

COORDINATED BY: DIVISION OF CONTINUING EDUCATION
AND PUBLIC SERVICE

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SUBJECT USE OF UNIVERSITY FACILITIES (BUILDINGS
AND GROUNDS)

I. PURPOSE

To define procedures on the use of University facilities, buildings and grounds by University and non-university groups.

II. DEFINITIONS

University facilities, buildings and grounds, governed by this policy statement include; classrooms, seminar rooms and laboratories, science lecture auditorium, University Center, Noel Memorial Library, Administration Building, Pioneer Heritage Center, Museum of Life Science, Health and Physical Education Building, Athletic fields and all roads and unimproved property.

III. POLICY

The facilities and premises of the University are for accomplishing the educational objectives and programs of the University. Permission for organizations or groups to use University facilities and premises may be granted only when such use will not interfere with any aspect of the regular programs of the University. No organization or group may reserve a facility on a permanent or recurring basis as this would interfere with the educational programs of the University.

IV. UTILIZATION

- A. The following shall have priority on the use of University facilities and premises as stated in the LSU Board of Supervisors Policy on Use of University Facilities and Premises:

1. Departments and Divisions of the University shall have priority use.
2. Recognized student organizations, organizations of faculty and staff and affiliated organizations shall have priority over non-University organizations.
3. Non-University educational, religious, and charitable organizations may be granted permission to use University facilities to sponsor educational, religious, or charitable programs. This use of facilities by non-University groups shall not be interpreted to include fund-raising programs, except for the purpose of covering direct costs incurred by the sponsoring organizations. The LSU Board of Supervisors and Louisiana law prohibit the use of University facilities by non-university groups to raise funds. Programs of these organizations must be co-sponsored by a University-related organization or department with a logical relationship to the sponsored program. When admission is charged or funds are solicited, a certified accounting of funds collected shall be made to the Dean of Continuing Education and Public Service who may then assess an additional use charge.

V. REQUEST FOR USE OF UNIVERSITY FACILITIES

Requests for use of University facilities shall be directed to the following offices on a facilities reservation request form:

- A. University classrooms, mall area, roads, science lecture auditorium, non-athletic fields shall be requested through the Office of Conferences and Institutes.
- B. University Center space shall be requested through the Director of the University Center unless the activity is an educational program which must be coordinated through Conferences and Institutes.
- C. Noel Memorial Library space use shall be requested through the Director of the Library.
- D. Administration Building space use shall be requested through the Vice-Chancellor for Business Affairs.
- E. Pioneer Heritage Center space use shall be requested through the Director of the Pioneer Heritage Center.
- F. Health and Physical Education Building and athletic playing fields use shall be requested through the Chairman of the Health and Physical Education Department.

G. Museum of Life Science use shall be requested through the Director of the Museum of Life Science.

The University reserves the right to cancel or alter reservations as necessary, the ultimate criterion being the best interest of the University.

VI. RENTAL CHARGES

Organizations not affiliated with the University may be required to pay a rental charge for use of facilities. Normally, no charge will be made for use of facilities by University related organizations. However, such use shall be at no direct cost to the University, and the University may require the sponsoring organization, both University and non-university affiliated, to reimburse the University for the cost of utilities, janitorial services and other costs when excessive costs are incurred. This charge shall be assessed by the Division of Continuing Education and Public Service or the administrator responsible for the space reservation. The Business Office will be responsible for billing and receiving payment of rentals.

VII. COLLECTION OF FEES

Individuals and organizations may not collect any registration fees, conduct fund-raising activities or receive compensation of any kind for activities which occur on the University campus unless consistent with other policies contained in this statement and approved by the Division of Continuing Education and Public Service.

VIII. SOURCES

LSU Board of Supervisors, Policy on Use of University Facilities and Premises.

Louisiana Constitution, Art. VII, sec. 14, entitled Donation, Loan, or Pledge of Public Credit.

AUTHORIZED Nancy Belch DATE 2/25/93
NANCY BELCH, PROVOST

APPROVED John Darling DATE 3/1/93
JOHN DARLING, CHANCELLOR