**University of Oregon**

**Policy Statement Development Form**

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| **Policy Title:** Facilities Scheduling | |
| **Policy submitted by:**  Name: Linda Ettinger, Kassia Dellabough, John Bonine, Marie Vitulli  Phone:  Email:  Organization: Ad Hoc Committee to Revise the Facilities Use Policy  Date: 2/9/2011 | |
| **Preamble:** *(optional)*  [Insert preamble here] | |
| **Reason for Policy:**  To define the permissible use of facilities and outdoor space owned or operated by the University of Oregon. | |
| **Who is Governed by this Policy:**  (*Please mark all that apply*)  \_x\_ Faculty  \_x\_ Students  \_x\_ Staff  \_x\_ Other: General Public | |
| **Who Should Know this Policy:**  Anyone involved in the use of facilities and outdoor space owned or operated by the University of Oregon. | |
| **Policy Statement:**  This policy supplements the university's administrative rule on the use and scheduling of buildings and outdoor space owned or operated by the university (hereinafter "Facilities"). This policy applies to short-term use of university facilities other than for University purposes. Nothing in this policy means that the University's Facilities will in fact be available for use.  University Facilities are a limited and expensive resource that must be conserved. Consequently, University Facilities are reserved primarily for instruction, research, administration, public service, and student activities. Instruction, research, and administration take priority. Consistent with applicable law and policy, when not required for instruction, research, administration, public service and student activities, and subject to other university policies, university Facilities may be scheduled for other uses. .  Both University Entities and Non-University Entities may schedule a UO Facility.  Use of Facilities does not in any way imply that the university endorses, encourages, or approves the purposes, conduct, or messages of the users.  The university will charge Non-University Entities an application fee for requesting to schedule the use of Facilities.  Procedures (including schedule of fees) for scheduling of Facilities and conduct of events will be published on the UO website.  **Scheduling responsibilities:**   * The [University Registrar](http://registrar.uoregon.edu/) or designee is authorized to schedule Facilities for UO instruction. * The [UO Scheduling and Event Services](http://scheduling.uoregon.edu/) is authorized to schedule, and facilitate planning and support, for non-academic use of scheduled university Facilities, not assigned to another administrator by this policy. * The Dean, Director, or designee is authorized to schedule each Locally-Scheduled Facility in a manner consistent with this policy. * All applicable scheduling fees must be approved by the Business Affairs Office and made publicly available on the UO website.  1. Requests for scheduling of UO Facilities by Non-University Entities must be made in writing, using the required forms. University Entities may request to schedule Locally Scheduled Facilities via in-person communication, e-mail, or phone. Entities must disclose the general intended use at the time the user seeks to schedule the facility. Failure to disclose such information may result in denial or cancellation of the reservation. 2. Request for use of a Facility must be scheduled sufficiently in advance to allow the appropriate university officials to determine if the use is permissible and to make reasonable preparations for the intended use. 3. Entities that request the use of Facilities should endeavor to prevent persons attending the event from damaging the Facilities. Any requester may be required to meet reasonable additional conditions necessitated by the requested use. All health, safety, fire, and other regulations must be observed by users of Facilities. 4. The university reserves all concession and catering rights and the right to approve or disapprove the serving of alcoholic beverages, as well as all rights to make audio or video recordings or televise or broadcast any event. Catering information may be found with [University Catering](http://catering.uoregon.edu/?service=1). Information regarding the terms and conditions for recordings and broadcasts is located online at the [Office of Marketing and Brand Management](http://www.uomarketing.com/) site. 5. Sound policies may be found on the [Outdoor Amplified Sound Agreement](http://policies.uoregon.edu/files/policy-library/uploads/AMPHITHEATER_SOUND_POLICY.doc). 6. Overnight events are prohibited; exceptions must be expressly authorized in advance by the University Scheduling Manager. 7. At all times, any event approval is conditioned upon full compliance with all university policies and all reservation requirements. In order to ensure that an event is consistent with university policies, the university reserves the right to modify or cancel an event, to decide where an event will occur, to move the location of an event, and to take any other action necessary to ensure compliance with university policies. | |
