



## Facilities Use Policy

Approved By: President	Related Policies: IMD 7.155, 6.500; ORS 351.070
Date Approved:	Contact Officer: Director of Administrative Services
Revised: 2-14-03	Policy Custodian: Vice President for Finance and Administration
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### A. Purpose

The Southern Oregon University Facilities Use Policy provides guidelines for use of University facilities within the context that all institutional property is intended for institutional use and not for private purposes.

### B. Definitions

1. Internal Users: Students, faculty, staff.
2. External Users: The public at large and anyone not defined as an internal user.
3. Sponsored Group: Any non-SOU nonprofit group that demonstrates affiliation or relationship with an SOU group.

### C. Policy

1. Southern Oregon University does not normally make available its buildings and other facilities to individuals or outside organizations for private use. Exceptions may be made only if the proposed use is consistent with institutional policies and mission and the individual or organization fully reimburses the institution for all appropriate costs (IMD 7.155).
2. Use of University facilities will be consistent, at all times, with SOU's primary purposes of instruction, research, and public service. The University retains the right to determine which activities are consistent with its primary purposes and retains the right to amend this policy without prior notice. Policy amendments are effective immediately.
3. SOU facilities are provided primarily for the education of and use by its students and use by faculty and staff on behalf of SOU's mission. Other use by faculty, staff, or the community on an individual or sponsored use basis is secondary and the associated costs are recovered. Use of SOU facilities by community groups or individuals may be permitted when comparable facilities are not available in the community. University facilities are not available to organizations or for activities that illegally discriminate on the basis of race, sex, sexual orientation, religion, national origin, age, veteran status, marital status, or disability.
4. All persons or groups using SOU facilities, including athletic and recreational facilities, must conform to the requirements of all applicable rules and policies of Southern Oregon University, the OUS Board of Higher Education, and city, county, state, and federal ordinances and statutes.

#### **D. Conditions of Use**

1. SOU retains the right to:
  - a. reassign or substitute facilities when it is in the best interests of the University to do so;
  - b. control the management of buildings and to enforce all rules for operation of its facilities. SOU's officers, agents, and employees may enter all premises at any time and on any occasion for the purpose of performing their assigned duties.
2. In compliance with OUS Internal Management Directives (IMD 7.155) and Oregon Administrative Rules, SOU normally does not make facilities available for the following external activities:
  - a. Private, personal, or commercial interests operated primarily for profit;
  - b. Sales, solicitation, advertising, or promotional activities except as permitted by OAR 573-051-0020.
3. As provided in OUS Internal Management Directive 6.500, the University may make facilities available at its own discretion for education-related business activities to non-profit or community organizations for community service functions without recovering any or all costs. Such education-related business activities must be deemed to be an integral part of, and directly and substantially related to, the fulfillment of an institution's instructional, research, public service, or other education-related mission and operated for the primary benefit of the students, staff, and faculty associated with and served by the institution or its affiliated units.
4. The appropriate facility directors are responsible for coordinating all events within their respective facilities and for determining the ability to accommodate requests for use. Facility directors are also responsible for coordinating with the Parking and Security departments for events that require use of SOU parking lots. Normally, all event scheduling is on a first-come, first-served basis subject to availability of space, staff, and resources. Facility directors develop separate, explicit policies and procedures for use of the facilities or activities they control, consistent with the purpose and intent of this policy. Current copies of these policies and any facility fee schedule must be filed with the Office of Finance and Administration.

#### **Scheduling Offices**

Center for the Visual Arts	552-6386	Medford Campus	552-8100
Computing Services	552-6452	Music Recital Hall	552-6101
Housing, Educational Conferences	552-6375	Siskiyou Center	552-6375
Library	552-6835	Stevenson Union	552-6462
McNeal Hall	552-6236	Theatre Arts	552-6346

5. Internal users who sponsor external users must comply with the following:
  - a. student organizations must obtain the approval of the director of student activities and their faculty advisor;
  - b. internal sponsors must be present at, involved in, and significantly accountable for the event/activity and;
  - c. the activity must be of clear benefit to the University, its students and/or staff and must be related to the normal function of the sponsoring individual or group.

