

## Clarion University Facilities Use Policy

Date Effective:	September 28, 2004
Revised:	February 15, 2017
Issued By:	Student Affairs and Finance & Administration
Contact:	Office of Events & Scheduling
Procedure No.	80.005

---

### A. Purpose

The purpose of this policy is to balance the University's mission of instruction, scholarship, and co-curricular activities with its commitment of service to the broader community of which it is a part. The primary mission of Clarion University, as expressed by the Commonwealth of Pennsylvania in Act 188, is to "provide high quality instruction for undergraduate and graduate students." When space allows, however, we are also committed to making our facilities available to groups and organizations outside the University whose purpose is consistent with the University's mission.

### B. Policy

All facilities are property of or are under the management of Clarion University. The configuration of space assignments may change from time to time as needs and opportunities change.

Priority for the use of a specific facility within the context of the purpose for which that facility was designed (i.e. gym, classroom, etc.), is given first as follows:

1. University academic activities
2. University sponsored events
3. University Co-Sponsored or University Collaborative events
4. Non-University/External Events

### C. Procedure for Reserving Facilities

**Clarion Campus-** It is understood that the Conference and Events Office will be responsible for coordinating space on campus. As part of this coordination, it is further understood that the Conference and Events office will collaborate with building curators who are responsible for scheduling space for purposes internal to their area and where specialized equipment may affect the availability of space. Among the areas where this would be necessary are the ITV classrooms; Laboratory designated classrooms, Marwick-Boyd auditorium, the student recreation center, University Art Gallery, Tippin Gym, the Stadium, and the library.

**Venango Campus-** It is understood that the Administrative Office will be responsible for coordinating space at Venango Campus. This includes all space at this venue.

**Steps to reserve facilities:**

1. Review Appendix A- Group Descriptions to determine what category your activity may fall into (i.e. University Academic Activity, University Sponsored Event, etc.). Clarification can be sought by contacting the Conference and Events office by calling 814-393-1859 or emailing [spacerequest@clarion.edu](mailto:spacerequest@clarion.edu)
2. Review Appendix B- Fee Requirements to determine if Rental Fees and/or additional fees, as well as insurance coverage may apply to your activity
3. Review Appendix C- Fee Schedule to view the schedule of rental and additional fee costs.
4. To reserve space at Clarion Campus:
  - a. All persons and organizations are to contact the Conference and Events office by calling 814-393-1859 or emailing [spacerequest@clarion.edu](mailto:spacerequest@clarion.edu) with the exception being those related to **University Academic Activities**.
  - b. **University Academic Activities**, specifically those in the following roles, **must contact the Assistant to the Registrar at 814-393-2229 or [registrar@clarion.edu](mailto:registrar@clarion.edu):**
    - i. Faculty/staff: in the role of employee for educational/academic purposes and/or
    - ii. Guest researcher
5. To reserve space at Venango Campus:
  - a. All persons and organizations are to contact the Administrative Office at 814-393-1206 or [venangospacerequest@clarion.edu](mailto:venangospacerequest@clarion.edu).

**D. Additional Information**

Student Organizations recognized by Student Senate are given the highest priority for the use of the Gemmell Student Complex. At all times the University maintains the right to determine which activities are appropriate to be held on campus.

For the purpose of determining facility use for Auxiliary facilities, students are defined as persons enrolled in classes as undergraduate or graduate students of Clarion University who are assessed a fee to support these facilities.

Tables in lobby areas at both venues are limited to recognized student groups, university departments, and affiliated groups (e.g. Credit Union, the bookstore, Chartwells, and Reinhard Villages).

## **E. Protection of Minors**

All Clarion University units, administrators, faculty, coaches, staff, students, independent contractors, and volunteers in Clarion University-sponsored programs or in programs for minors held on university property must comply with this policy. This policy applies to all university-sponsored programs and activities involving minors regardless of location and all non-university programs and activities involving minors on university property. This policy applies to such programs and activities whether they are limited to daily activities or involve the housing of minors. Examples of programs governed by this policy include, but are not limited to, graduate and undergraduate course offerings, summer camps, specialty camps (e.g., academic and patient camps), outreach activities, workshops, conferences, tutoring, educational programs, licensed child care facilities and programs, and affiliated entity activities. All programs subject to state licensure are required to comply with applicable laws and regulations. Program Administrators should consult with the appropriate vice president and university legal counsel regarding licensure questions.

