

Procedure No. 80.005

Clarion Campus Facilities Use Policy

Date Issued: 9/28/04

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Issued By: Divisions of Student & University Affairs and Finance & Administration

A. Purpose

The purpose of this policy is to balance the University's mission of instruction, scholarship, and co-curricular activities with its commitment of service to the broader community of which it is a part. The primary mission of Clarion University, as expressed by the Commonwealth of Pennsylvania in Act 188, is to "provide high quality instruction for undergraduate and graduate students." When space allows, however, we are also committed to making our facilities available to groups and organizations outside the University whose purpose is consistent with the University's mission.

B. Policy

All facilities are property of Clarion University. The configuration of space assignments may change from time to time as needs and opportunities change.

Priority for the use of a specific facility within the context of the purpose for which that facility was designed (i.e. gym, classroom, etc.), is given first as follows:

1. University academic activities
2. University sponsored
3. Activities for external constituents

Student Organizations recognized by Student Senate are given the highest priority for the use of the Gemmell Student Complex. At all times the University maintains the right to determine which activities are appropriate to be held on campus.

For the purpose of determining facility use for Auxiliary facilities, students are defined as persons enrolled in classes as undergraduate or graduate students of Clarion University who are assessed a fee to support these facilities.

Tables in lobby areas are limited to recognized student groups, university departments, and affiliated groups.

C. Procedure - Scheduling, Fees, & Insurance

Event	Participants	Scheduling Responsibility	Fees	Insurance
University Academic Activities	Faculty & students	Registrar's Office	None	Liability policy not required
University Sponsored Activities	Clarion University Faculty, staff, & students are targeted audience.	Events & Scheduling Office	Security, Maintenance, Custodial, Setup and Technical support if overtime hours are required	Liability policy not required
University Sponsored Activities	Clarion University Faculty, staff, & students are not primarily targeted audience.	Events & Scheduling Office	Education and General Facilities Security, Maintenance, Custodial, Setup and Technical support if overtime hours are required Auxiliary Facilities University Department discount rate. Security, Maintenance, Custodial, Setup and Technical support if overtime hours are required	Liability policy not required.
Activities sponsored by individual or group external to the university.	Varies by event.	Events & Scheduling Office	Facility rental, audiovisual equipment, parking, security, and technical support Maintenance, custodial, and setup if overtime hours are required	Insurance shall consist of property damage liability and bodily injury in amounts of no less than two hundred fifty thousand dollars (\$250,000.00) per person and one million dollars (\$1,000,000.00) per incident. The University must be

				named as an additional insured on any such certificate, and the certificate shall provide that the insurance carrier will provide advance notice to the University of any termination, cancellation or discontinuance or modification in coverage of the insurance.
* Fees for any of the above may be waived at the discretion of the Vice President of Finance and Administration.				

Insurance shall consist of property damage liability and bodily injury in amounts of no less than two hundred fifty thousand dollars (\$250,000.00) per person and one million dollars (\$1,000,000.00) per incident. The University must be named as an additional insured on any such certificate, and the certificate shall provide that the insurance carrier will provide advance notice to the University of any termination, cancellation or discontinuance or modification in coverage of the insurance.

* Fees for any of the above may be waived at the discretion of the Vice President of Finance and Administration.

a) University Academic Activities are those activities related to the instructional mission of the University. Use of facilities for credit-bearing classes will always take highest priority.

b) University Sponsored Events are those activities directly related to the educational mission of the university beyond the classroom. ; e.g. athletics, recreation, and student programming activities and those activities that are developed by University faculty and staff, but the primary target audience may or may not be Clarion University faculty or currently enrolled students.

c) External Events are those activities coordinated by a sponsor with no direct relationship to the University. A Request for Use of University Facilities and Services form must be completed and a formal agreement must be executed.

It is understood that the Events & Scheduling Office will be responsible for scheduling all meeting space on campus. It is further understood that the Events and Scheduling office need to coordinate scheduling of space with building curators who are responsible for

scheduling space for purposes internal to their area and where specialized equipment may affect the availability of space. Among the areas where this would be necessary are the ITV classrooms; Laboratory designated classrooms, Marwick-Boyd auditorium, the student recreation center, Tippin Gym, the Stadium, and the library.