| **Procedures:**   1. The University Scheduling Manager will maintain and post on the UO website a manual of procedures and other rules that will guide the operational procedures in relation to (a) request for scheduling, (b) basic and auxiliary fee structure, (c) scheduling options, and (d) management of events in university Facilities and spaces covered under this policy. 2. For scheduling requirements, forms, and fees, an interested party should contact University scheduling and Events Services at 541-346-6000 or visit its online presence "[Requesting Space](http://scheduling.uoregon.edu/resources.php)" information, or contact the Dean, Director or designee for the Locally-Scheduled Facility. 3. University Entities may be charged for the scheduling of Facilities and may be charged for use of Facilities.   All provisions of this policy that conflict with or are inconsistent with the Oregon administrative rules are null and void. | |
| **Exclusions and Special Situations:**  This scheduling policy does not apply to Facilities that are ordinarily used by the department of athletics.. | |
| **Definitions:**  **Facility**: Refers to Facilities, including buildings and outdoor spaces, owned or operated by the university. Scheduling rules and regulations for specific Facilities may vary and must be followed.  **Locally Scheduled Facility**: Refers to a Facility that is scheduled by a Dean, Director, or designee.  **University Entity**: Refers to groups (including colleges, schools, departments, and other university organizational units, recognized student groups, and academic student groups).    **Non-University Entity**: Refers to an individual or organization that is not a University Entity. | |
| **Forms/Instructions/Regulations:**   1. Request forms for academic and classroom scheduling are found online at the Academic & Classroom Scheduling site. 2. Requests for non-academic uses must be made to the University Scheduling Manager or the Dean, Director or designee for the Locally-Scheduled Facility.   [Academic & Classroom Scheduling](http://registrar.uoregon.edu/faculty_staff/academic_scheduling)  [Outdoor Amplified Sound Agreement](http://scheduling.uoregon.edu/pdfs/outdooramplifiedsoundagreement.pdf)  [University Catering](http://catering.uoregon.edu/?service=1)  [University Registrar](http://registrar.uoregon.edu/)  [UO Scheduling and Event Services](http://scheduling.uoregon.edu/index.php) | |
| **Cross Reference to Related Policies:** None | |
| **Responsible University Office:**  University Office: Academic Affairs  Office Website URL: http://academicaffairs.uoregon.edu/  Policy Owner: Russ Tomlin  Email: tomlin@uoregon.edu  Phone: (541)346-3029 | |
| **Related Documents:** None | |
| **Frequently Asked Questions:** None | |
| **Revision/Development History:**  **Revision 1**:  05/01/1977 Promulgated as AM 18.020 (see also OAR 571-11-020)  10/04/1985  Reviewed and approval recommended by President's Staff  02/08/2010 Policy number revised from 4.000 to 04.00.05  **Revision 2**:  06/07/2010   In January 2010, the Provost charged a work group, led by Russ Tomlin, to review and revise the current facilities use policy. The work group included representatives from the faculty (Margie Paris-Law, Tim Gleason-SOJC), administration (Brian Smith-VPFA, Kathie Stanley-VPSA, and Beverlee Stilwell-Provost Office) and General Counsel (Randy Geller). The workgroup was also supported administratively by Pam Palanuk and Marilyn Skalberg.  The workgroup developed a draft policy that was discussed with the Faculty Advisory Council, the Deans, and Leadership Council. The draft policy was posted for comment on both the Provost's and Senate websites.  The final version incorporating revisions based on the ensuing feedback was reviewed and adopted by the Senate with minor revisions at its last meeting of May 26, 2010. The policy was approved by the Executive Leadership Team on June 7, 2010.  **Revision 3:**  1/12 2011 - Motion was brought to the UO Senate floor for discussion at the January 12, 2011 Senate meeting but was not passed and was sent back to the committee for a revision.  2/ 9/2011 – Revised policy was reviewed and adopted by UO Senate. | |
| **Organizational Category:**  *(Please mark* ***only*** *one)*  \_\_\_\_ Administration and Governance  \_\_\_\_ Academic and Curricular  \_\_\_\_ Human Resources  \_\_x\_ Facilities  \_\_\_\_ Students | \_\_\_\_ Finance and Business Affairs  \_\_\_\_ University Relations  \_\_\_\_ Health and Safety  \_\_\_\_ Research  \_\_\_\_ Information Technology  \_\_\_\_ General |

**POLICY CONSULTATION AND REVIEW**

*Consultation and review by the following individuals or groups:*

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Executive Leadership Team Date

Reviewed and Endorsed by UO Senate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_February 9, 2010

Print Name Date

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Print Name Date

**APPROVED BY:**

President or Designee  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date

**POLICY EFFECTIVE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

**ASSIGNED POLICY NUMBER:** \_\_\_\_04.00.05\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_