Except for the reporting of child abuse, this policy does not apply to: (1) events on campus that are open to the general public and which minors attend at the sole discretion of their parents or legal guardians, (2) private events where minors attend under parental or legal guardian supervision, or (3) other programs as may be designated by the university president or designated official in advance and in writing as exempt from this policy or specific provisions of this policy.

## Appendix A

<u>Title or Category</u>	<u>Population/ Sponsor's role</u>	<u>Clarion-Scheduling Responsibility</u>	<u>Venango-Scheduling Responsibility</u>	<u>Definition</u>	<u>Addition definitions</u>
<b>University Academic Activities</b>	Faculty/staff: in role of employee for educational/academic purposes; guest researcher	Registrar's office	<b>Administrative Office</b>	those activities directly related to the instructional mission of the University such as credit bearing classes, programmatic activities resulting from academic course work, research by CU faculty, staff, and/or students, and faculty departmental meetings.	
	Students- educational purposes	Conference and Events			
	Faculty/staff with grant funded activities (scholarly/creative); guest researcher	Conference and Events			
<b>University Co-Sponsored Events</b>	Community groups, businesses, other institutions	Conference and Events office		programs, conferences, camps, workshops, resource development activities, and/or meetings involving two entities – a University college, academic department, administrative unit, or student organization and an outside organization.	
<b>Non-University/External Events</b>		Conference and Events office		those programs and activities organized by individuals, organizations, or groups not part of the organizational structure of the University and who request to use University facilities for the benefit of their own program. Examples of Non-University/External Events include trade shows, fund raising events which do not benefit the University, Non-University performance events, and meetings sponsored by business, government and nonprofit organizations. In addition, this category includes private events such as weddings, bridal or birthday parties, family reunions, and similar events.	
<b>University Collaborative Event (UCE)</b>		Conference and Events office		those programs sponsored by organizations which have a formal affiliation agreement with the University. These organizations have been identified by the University as being integral to the institution's relationship with the community. Only the Vice President for Student Affairs or the Executive Dean at Venango Campus can authorize UCE status for an organization. UCE status automatically terminates when the affiliation agreement between the University and the organizations expires. Organizations which are granted UCE status may be charged at 50 percent of the non-profit rental rate and may be responsible for all support and administrative charges related to the events/ activities held on campus. In all cases, a Facilities Use Agreement will be issued to the external group coordinator of the event.	

<b>University-Sponsored Events</b>	<b>RSO, RUO, Presidential Commissions, University Committees</b>	<b>Conference and Events office</b>	<b>Administrative Office</b>	<p>those activities directly related to the life of the campus community beyond the classroom; i.e. intercollegiate athletics, cultural, recreational, and student programming activities. Eligible programs under this category may be scheduled or sponsored by alumni, faculty, staff, administrative offices, student organizations/clubs, and affiliated organizations. <b>University-sponsored events fall into two categories:</b></p>	<p><b>1. University Events:</b> are those programs which are scheduled or sponsored by faculty, staff, administrative offices and departments that are planned primarily for members of the CU community and/or the benefit of Clarion University. It is recognized that alumni, members of the community, and other guests may attend these programs. Examples of such events are: Alumni Weekend, Commencement, convocations, Family Day, Discovery Weekend, Homecoming, intercollegiate competitions, Martin Luther King Day commemorations, Admissions Days and Open Houses, programs run exclusively by Clarion University employees (these programs must have an approved budget form signed by their dean or vice president), and Foundation and Advancement sponsored fund raising events. The President may classify other events as “Official University Events.”</p>
		<b>Conference and Events office</b>			<p><b>2. Student Events: Student Senate</b> officially-recognized university organizations (RUO) recognized student organizations (RSO), programs, activities and services planned by and primarily for members of the CU community. It is recognized that members of the community, guests and alumni may attend these programs. Examples of such events are student organizational meetings, workshops, conferences, shows, concerts, movies, and other social activities.</p>
<p><b>Clarion-</b>Exceptions to the reservation process should be directed to the Conference and Events Services Office  <b>Venango-</b> Exceptions to the reservation process should be directed to the Administrative Office</p>					

