

# **CHRISTOPHER NEWPORT UNIVERSITY SCHEDULING AND RENTAL POLICY**

## **PURPOSE**

This Policy outlines the authority and responsibilities for the use of Christopher Newport University facilities including academic spaces and non-academic spaces. The policy applies to all Christopher Newport University students, faculty, staff, university-affiliated organizations and non-university groups or organizations. This policy applies to all locations, owned, leased or operated by Christopher Newport University.

## **POLICY**

The facilities of the University are intended for the use of its students, faculty, staff, and invited guests participating in university-approved programs or activities, sponsored by or under the direction of the University or one of its approved organizations.

Christopher Newport University facilities are to be used in a manner consistent with their intended purpose and consistent with the University's mission. No use is permitted which is inconsistent with the mission, is averse to the well being of the University, or which results in undue competition with local commercial enterprises.

Priority of use must be given to those activities related to the academic, residential, cultural, and recreational programs of the University. The facilities must be used in a safe, professional manner so as not to endanger the University community or the general public. The University may restrict access to land and buildings to protect individuals, property, and equipment.

## **RESPONSIBILITIES**

The **Office of Scheduling, Events and Conferences** is responsible for managing the use of campus facilities and resources by students, faculty, staff, university-affiliated organizations and non-university groups or organizations for university-approved programs or activities. The Office of Scheduling, Events and Conferences is responsible for coordinating requests for use of facilities with all appropriate University personnel.

The **Office of Student Activities** will advise and assist student organizations funded through Student Activities in planning and conducting events as appropriate and will coordinate the use of university space and/or services for the events with the Office of Scheduling, Events and Conferences. Student organizations may sponsor activities on campus without additional approval when these events are open only to the organization's membership and invited guests. Approval of events must be obtained from the Office of Scheduling, Events and Conferences when the event is open to non-members, when an admission fee is charged, or a contribution is solicited.

The **Office of Recreational Services** will advise and assist sport clubs funded through Recreational Services in planning and conducting events as appropriate and will coordinate the use of university space and/or services for the events with the Office of Scheduling, Events and Conferences. Sport clubs may sponsor activities on campus without additional approval when these events are open only to the organization's membership and invited guests. Approval of events must be obtained from the Office of Scheduling, Events and Conferences when the event is open to non-members, when an admission fee is charged, or a contribution is solicited.

The **Office of Alumni Relations and University Events** will advise and assist alumni, faculty and staff in planning and conducting events as appropriate and will coordinate the use of university space and/or services for the events with the Office of Scheduling, Events and Conferences.

## **FACILITIES AND EVENT REQUEST PROCESS**

### **Request to Use Facilities**

Use of a facility must be scheduled and approved prior to the event. Requests for large events must be made at a minimum of 30 days prior to the requested day. Requests for weekly meetings, etc, must be made no later than 72 hours prior to the requested date. All requests for use of any facilities must be made through the Office of Scheduling, Events and Conferences with the exception of:

- Ticketed professional concerts and performances at the Ferguson Center for the Performing Arts
- The Athletic competition fields

## **Request for Event Approval**

Events to be held at any and all locations, owned, leased or operated by Christopher Newport University must receive approval from the University. The sponsor of the event must reserve space to hold the event. Request for space also serves as a request to hold the event. Confirmation of space implies that the event has been approved. If additional information or approval is needed, the Office of Scheduling, Events and Conferences will request such before confirmation is given. Events are not approved unless the sponsor has received written confirmation.

All events must have a sponsor from the university. The sponsor may be a student organization, a university department or a university-affiliated organization. Non-university groups or organizations must have a university sponsor to hold an event. An event that is co-sponsored with, or otherwise involves, an external group not affiliated with the University requires the submission of a written justification that demonstrates a clear connection between the event and the University-affiliated sponsor. The primary contact with the university regarding logistical support of the event will be a representative from the on-campus group.

