and** an unaffiliated cosponsoring organization such as a professional association or organization - where the event is consistent with the stated mission of UNCG. Professional associations are classified as unaffiliated, even though UNCG faculty and staff may be members.
- Meetings, etc., organized by agencies of North Carolina state government.

C. External Events are any programs or activities originating from an organization unaffiliated with the University.

III. PRIORITIES

The scheduling of academic classes has the highest priority on state-funded facility space. Once the calendar process for Group A events is complete, space will be available on a first-come, first-served basis for Group B and C events. As a rule, once space has been reserved and confirmed, groups will not be moved. Priorities for space are:

Group A. University Activities

Group B. University Events with Fees, and University Related Events

Group C. External Events

IV. PROCEDURES

The procedures are intended to provide clear and consistent methods to promote high quality experiences for all campus participants.

Reservation Process

Group A and B Events

Inquiries about facility space and availability should be directed to the appropriate Reserving Office listed below. Each Reserving Office has the responsibility to ensure that the requested space is suitable for the event. The information requested on the [Space Reservation Form](#) should be provided to the Reserving Office as part of the reserving process. A room is not reserved until a confirmation is received. If you have not received a confirmation within 3-5 business days, please contact the reserving office. Any questions about reserving procedures should be directed to the University Planning Office in

Information Technology and Planning (ITP).

Reservation of event space will be made by the appropriate Reserving Office:

University Facilities	Reserving Office	Telephone
All classrooms. Academic spaces not specified in this table.	University Registrar	334-5946
Alumni House	Alumni Office	334-5592
Athletic facilities (Fleming Gymnasium, Soccer Stadium, Baseball Stadium, softball field, tennis courts, playing fields north of Walker Ave.)	Director of Athletics	334-5213
Aycock Auditorium	Director of Student Life	334-5800
Dining Hall	Director of Dining Services	334-5195
Exterior areas	Director of Student Life	334-5800
Elliott University Center	Director of Student Life	334-5800
Faculty Center	Office of the Provost	334-4224
HHP Building (except for Fleming Gymnasium and classrooms), golf course, and swimming pool	Assistant to the Dean, Health and Human Performance	334-5744
Mossman Building Lobby	Office of the Provost	334-4224
Music Building (except for classrooms)	Associate Dean, Music	334-5789
Piney Lake	Campus Recreation	274-4216
Residence Halls & common areas	Director of Housing and Residence Life	334-5636
Student Recreation Center, recreational fields south of Walker Ave.	Director of Campus Recreation	334-5924
Weatherspoon Art Museum (except for classrooms)	Continual Learning (Event Manager designated by Weatherspoon)	334-4726
Other telephone numbers:	Continual Learning ITP University Planning Office	334-4726 334-5426

Group C Events

All external groups that do not have a relationship with another Event Manager should call Continual Learning. Continual Learning will provide initial information and determine which Event Manager can best meet the group's needs. The process of reserving space and event planning will be handled by the Event Manager.

Event Management

Significant events are best managed by offices with the staff and experience to handle the range of

challenges associated with such events. Planning successful events requires experience that most faculty and staff do not have, and events management takes time away from other responsibilities. The Chancellor's Executive Staff urges everyone to consider the advantages of retaining a designated Event Manager.

Event Managers for any building or space	Telephone
Alumni Affairs	334-5592
Bryan School - Office of Professional Development Programs	334-3088
Continual Learning	334-4726
School of Education - Center for Educational Studies and Development	334-3401
Intercollegiate Athletics	334-5213
School of Music	334-5789
Student Life	334-5800
University Advancement - University Relations	334-3783
Event Managers for their own events in the buildings or spaces they occupy	
Campus Recreation	334-5924
Weatherspoon	334-5770

University Activities (A)

University units may choose to coordinate the event on their own by using the [Event Planning Checklist](#), or have one of the designated Event Managers handle the arrangements for an appropriate administrative fee. Some Reserving Offices, due to the nature of their facilities, may require the services of a designated Event Manager.

