

# Facilities Use Policy

# LOUISIANA TECH UNIVERSITY

## Facilities Usage Policy

Louisiana Tech University facilities and properties are utilized to fulfill the primary mission of the University. Beyond the traditional instruction, research, public service, and athletic-related activities, certain University facilities and properties are made available for use by recognized student organizations through a reservation system operated by the Student Activities Office, Division of Student Affairs. Procedures and policies for student use of facilities and properties are established by the Division of Student Affairs and coordinated with the University department having primary oversight of the specific facility or property. All scheduling of facilities and properties must be made and approved through the Student Activities Office in the Student Center at least two weeks prior to the event. To maintain safety, security, and order, to ensure orderly scheduling of campus facilities, and to preclude conflicts with academic and curricular activities, Louisiana Tech University reserves the right to limit such activities by the following regulations regarding time, place, and manner of such activities.

In order to fulfill its public service mission, Louisiana Tech University may allow the use of certain facilities and properties by public and non-public groups provided there is not a conflict with University scheduled events and that the usage and event does not detract from the University's mission. In addition, the University requires that all non-university groups must provide proof of liability and workmen's compensation insurance, an indemnification agreement, and cost reimbursement sufficient to cover the operational cost of the facilities or property utilized. Proof of liability insurance and the indemnification agreement must be filed and approved by the Student Activities Office before any facility or property can be approved for outside use.

The Student Activities Office will coordinate the scheduling and use of University facilities and properties directly with the departments responsible for the specific facility or property. Because of the uniqueness of each facility, scheduling needs, etc., the department having oversight for each facility will establish usage policies and charges specific to their facility and property. Charges for usage are to be sufficient to cover the cost for use of the particular facility and must be paid in advance unless satisfactory arrangements are made in advance for direct billing to a responsible party. Collections for usage charges are to be made by the department having oversight of the facility and must be promptly deposited with the Office of the Comptroller. Invoices will be issued by the department having oversight of the facility and will be processed and collected through the Comptroller's Office. Louisiana Tech University reserves the right to reduce or waive charges where a compelling public need or interest is served, such as emergency shelter, high school graduation ceremonies, high school academic or athletic events, and charitable events.

The University reserves the right to assign alternate space if there is a conflict with class activities or if it is in the best interest of the University to take such action.

The University Space Utilization Committee, in consultation with the Internal Auditor, will periodically review policies and charges related to usage of University facilities and properties and will make recommendations to the President. A separate policy section will be established for each specialized facility and will become a part of this overall Facilities Usage Policy.