All requests for the use of university space by university-affiliated organizations, students, faculty or staff must be submitted through the Event Management System (EMS). At a minimum, the following information is required: the name of the event(s), name of the responsible individual(s), place of the event(s), date(s), time(s) and whether the event is open to the public or is a closed event.

All requests for the use of university space by non-university organizations or individuals must be made by contacting the Office of Scheduling, Events and Conferences. All bookings to non-university organizations or individuals should be supported by a contract which has been approved by University Counsel and must comply with the University's requirements for insurance coverage. The University's Facility Use Agreement is provided in **Attachment 1** to this policy and outlines the conditions of use for university facilities.

## **Large Events**

Large events share one or more of the following characteristics: 150 or more attendees, external guests, major media exposure, and/or the involvement of multiple departments in the planning and execution of the event. The University may agree to host a large event if it meets at least one of the following criteria:

- a. Contributes to the University's mission
- b. Advances the University as an intellectual or societal leader
- c. Serves as a catalyst for discussion of significant regional issues
- d. Develops partnerships contributing to the academic success of the University or builds positive community relationships

**The University will not allow large events during the academic year unless approved by the Office of the President.**

Large events are more complex and usually require guidance and advance coordination with other departments for parking, catering, security, and special audiovisual needs. All individuals, departments or organizations anticipating hosting a large event should contact Scheduling well in advance of the event date, a minimum of 30 days prior to the event. Because of limited venues that can support a large event, student organizations may sponsor only two (2) large events per semester. Written requests to exceed this limit may be submitted in writing to Scheduling for consideration.

## **SCHEDULING PRIORITIES**

General guidelines for the priority use of facilities on all locations, owned, leased or operated by Christopher Newport University are detailed in **Attachment 2 (*User Scheduling Priority Detail*)** to this Policy. The attachment lists the primary, secondary and tertiary scheduling priorities for each space and the priorities will be observed in approving requests for the use of space.

The first priority of any space is given to its intended purpose, for example classrooms are intended primarily for academic functions. Secondary use of the space, such as scheduling a classroom for extracurricular activities, can occur if those activities do not conflict with the scheduled use of the space or with the University's mission. Primary spaces designated for Registrar-Classes cannot be scheduled by secondary and tertiary

users until the end of add-drop period for each academic term without prior approval of the Registrar.

The University retains the right to cancel or reschedule an event. When an event needs to be rescheduled or cancelled, the event sponsor will be given as much advance notice as possible.

## **FACILITY USAGE FEES**

A Facility Use Rate Schedule is provided in **Attachment 3**. Requests for additional equipment, major configuration changes, or other special requests requiring the university to incur costs may require deposits consistent with the request. Deposits will be forfeited if cancellations occur.

A university department sponsoring an outside organization or group for an event is financially responsible for the event if the external group fails to meet its financial obligations to the University.

Students, faculty and staff will not be charged rental fees for the use of university space unless they are a tertiary user of the space, or the event is for profit and the hosting party receives direct personal benefit. Graduate Alumni will be allowed to utilize the Ball Room for weddings /receptions (not corporate events) during breaks and the Summer Session at a reduced rate. However, if an event is scheduled before or after normal operating hours for the facility, or requires the use of equipment not owned by the University, there will be fees assessed for that equipment, labor and other direct costs as provided in **Attachment 3**.

Fund raising branches of the University (e.g. University Advancement, Friends of Music, Theater Guild, Friends of the Library, Captain's Crew, etc.) will not be charged rental fees for the use of university space for events that are directly related to raising money for the University. However, if a fund raising event is scheduled before or after normal operating hours for the facility, or requires the use of equipment not owned by the University, there will be fees assessed for that equipment, labor and other direct costs as provided in **Attachment 3**.