6. The University must fully recover expenses incurred for sponsored events from external users and from faculty and staff scheduling events outside SOU's mission. Charges include direct and indirect costs such as heating, cooling, custodial support, building maintenance, electricity, supplies, security, etc.
7. A signed contract is required prior to use of SOU facilities. The contract includes required insurance coverage; statement of needed facilities, services, and equipment; dates/times/locations of activities, assurances of nondiscrimination, and any other information regarding special conditions or responsibilities.
  - a. Authority to prepare routine contracts has been delegated to the respective facility director. Special contracts for non-routine activities/events that are of major significance to the University, involve extensive use of facilities, or imply special risks for the University must be drafted by the SOU contracts officer and facility director for approval by the Vice President for Finance and Administration or designee.
8. External users, including those sponsored by internal organizations or departments, are required to secure a one million dollar liability insurance policy. This requirement may be modified only for non-profit activities consistent with SOU's instructional, research, or public service objectives that involve minimum exposure or risk for SOU. The certificate of insurance must be provided to the facility director prior to the event.
9. The user is responsible for damages to SOU facilities associated with the event except for normal wear and tear as determined by SOU. Advance deposits for cleaning or risk of damage to SOU property may be required.
10. Users shall abide by any SOU policies and procedures for public/private preparation of food served on campus. Any exceptions must be approved by the Director of Food Service.
11. Alcohol may be served at campus events under the conditions contained in the SOU Campus Alcohol Policy.
12. Facility directors provide users with an itemized bill. Users with delinquent accounts may be denied use of facilities and will be subject to state collection procedures.
13. Addenda A-C are attached hereto and become part of this policy.

## **Southern Oregon University Facilities Use Policy**

### **Addendum A: Procedures for Scheduling University Facilities**

Authority to approve routine use of University facilities is delegated to the designated scheduling offices. Rentals involving major events or those involving risks to the University require prior approval from the vice president for finance and administration and contract preparation by the Department of Business Services.

Scheduling office is responsible for the following:

1. Obtaining a completed Facilities Use Request Form to be kept on file in the scheduling office. Annual events that include a renewal option in the contract do not require subsequent Facilities Use Request Forms.
2. Preparing a contract for the event.
  - a. Major events and those involving risks to the University. The director of business services or contracts officer prepares the contract. Events of this nature require prior approval from the vice president for finance and administration. Examples of potential risk where maximum insurance would be required include: use of physical education facilities; sports camps; cheerleading camps; outdoor concerts not sponsored by the University.
  - b. Contracts for routine events are prepared by the appropriate scheduling offices. Standard contract forms, available from the Business Services Department, must be used. Any revisions to the form must be approved in advance by the contracts officer or director of business services.
3. Charging users for additional costs, such as security and maintenance, incurred in connection with the scheduled event.
4. Obtaining payment in full at least two weeks prior to the scheduled activity unless the scheduling coordinator has approved an exception. Separate billings following the event are issued for unanticipated charges (e.g., overtime personnel charges).
5. Obtaining a certificate of one-million dollar liability insurance. This requirement may be modified by the vice president for finance and administration or director of administrative services. Co-sponsorship does not eliminate the insurance requirement.
6. Ensuring that all promotion and advertising of events involving the use of Southern Oregon University facilities identifies the organization sponsoring the event and does not imply sponsorship by SOU.
7. Ensuring that all non-University decoration, staging, and equipment meet State Fire Code provisions and other applicable standards and regulations prior to their installation and use.
8. Ensuring that the event conforms to Guidelines for Setting Up Rooms as Places of Assembly.

### **Coordination of Support Services**

Prior to initiating a contract:

1. Scheduling officers coordinate all facilities use with the Physical Plant Department a minimum of 10 working days in advance and detail the custodial or other support that must be provided. Costs assessed for this support are reimbursed to the Physical Plant.
2. Special support required from other University departments must be coordinated with those departments prior to initiation of the contract and the fee assessment must be included in the contract.
3. The Parking Department must be notified 10 days in advance for events involving 30 or more visitors. All conference parking permits are valid only in the McNeal lot.
4. The Security Department must be notified 5 days in advance for events involving thirty or more visitors and for all activities occurring other than normal weekday hours, even if added security is not required.

### **Fees and Charges**

1. The scheduling office submits billing statements to users and monitors payments.
2. For non-fee activities, rental charges are not normally assessed to SOU user groups. Rental rates are based on a maximum of ten hours use during normal operating hours (7:30 a.m. to 9:00 p.m.). The four-hour morning or afternoon block may not overlap the noon hour. Time in excess of normal operating hours, plus supervisory and any additional custodial charges, are billed separately. Half-day rates are for weekday, daytime, no-fee rental use only. Rentals are based on half-day or full-day increments.
3. The University may make facilities available to nonprofit organizations without recovering all direct costs. Charges for private organizations must include all direct and indirect costs for the facilities or services provided.

