POLICIES AND PROCEDURES MANUAL

Policy Name: Facility Use
Effective Date: 
Recommended by: Lois Kubinak
Policy No.: 
Revised Date: 10.07.09
Approved by: PAC

POLICY:

As an institution of higher education, Albright College seeks to balance its mission of instruction, scholarship and co-curricular activities with its commitment to the broader community.

PURPOSE:

The facilities of Albright College exist for the purpose of education, for use by our faculty, staff and students and by affiliated constituencies. However, when available space allows, we are committed to making our facilities available to groups and organizations outside the College whose purpose is consistent with the College’s mission.

PROCEDURE:

All facilities are property of Albright College. Specifically, there are no departmental or individual “ownership” of space. The College reserves the right to decide which activities may or may not be held on campus, and to establish fair and reasonable charges for the use of these facilities. Priorities for use of facilities are given as follows:

1. College Events
2. College Co-sponsored Events
3. Non-College/External Constituents

College Events

- Include all academic, administrative, faculty, staff, athletic and student events whose activities are directly related to the mission and life of the campus community.
- All participants must be Albright College faculty, staff, students, or alumni.
- Ancillary and personnel charges will be transferred to the sponsoring department, which must provide an Albright College internal account number (GL).
- Catering and food services are charged at cost.

College Co-Sponsored Events

- Programs, events, conferences or meetings involving two entities; a College academic department, administrative unit or student organization and an outside organization such as a professional for-profit or non-profit group.
- The event must fit into the mission of the College and the sponsoring department and be approved by the Department Chairperson or Director and Divisional Vice President.
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- A department representative must be present at the event and responsible for the event including the facility reservation, set-up, catering, security and audio-visual requirement.
- The event must be scheduled through the existing College reservation process.
- Fees charged (entry fees, registrations, donations) must be disclosed to the College in advance of the event. No fees will be charged for the use of facilities, unless equipment needs to be rented.
- Ancillary and personnel charges will be transferred to the sponsoring department, which must provide an Albright College internal account number (GL).
- Catering and food services are charged at retail.

Non College/External Events

- Programs and activities organized by individuals, organizations or groups not part of the organizational structure of the College and who request to use the College's facilities for the benefit of their own program.
- Fees charged to the organization normally include a facility rental, ancillary and personnel charges for facility personnel or technical services, public safety personnel costs, equipment fees, grounds costs, and other services.
- All publicity for Non-College/External Events shall include the phrase “Using the facilities of Albright College.”
- Catering and food services are charged at retail.

Ancillary and Personnel Charges

Ancillary Costs when applicable, include, but are not limited to, fees for audio-visual equipment, tables, chairs, telephones, and lines, floor protection, public safety personnel costs, grounds preparation, and trash removal costs.

Personnel Services are defined as those non-direct services necessary to operate an event. Regular and overtime rate will be charged according to the appropriate hourly rate.

Insurance Guidelines

- Users or groups not associated with the College must carry liability insurance and request a Certificate of Insurance to be issued no later than 14 days prior to the first date of the event, naming Albright College as additional insured.
• Special events require coverage specific to the nature of the event and activities. These requirements will be included in the Facilities Use Contract.

Advertising

• The granting of a facility does not imply acceptance or endorsement by the College or the organization or group using the facility or any views held or expressed by the users.
• A non-College organization or group may not use “Albright College” in its name or for any other reason except to identify the location of the event.
• All advertisements must use the organization’s telephone number.

Be sure to also review the Albright College Event Scheduling Policy. The Event Scheduling Policy, the Facility Use Policy and the Request for Facility Use form referred to in that policy can all be found on the Administrative and Financial Services website.

Direct questions regarding the Event Scheduling policy/procedure, the Facility Use policy/procedure or the Request for Facility Use form to the Director of Conferences at 7612.