**Appendix B  
Space Fee Requirement**

Type of Building	Building/Space	Group	Rental Fee	Possibility of technical support, equipment, administrative, utility, maintenance, or custodial fee	Insurance Required
<b>E&amp;G</b>	<b>Classrooms, Library Rooms, Athletic Facilities, Parking Lots</b>	University Academic Activities	No	No unless Grant Funding available	No
		University Sponsored Event	No	No fee for normal technical support and set-up. Yes for additional services.	
		University Co-sponsored Event	No	No fee for normal technical support and set-up. Yes for additional services.	
		Non-University/External Event	Yes	Yes	Yes
		University Collaborative Event (UCE)	Yes		
	<b>Marwick-Boyd Auditorium, Computer Labs, Scientific Labs (not Barnes Center), Barnes Center, University Art Gallery, Rhoades Auditorium, Rhoades Lounge, or West End Pond.</b>	University Academic Activities	No~	No unless Grant Funding available or outside of normal operating hours.	No
		University Sponsored Event	No	No fee for normal technical support and set-up. Yes for additional services.	
		University Co-sponsored Event	No	No fee for normal technical support and set-up. Yes for additional services. <i>Or if Grant Funding is available (Barnes Center only).</i>	
		Non-University/External Event	Yes	Yes	Yes
		University Collaborative Event (UCE)	Yes		
	<b>~No unless Grant Funding is possible</b>				

**Clarion- All space reservation questions, other than for academic purposes, must go through Conference and Event Services.**

**Venango- All space reservation questions must go through the Administrative Office at Venango campus.**

**Appendix B continued  
Space Fee Requirement**

Type of Building	Building/Space	Group	Rental Fee	Possibility of technical support, equipment, administrative, utility, maintenance, or custodial fee	Insurance Required		
<b>Auxiliary</b>	<b>Student Recreation Center</b>	University Academic Activities	Yes		No		
		University Sponsored Event - Student Event only	No	No, unless event occurring outside of normal business hours.			
		All other groups	Yes	Yes			
	<b>Gemmell Student Complex*</b>	University Academic Activities	Yes	No fee for normal technical support and set-up. Yes for additional services.	No		
		University Sponsored Event	No				
		University Co-sponsored Event					
		Non-University/External Event	Yes			Yes	Yes
		University Collaborative Event (UCE)					
*RSOs and RUOs recognized by Student Senate are given the highest priority for the use of the Gemmell Student Complex							
	<b>Eagle Commons conf. rms.**</b>	University Academic Activities	Yes	No fee for normal technical support and set-up. Yes for additional services.	No		
		University Sponsored Event	No**				
		University Co-sponsored Event					
		Non-University/External Event	Yes**			Yes	Yes
		University Collaborative Event (UCE)					
**For any group to use this facility, food service must be purchased (catering, buffet meal, or meal tickets for Eagle Common dining hall).							
	<b>Eagle Commons dining rm***</b>	University Academic Activities	Yes	No fee for normal technical support and set-up. Yes for additional services.	No		
		University Sponsored Event	No				
		University Co-sponsored Event					
		Non-University/External Event	Yes			Yes	Yes
		University Collaborative Event (UCE)					
***Due to the purpose of this room, rental or use other than for regular dining must be approved through the Director of Auxiliary Operations.							

**Clarion-All space reservation questions, other than for academic purposes, must go through Conference and Event Services.  
Venango- All space reservation questions must go through the Administrative Office at Venango Campus.**