## **GENERAL RULES FOR EVENTS AND USE OF UNIVERSITY FACILITIES**

- Users of the facilities must comply with all applicable health and safety regulations. The University and the Commonwealth of Virginia cannot assume liability for possible injury to persons or property resulting from use of a facility or an event.
- Non-university organizations or individuals must comply with the University's requirements for insurance coverage as included in the Facility Use Agreement.
- The University's Alcohol Policy regulates the possession and use of alcoholic beverages.
- The University's Catering Policy regulates the possession and use of food and beverages.
- All trash and equipment utilized during the activity must be removed. Sponsoring organizations will be charged actual costs of repair and restoration caused by events or activities.
- Activities must be situated such as to not impede or block the normal flow of traffic.
- Vehicles must remain on roadways and park only where legally permitted.
- Events planned between 8 a.m. and 10 p.m. Monday through Thursday and 6 p.m. on Friday in and around academic buildings will not be approved for amplified sound.
- Except for first priority activities, no individual or organization should schedule events exceeding a total of ten hours per week or schedule more than three events per week. Requests for exceptions to this requirement must be submitted through the Office of Scheduling, Events and Conferences at least 30 days in advance of the time period for which the exception is requested.
- Events involving the use of special equipment or requiring construction such as tents, bonfires, pyrotechnical devices or other devices that may pose a danger to life, limb or property may require permits from local or state officials. All such proposed activities or uses must be made known at the time of application to the Office of Scheduling, Events and Conferences. The Office of Scheduling, Events and Conferences will provide guidance on obtaining the appropriate permits. The permits must be obtained prior to the scheduling of the event.
- Events for non-University organizations or groups must be attended for the duration of the event by a designated representative from both the on-campus sponsor and the external group(s).
- All groups are required to register their participants in Conference Programmer (CP).

## **CANCELLATION OF EVENTS**

Students, faculty, staff and university-affiliated organizations that cancel more than four (4) events during an academic term will lose the right to reserve space for the remainder of that term. Non-university groups, organizations and individuals will forfeit all deposits if the following terms are not met:

- A thirty (30) day notice is required for the cancellation of an event scheduled to be held between August 16 and May 14
- A sixty (60) day notice is required for the cancellation of an event scheduled to be held between May 15 and August 15

## DEFINITIONS

**University Facilities:** buildings, structures, sites and parking lots owned, leased or operated by Christopher Newport University.

**Members of the University Community:** currently enrolled students and university departments, faculty, and staff members.

**University-affiliated Organizations:** are comprised of faculty and staff and are administered through a department to complement the departmental mission.

**Student Organizations:** a student group that is recognized by the University, as defined in the *Student Handbook*, and has been afforded the privilege of conducting activities and using University facilities.

**Large Events:** are defined by one or more of the following characteristics: 300 or more attendees, external guests, major media exposure, and/or the involvement of multiple departments in the planning and execution of the event.

**Academic Session:** The University is considered in Academic Session except for the following periods:

- After 5 p.m. on the Friday of Fall Break through the Monday night of Fall Break (students return on Tuesday)
- After 5 p.m. on the Wednesday of Thanksgiving Break through the Saturday night of Thanksgiving Break (students return on Sunday)
- After 5 p.m. the Friday of Fall Final Exams through the Saturday night prior to Spring classes beginning (students return on Sunday)
- After 5 p.m. on the Friday of Spring Break through the Saturday night prior to classes starting on Monday after Spring Break (students return on Sunday)
- After 5 p.m. on the Friday of Spring Exams through the Wednesday night prior to May Commencement (Commencement activities Thursday - Sunday)
- From 8 a.m. the Monday immediately following May Commencement through the Monday night prior to freshmen arrival in August (Freshmen begin move-in on Tuesday)

## **APPROVALS AND REVISIONS**

All revisions and additions to this policy are to be approved by the Executive Vice President and Chief of Staff.

This policy was approved by William L. Brauer, Executive Vice President and Cynthia R. Perry, Chief of Staff and shall become effective July 1, 2010.