

## General Policies for Non Academic Scheduling

Use of University facilities is governed by OAR 571-011-0020 and other applicable law. The following policy serves to implement this administrative rule.

The President has assigned to the Director of the Erb Memorial Union (EMU) responsibility for uses of University facilities when such uses are not related to the basic educational functions of teaching, research, and preparation of scholarly material, except that the administrator, if any, in charge of a particular facility is responsible for that facility. The EMU Director has delegated his responsibility to the University Scheduling Officer (USO). The terms "facility" or "facilities" mean essentially any space at the University, whether inside a building or outside.

The following sets forth some of the general conditions for use of all University facilities.

- Users must schedule the use of facilities sufficiently in advance to allow the University to make reasonable preparations for the intended use.
- Users must disclose the general intended use before a facility may be scheduled. The University may require such additional information about the intended use as it deems necessary.
- Uses may not disrupt or interfere with the educational mission of the University or other activities.
- The University may deny, restrict, or limit use of a particular facility or all facilities for health or safety reasons or because of the nature or regular use of the facility or for other reasons. Restrictions or limitations, include, but are not limited to, restricting or limiting the number of events that may be held in a particular facility. Of particular concern are emergency vehicle access and fire safety.
- The University may charge a fee for use of facilities and require payment in advance. The University may require a deposit or non-refundable application fee.
- The University may charge for security, janitorial and other services and goods reasonably determined by the University to be required by the planned use and require payment in advance.
- Users may be required to execute a facilities use agreement on terms acceptable to the University and may be required to release the University from liability and indemnify the University. The University may also require insurance and the posting of a bond or other security.
- The University reserves all concession and catering rights.
- Users may be required to meet other legitimate conditions related to the nature of the requested use.
- Academic uses take priority over all other uses of all facilities. Academic uses include registration, commencement, workshops, and classes of the schools and colleges of the Division of Academic Affairs. Departments have priority for nonacademic uses of departmental space related to the purposes of the department.

- Users may not injure, mar or in any way deface a facility or any other University property and may not cause or permit anything to be done whereby a facility or any other University property is in any manner injured, marred, or defaced. Users may not drive or permit to be driven, nails, hooks, tacks, or screws into any part of a facility and will not make or allow to be made any alterations of any kind. The user is responsible for any costs related to repair of damages caused during usage.
- The use of University facilities indicates an agreement to abide by and comply with the policies and procedures of the University applicable to the use of facilities, the reasonable requests of University personnel, and applicable federal, state and local law.
- No advertising or other item shall be placed or posted on walls or doors in or about University facilities without the prior written permission of the University Scheduling Officer. Displays and exhibits may be permitted by the University in its sole discretion. The University's name shall not be used to suggest co-sponsorship or endorsement of any activity, except with the prior written approval of the University. Unauthorized use of the University's name is prohibited except in connection with a description of the location of an event. The University's marks and logos may not be used without express written permission of the Director of Trademark Management in each case.
- Users may not make audio or video recordings or televise or broadcast any event or facility or any portion thereof without the University's prior written approval.
- Users may not admit a larger number of persons than can safely and freely move about in the facility. All decisions of the University concerning questions arising under this paragraph shall be final.
- If at any time the use of the facility by the user violates University policies or procedures of applicable law, the user may be required to either cease and desist from such use or surrender the facility forthwith upon demand by the University.
- No landlord-tenant relationship is created by OAR 571-011-0020 or any University policies, procedures, or contracts. In permitting the use of a facility, the University does not relinquish control or custody thereof and does specifically retain the right to enforce any and all applicable laws, rules and regulations. All portions of the facility will at all times be under the charge and control of the University. The University may enter upon the facility at all times to make inspections to ensure compliance with applicable policies, procedures and law.
- If the University's performance of any of its obligation is prevented or rendered infeasible by act of nature, regulation of any public authority, civil disturbance, strike, epidemic, interruption of transportation services, war conditions or emergencies, or other similar or dissimilar causes beyond the control of the University, it is understood and agreed that the University shall be excused from performance and that there shall be no claim for damages against the University therefore.

USE OF FACILITIES DOES NOT IN ANY WAY IMPLY THAT THE UNIVERSITY ENDORSES, ENCOURAGES, OR APPROVES THE USE OR THE USERS. Any questions concerning the specific application of these general policies please contact University Scheduling Manager at 346-6000.