University Related Events (B)

If a category B event involves four or more of the following, an Event Manager **must** be used:

- Multi-day events
- Events with 300 or more attendees
- Events held on Saturday or Sunday
- Events that include external vendors (i.e., exhibitors)
- Events that require campus police presence
- Events that require on-campus housing
- Events that use more than one room
- Events requiring food service
- Events requiring on-campus parking
- Events requiring audiovisual and/or other equipment

For smaller events, retaining an Event Manager may be advisable to provide consistent, high quality experiences for participants. The information to determine if an Event Manager is necessary is part of the [Space Reservation Form](#). If the event does not require an Event Manager, University units may coordinate the event on their own by using the [Event Planning Checklist](#).

External Events (C)

All external events **must** be coordinated through an approved Event Manager. Groups without a prior relationship to UNCG should contact or be directed to Continual Learning.

Event Managers are certified by the ITP University Planning Office on a year-to-year basis, determined by having staff with demonstrated capacity for successful events management and compliance with the Facility Use Policy.

V. CHARGES

Events held on campus may be charged:

- Charges for direct services such as catering, parking, public safety, piano tuning
- Administrative fees for services provided by the Event Managers
- Facility use fees retained by the Facilities office for maintenance of state facilities, and by fee-supported offices for maintenance of fee-supported facilities

Designated Event Managers are the only offices authorized to charge an administrative fee for organizing an event. Reserving Offices may charge only for direct services, not facility or administrative fees. Once an Event Manager is asked to develop a budget or plan, the initiating office or group must pay a specified base fee, even if the event is subsequently canceled. Event Managers will retain all administrative fees collected. Additional charges may be incurred if there is damage to the facility or for failure to clean up after an event.

Facility fee rates are available through Reserving Offices, Continual Learning, or the ITP University Planning Office.

FEES	"A" UNIVERSITY ACTIVITIES	"B" UNIVERSITY RELATED, etc.	"C" EXTERNAL EVENTS
Charges for direct costs	Direct Cost	Direct Cost	Direct Cost
Administrative fees if coordinated by an Event Manager	To be set by Event Manager	To be set by Event Manager	To be set by Event Manager
Facility Use Fee	None	None	Facility Fee

Event Managers (or the initiating campus offices if there is not an Event Manager) are responsible for ensuring that facility fees and all other charges are paid. In the case of cosponsored University Related Events, the initiating campus office is responsible for seeing that all charges are paid.

VI. SAFETY

Safety involves legal and moral responsibilities. It is the responsibility of the Event Manager (or the sponsoring department, if a designated Event Manager is not being used) to ensure that an event is held in a safe environment. Depending on the size, nature, and location of the event, different safety precautions are to be followed. Some facilities have designated [Building Managers](#) to work with, other facilities do not. If the building being used has a designated [Building Manager](#), the Event Manager/sponsoring department will work with that person to ensure all safety requirements are met. If

there is no [Building Manager](#), the Event Manager/sponsoring department must contact the Office of Safety for any of the safety concerns listed in the safety section of the [Event Planning Checklist](#).

For safety reasons, among others, departments are encouraged to use the services of designated Event Managers.

VII. INSURANCE

All unaffiliated groups using university facilities shall provide a certificate of general liability insurance listing the University as an "additional insured". This would include all Group C events, and unaffiliated cosponsoring organizations in Group B events.

Coverage will not be less than:

Bodily injury \$500,000 each person, \$1,000,000 each occurrence
\$500,000 property damage each occurrence

Group C proof of insurance will be handled through Continual Learning or another designated events manager (designated under this policy). Where there is not an events manager for a Group B event, the UNCG sponsoring department must see that unaffiliated cosponsoring organizations send proof of insurance to the ITP University Planning Office, Mossman Building, as specified in the Event Planning Checklist. Failure to do so could result in cancellation of the event. Any exceptions or modifications must be approved by the University's risk manager (Director of Purchasing), in consultation with the University's legal counsel.

