

OLD DOMINION UNIVERSITY
University Policies and Procedures

3200 - USE OF FACILITIES

Statement: The President of the University shall control the assignment, reassignment and use of university owned or controlled facilities, or properties and the university-owned perimeters of such facilities, and shall issue such guidelines and procedures governing the use of university facilities as the President deems appropriate. Each administrative unit is assigned space in which to conduct its activities. These assignments are made by the President upon recommendation of the Vice President for Administration and Finance who is responsible for the maintenance and service of all university facilities. The assignment of classroom and laboratory space is the responsibility of the University Registrar. Special events scheduling of facilities is the responsibility of the President's Office.

Each administrator is responsible for the use of facilities assigned to their jurisdiction and for administering assigned facilities in accordance with the following guidelines:

- (1) The use of a university facility, property or university-owned perimeter of such property or facility shall be consistent with the educational mission of the University and with the general nature of the facility. The academic work of the University shall hold a primary place in the use of facilities and all uses for purposes other than the University's academic activities must be arranged so as not to hinder or adversely affect the academic activities.
- (2) University facilities or properties and university-owned perimeters of such facilities or properties shall be used primarily by university groups; that is, divisions, departments or other units of the University and university-related organizations and associated foundations or associations.
- (3) The use of university facilities by non-university groups shall be secondary to their use by university groups and must be clearly consistent with the educational mission of the university.
- (4) Any third-party group requires sponsorship by a university group.
- (5) The use of university facilities for commercial purposes shall be limited to those purposes which are clearly consistent with the educational mission of the University. No commercial activities shall be permitted except those sponsored by university groups.
- (6) A use fee shall be charged for the use of a university facility when the use is for a purpose other than a purpose related to the University.

- (7) Permission to use a university facility must be conditioned upon the user's assuming responsibility for the use of the facility in a manner consistent with applicable laws and regulations and university policies.

Responsibility: Vice President for Administration and Finance

Authorization: Roseann Runte, President

Date: December 1, 1988; Revised September 11, 2003

Effective Date: September 11, 2003