### ***Basic Service Fees***

The fees for basic facilities use include routine charges for department overhead, power, water/sewer, normal environmental control, building maintenance, and routine custodial services (such as sweeping, cleaning, replenishing rest rooms, emptying trash).

### ***Special Service Fees***

1. Costs for other than routine support services, such as physical plant, security, overtime, special supervision, added custodial services for set up/take down or other variable costs must be coordinated in advance and are reimbursed to the department providing the support. An additional custodial/utilities fee are assessed for weekend facility use.
2. Damages are charged when applicable. Co-sponsors assume financial responsibility for damage and vandalism to facilities and equipment.

### ***Fee Reimbursement to University Departments***

Each department charging facilities rental must use a detail code assigned by Business Services that must be used for rental deposits. With the exception of rental fees for Stevenson Union, the SOU Medford campus, and classrooms, the department charging the rent disperses 50% of the *gross revenue* as follows.

Any expenses related to the rental must come out of the department's share of the income, including fees for other agencies providing special services or equipment, such as the Media Center.

1. 25% for basic facilities to the Physical Plant account, PPADMN.
2. 25% to the University's Building Fund account to cover overhead expenses, ADMFAC.
3. If the rental income is in the form of a Journal Voucher, it must be prepared as follows:

25% to ADMFAC, account 06723

25% to PPADMN, account 06723

4. Except as otherwise provided for the Department of Music, the Media Center, the Department of Theatre Arts, Stevenson Union, Housing & Educational Conferences, and the SOU Medford campus, the scheduling offices forwards billing statements and/or payment to the Southern Oregon University Business Services Office.

### **Unrelated Business Income Tax**

Revenues for use of University facilities may be taxable. Unrelated business income tax (UBIT) does not apply to University conducted and sponsored events that are substantially related to the University's exempt purposes of instruction, research, and public service. UBIT does not apply to charges for facility use and services rendered to students and staff; however, revenues from charges to outside groups for facility use may be taxable as UBIT.

Straight rental charges for real property are excluded from UBIT, but if the University also provides services to the outside group using the facilities, then amounts paid for facility charges and service charges may become taxable. Services creating tax liability are those rendered for the convenience of the user and are in addition to those usually rendered in the connection with the rental of such space or rooms for usual occupancy.

To avoid tax liability for the University, whenever possible do not offer to provide extra services with the facility. Ask the outside group to provide its own services. If extra services are provided with a facility rental, the SOU department operating the facility must do the following:

1. Keep separate detailed accounts and records of the full costs and revenues resulting from each rental agreement. These costs and revenues should not be merged with other general University operating accounts, because it makes it extremely difficult to prepare the necessary tax documents.
2. Provide non-financial and financial records to Business Services each August/September for tax filing.

If you have questions about the tax liability associated with any facility use request, please call the director of business services before concluding a rental agreement.

### ***Examples of Nontaxable Services***

- Basic building utilities
- Basic building janitorial
- Equipment integral to the functioning of the type of facility, such as basketball backboards in the gym,

sound & lighting systems in the Music Hall and Theatre

- Parking space
- Meeting rooms
- Swimming pool
- Gym or stadium

***Examples of Taxable Services***

- Extra or off-hours security
- Extra clean-up, set-up, etc.
- Special equipment and University personnel to operate or supervise equipment
- Parking attendants
- Catering
- Towel service, lifeguards
- Ticket handling, event staff, concessions

rev 1/16/01, Business Services Department

## **SOU Facilities Use Policy**

### **Addendum B: Guidelines for Setting Up Rooms as Places of Assembly**

#### **Introduction**

Most of SOU's rooms designed for assembly occupancy have been evaluated for A Maximum Occupancy Load. In many cases, changing the use of a room or changing the layout for an event will modify the maximum number to a smaller number of people.

For building managers, department heads, event planners, and others responsible for event management, these guidelines serve to ensure compliance with established law--Uniform Fire Code (UFC), Uniform Building Code (UBC), and Oregon Revised Statutes (ORS). Not every possible circumstance is addressed. If you have questions, call SOU's Safety Office, 552-6909, for assistance. A safe event is your responsibility!