All agreements with unaffiliated organizations will include a section requiring that the University be indemnified and held harmless from all liability, loss, damage, costs and all other claims for expenses asserted against the University that may arise during or result from the approved use.

VIII. VIDEOTAPING, FILMMAKING, AND COMMERCIAL PHOTOGRAPHY

Unaffiliated requests for videotaping, filmmaking, and commercial photography on UNCG's campus should be directed to the Division of Continual Learning in writing at least 30 days before proposed shooting dates. Requests will be reviewed for compatibility of the endeavor to the mission and goals of the University and the production logistics involved. Filmmaking or photographic activities may not interfere or be disruptive to the normal business of the University. Procedures and fees associated with filming activities are explained in the Division of Continual Learning's *Guidelines for Filmmaking on Campus*. These guidelines must not conflict with the Facility Use Policy.

UNCG faculty, staff, and students shooting films or still photography on campus should follow procedures and protocol set forth by the Department of Broadcasting & Cinema. Approved client funded projects in association with the Department of Broadcasting & Cinema will follow Broadcasting & Cinema's Policies for Client Funded Projects. These policies must not conflict with the Facility Use Policy.

IX. OVERSIGHT AND WAIVERS

The ITP University Planning Office is responsible for the implementation of this policy. It determines what the policy means, provides oversight, considers waiver requests, periodically reviews appropriate use statements for facilities, and schedules advisory committee meetings as necessary.

Requests to waive facility use fees should be directed in writing to the Vice Chancellor of ITP prior to the event being planned, and will be considered favorably only in unusual circumstances. A facility use waiver may be warranted to provide: an educational public forum; significant visibility for prospective students; professional development opportunities for faculty and/or staff; internship opportunities for students; reciprocal waivers to the University; and scholarships that exceed waived fees.

X. OUTDOOR ASSEMBLIES BY AFFILIATED AND UNAFFILIATED GROUPS

The University permits individuals assemblies of groups without prior approval in two "free speech and assembly" areas: (1) the east lawn area of the Elliott University Center (facing College Avenue); and (2) the east portion of the lawn area in front of the Julius Foust Building (the side nearest Aycock Auditorium). All such assemblies must be conducted without sound amplification equipment. Although prior approval is not required, notification of the intent to hold an assembly in these areas must be given to the Assistant Vice Chancellor for Student Affairs/Director of Student Life at least 48 hours in advance of the assembly.

Note: during the renovation of Elliott University Center the free speech and assembly area at the east lawn will not be available. An alternate area, on College Avenue at the students building plaque between the Faculty Center and the McIver statue, has been designated as the free speech and assembly area during the renovation.

Any individual or group wanting to obtain assembly space in exterior areas other than the above must submit a written request at least 48 hours in advance to the Assistant Vice Chancellor for Student Affairs/Director of Student Life.

XI. SOLICITATION BY AFFILIATED AND UNAFFILIATED GROUPS

Any affiliated group (Group A above) desiring to solicit funds in University buildings or campus spaces must received written approval for such solicitations from the Assistant Vice Chancellor of Student Affairs/Director of Student Life. Officially recognized student organizations are subject to the regulations found in the [Merchandising Policy Guidelines](#).

University buildings or campus spaces may not be used to raise money or to solicit goods or services that can be measured in monetary terms for any individual or organization other than by a University affiliated group. Exceptions may be permitted for:

- sponsored or cosponsored events (Group B) with merchandise or solicitations directly related to and supportive to the event's primary purpose, such as CDs sold at the University Concert and Lecture Series. Activity is limited to participants or the event. Solicitation permit required.
- charitable organizations (tax-deductible under Section 170(b)(1)(a) of the Internal Revenue Code) using University space for an event. Solicitations of funds to invited participants must be in compliance with NC GS 131F, Solicitation of Contributions. Solicitation permit required.
- vendors that have contracts to provide services, products.

Solicitations permits can be obtained through the Assistant Vice Chancellor for Student Affairs/Director of Student Life.