## Appendix C Fee Schedule

		Regular/day	Regular/day	Regular/hourly	Non-Profit/day	Non-Profit/hourly	State or Federal Gov/Day
<b>Space Rental Cost</b>	#additional cost could include equipment usage, technical support, and other personnel						
	E&G	General Classroom	\$50	\$10.00	\$25.00	\$10.00	\$12.50
		Smart Classroom	\$100	\$25.00	\$50.00	\$25.00	\$25.00
		Computer Lab (1-15)	\$250	\$35.00	\$125.00	\$35.00	\$62.50
		Computer Lab (16-30)	\$350	\$45.00	\$175.00	\$45.00	\$87.50
		Computer Lab (31+)	\$450	\$55.00	\$225.00	\$55.00	\$112.50
		LTC Lab (Becht)	\$250	\$30.00	\$125.00	\$30.00	\$62.50
		STC 122 Auditorium	\$200	\$50.00	\$100.00	\$50.00	\$50.00
		Carter Auditorium	\$200	\$50.00	\$100.00	\$50.00	\$50.00
		Hart Chapel Auditorium	\$400	\$85.00	\$200.00	\$85.00	\$100.00
		Marwick-Boyd Auditorium	\$1200~	\$300.00	\$600.00	\$300.00	\$300.00
		Marwick-Boyd Lobby	\$100	\$25.00	\$50.00	\$25.00	\$12.50
	Athletic (E&G)	Memorial Stadium (Football field and track) Daytime	\$1,800	\$200.00	\$900.00	\$200.00	
		Memorial Stadium (Football field and track) Nighttime	\$3,000	\$300.00	\$1,500.00	\$300.00	
			\$1000 (up to four hours)		\$500.00		



		Tippin Gymnasium, North and South Gyms (Concert Event)	\$2000 (up to four hours)		\$2000 (up to four hours)		
		Tippin North or South Gym	\$250	\$50.00	\$125.00	\$25.00	
		Tippin Natatorium (additional lifeguard costs extra)	\$1000 (up to 8 hours)	\$100 (if client is charging admission fee) \$50 (no admission fee). Per person fee (all rentals) \$2.00 1-3 hours, \$5.00 3+ hours.			
		Athletic Practice, Softball, OR Baseball Fields	\$250 (per event, per four hours)		\$125 (per event, per four hours)		
		Tippin Dance Studio	\$50	\$10.00	\$25	\$10.00	\$12.50
		Wrestling Room	\$400	\$200 (per four hours)	\$200	\$200 (per four hours)	
	Aux.	Gemmell Meeting Rooms	\$50	\$15	\$25.00	\$15	\$12.50
		Gemmell Smart Meeting	\$100	\$25	\$50.00	\$25	\$25.00
		Gemmell Multi-Purpose Room	\$500	\$85	\$250.00	\$85	\$125.00
		Gemmell 152	\$150	\$35	\$75.00	\$35	\$37.50
		Gemmell 152 Smart	\$200	\$50	\$100.00	\$50	\$50.00
		Gemmell Food Court	\$250	\$50	\$125.00	\$50	\$62.50
		Gemmell Rotunda	\$100	\$25	\$50.00	\$25	\$25.00

		Eagle Commons Dine 107 or 108(No Tech)^	\$50	\$15.00	\$25.00	\$15.00	\$12.50
		Eagle Commons Dine 107 or 108 (Tech)^	\$100	\$25.00	\$50.00	\$25.00	\$25.00
<b>Technical Support and Additional Costs</b>		hourly		flat rate			
	follow spot	\$5					
	sound	\$5					
	stage light	\$1/light					
	projector	\$5					
	Contract Fee			\$75.00			
	A/V Support	30/ per person	professional staff				
		10/per person	student staff				
	Event setup	\$30	professional staff				
		\$10	student staff				
	Table linens			\$5 per linen			
	Parking Passes*			electronic			
<b>Personnel Cost</b>		Regular time		Overtime			
	Auxiliary Staff	\$37.13		\$55.70			
	E&G Staff	\$44.68		\$67.02			
	Grounds	\$39.86		\$59.79			
	Movers	\$35.37		\$53.06			
	Mechanical	\$41.05		\$61.58			
	Structural	\$42.60		\$63.90			
	Custodial	\$34.28		\$51.42			
	Clock Operator	\$15.00					
	Life Guard (student)	\$10.00					

~If an admission fee is charged, the university can negotiate to receive 5% of the admission fee.

^Food service must be utilized to reserve space.

\*needed only during the school year Monday through Friday. Events that take place on the weekends or during the summer term do not require permits.

#additional cost could include equipment usage, technical support, and other personnel.