#### **Guidelines**

1. Rooms having an occupancy load of more than 50 shall have the capacity of the room posted in a conspicuous place on an approved sign near the main exit from the room (UFC 2501.16.1, UBC 3302c, and ORS 479.195).
2. Places of assembly shall be under the constant supervision of a competent adult on the premises during the time that the premises are open to the public (UFC 2501.4.1).
3. Decorative materials, drapes, hangings, drops, etc., that would tend to increase the fire and panic hazard, shall be made from an approved fire retardant solution (UFC 2501.5 & 1103.3.3).
4. Aisles leading to required exits shall be provided from all portions of buildings. Interior and exterior stairways, hallways, corridors, balconies, etc. leading to a stairway or exit shall not be used in any way that will obstruct their use as an exit or that will present a hazardous condition (UFC 1204.1 & 1203).
5. The minimum aisle width, without fixed seating, is 24" in areas serving employees only; 42" where tables, counters, furnishings, or other obstructions are on one side of an aisle; and 44" where they are on both sides of an aisle (UFC 1204.2.2).
6. When setting up folding chairs inside a building, the number of seats between any seat and an aisle shall not exceed nine (9) when seats are without backrests and six (6) if seats have backrests (UBC 1008). For common folding chairs, this means no more than thirteen (13) to a row if aisles are provided on both ends.

7. When more than 300 folding chairs are set up for an event inside a building, they must be bonded (fastened) together in groups of three or more (UFC 2501.10.2).
8. Candles and other open flame devices shall not be used in places of assembly (50 or more people). There are exceptions to this, but they have very specific requirements (UFC 2501.17).
9. Obstructions, including storage, shall not be placed in the required width of an exit or aisle (UFC 1203 & 2502.4.4.2).
10. Exit doors must open from the inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, latched or otherwise rendered unusable (UFC 2501.8.2).
11. Exits shall be illuminated when the building or structure is occupied. Equipment providing emergency power for exit illumination and exit signs shall be maintained in an operable condition (UFC 1211.1).
12. Areas designated for occupant discharge, dispersal or refuge (the area just outside an exit) shall be maintained unobstructed and clear of storage (UFC 1213).
13. Overcrowding and admittance of persons beyond the approved capacity is prohibited (UFC 2501.16.3).

## **SOU Facilities Use Policy**

### **Addendum C: Charges for Non-instructional Use of SOU Facilities**

Rental rates are based on a maximum of ten hours use during normal operating hours (7:30 a.m. to 9:00 p.m). Time in excess of that will be billed separately, depending on the type of facility used, plus supervisory and any additional custodial charges.

Rates are for basic facilities and do not include overtime, special supervision, added custodial services for special set up/take down, etc., or variable costs that must be assessed separately. The fees for basic facilities use do include routine charges for department overhead, power, water/sewer, usual environmental control (heating, air conditioning, etc.), building maintenance, and routine custodial services (sweeping, cleaning, replenishing rest rooms, emptying trash, etc.).

Half-day rates are for weekday, daytime, non-fee rental use only. Normally, the four-hour morning or afternoon block may not overlap the noon hour. Normally, unless otherwise indicated, rentals are based on half-day or full-day increments. Under unusual circumstances, hourly rates may be negotiated with the individual scheduling office.

Weekend and half-day rates are for no-fee events. For fee events for half days or weekends, unless otherwise specified, the difference between the no-fee and with-fee rates for weekdays will be proportionately added to the half-day and weekend rates.

Damages will be charged when applicable.

### **Definitions**

**Fees.** Admissions, mandatory charges or assessments (food service, housing, etc., even when intended to cover expenses only), registrations, goodwill collections, any type of required charges or request for donations.

**No Fees.** Individual may attend event at no cost (charges for any meals or residence hall optional to participants).

## **Fee Tables**

### **Table I**

Fees for the following facilities are assigned by the Registrar's Office (or by SU on behalf of the Registrar's Office) and will be distributed as follows: 50% to Physical Plant; 25% to SOU Building Fund; 25% to Security.

<b>Facility</b>	<b>Co-spon/nonprofit</b>	<b>Private</b>
<b>Classroom</b> (30-40 seats) approx. 600 sq. ft.		
With fee	\$60	\$120
No fee	\$30	\$60
1/2 day, no fee	\$15	\$30
Weekend	\$35	\$70

<b>Facility</b>	<b>Co-spon/nonprofit</b>	<b>Private</b>
<b>Large Rooms</b> (EP 150, 254, 258; Mulkey) approx. 1800 sq. ft.		
With fee	\$125	\$250
No fee	\$80	\$160
1/2 day, no fee	\$40	\$80
Weekend	\$90	\$175
<b>Stevenson Union</b>		
<i>Small Rooms</i>		
Full day	\$75	\$100
Half-day	\$55	\$75
<i>Medium Rooms</i>		
Full day	\$100	\$125
Half day	\$80	\$90
Rogue River Room AD, BC / Full day Half day	\$170 \$150	\$225 \$220
<i>Large Rooms</i>		
Full day	\$200	\$300
Half day	\$175	\$225
<b>Medford Campus</b> (add \$25 per day for weekend scheduling)		
<i>Room 103</i>		
1/2 day	free	\$40
Full day	free	\$75
<i>Room 104</i>		
1/2 day	free	\$50
Full day	free	\$95
<i>Room 210</i>		
1/2 day	free	\$30
Full day	free	\$50
<i>Room 208</i>		
1/2 day	free	\$20

Facility	Co-spon/nonprofit	Private
Full day	free	\$35

**Table II**

Fees for the following facilities will be distributed as follows: 25% to the Physical Plant; 25% to the institution's building fund account to cover overhead expenses. Remaining funds will be deposited to the account of the organization providing the facility. Fees for other agencies providing special services or equipment (such as the Media Center) will be reimbursed to those agencies.

Facility	Co-sponsor	Private
<b>Britt Ballroom</b>		
With fee	\$150	\$300
No fee	\$100	\$200
1/2 day	\$50	\$100
Weekend	\$145	\$285
<b>Music Recital Hall</b>		
Mon-Thur performance/admission fee Music / other departments co-sponsor Other co-sponsor	\$175 \$300	\$600
Mon-Thur performance/no admission fee Music / other departments co-sponsor Other co-sponsor	\$25* \$25*	\$325
Fri-Sun, holiday per performance/ admission fee Music / other departments co-sponsor Other co-sponsor	\$175 / \$200 \$400	\$700
Fri-Sun, holiday per performance/no admission fee Music / other departments co-sponsor Other co-sponsor	\$25* \$25*	\$450
<b>Note:</b> Events at which freewill offerings are collected are considered admission events.  *Non-refundable administration/processing fee.		
<b>Drama Center Stage</b>		
Mon-Thur performance/fee	\$250	\$500
Mon-Thur performance/no fee	free	\$300
Fri-Sun, holiday per performance/fee	\$325	\$650

<b>Facility</b>	<b>Co-sponsor</b>	<b>Private</b>
Fri-Sun, holiday per performance/no fee	free	\$400
<b>Drama Center Square</b>		
Mon-Thur performance/fee	\$75	\$150
Mon-Thur performance/no fee	free	\$100
Fri-Sun, holiday per performance/fee	\$100	\$200
Fri-Sun, holiday per performance/no fee	free	\$50
<b>Rehearsal Room 14</b>		
Mon-Thur performance/fee	free	\$50
Fri-Sun, holiday per performance	free	\$75
1/2 day	free	\$75
<b>Health/PE</b>		
<b>Main Gym (PE 112)</b>		
With fee	\$450	\$900
No fee	\$300	\$600
1/2 day	\$200	\$400
Weekend	\$400	\$800
<b>Small Gym (PE 101)</b>		
With fee	\$150	\$300
No fee	\$100	\$200
1/2 day	\$75	\$150
Weekend	\$150	\$300
<b>Stadium/Track</b> (A separate fee for use of stadium lights will be assessed and reimbursed to the Physical Plant.)		
Per hour	\$60	\$120
1/2 day	\$250	\$500
Weekend	\$500	\$1000 (plus 10% of gate receipts)
<b>Pool &amp; dressing rooms, racquetball courts, other Health/PE facilities</b> - fees described in OAR 573-042-0005		

Facility	Co-sponsor	Private
<p><b>Concessions</b> □ These are staffed by Health/PE officials and the profits normally contributed to Athletic Department. Concession facilities may not be staffed by other than Health/PE officials. Concessions may be provided as part of a rental contract for stadium/track facilities. Such rental will include reimbursement for the salaries of the Health/PE officials staffing the concession. An individually negotiated clean-up fee may be assessed based on the size and nature of the event and reimbursed to Physical Plant.</p>		

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last fee revision: 1994