



EXECUTIVE MEMORANDUM

May 1, 1990

P 90-3

SUBJECT: POLICY FOR THE USE OF UNIVERSITY FACILITIES
Effective July 1, 1990

Office of the President

OBJECTIVE

It is an objective of Humboldt State University to make maximum use of its physical facilities consistent with meeting the educational objectives and responsibilities of the University.

MANAGEMENT RESPONSIBILITY

The Standing Committee on Space and Facilities shall develop and keep current procedures to carry out this policy as it pertains to all facilities other than those noted above (herein called University facilities). These procedures shall be periodically published as management letters.

The University Center's Board of Directors shall develop policies and procedures that are consistent with this policy to govern the use of spaces within the University Center and which they may lease from the University.

The Director of Housing and Dining Services, in consultation with appropriate governing boards, shall develop policies and procedures that are consistent with this policy to govern the use of space within the Jolly Giant Commons and University dormitories.

USE PRIORITIES FOR UNIVERSITY FACILITIES

The priorities for scheduling the use of space recognize that each facility was constructed for specific purposes. Because of this, the organizational unit assigned responsibility to achieve these purposes shall have the first priority to schedule the use of the associated facilities. Thus, as examples, the Office of Academic Affairs (or delegated sub-units) shall have first priority to schedule instructional facilities; and, the first scheduling priority for facilities in the Health Center shall be given to the Office for Student Affairs (or a delegated sub-unit), etc.

The priorities for scheduling the use of performance spaces have previously been established in University Management Letter 85-2, Policy for Scheduling of Performance Spaces, and are not superceded by this order.

In recognition of the principles presented in the Statement of the Mission and Goals of Humboldt State University (P 82-2), when nonperformance facilities are available for use by units other than those with the first scheduling priority, the following priority groups and sequences shall pertain:

Group One--Affiliated Groups

Instructional activities which are part of the regular academic program

Instructional activities sponsored by the Office of Continuing Education

Instructional activities sponsored by Student Services

Activities sponsored by student organizations recognized by the Associated Students

Other activities sponsored by state-funded academic support or administrative units

Activities sponsored by auxiliary organizations (i.e., HSU Foundation, Lumberjack Enterprises, and the University Center)

Group Two--Unaffiliated Groups

All other organizations, entities, or people not included above.

The University has authority to lease University property on a short term to the following groups:

- a. A government agency.
- b. A nonprofit, charitable, educational, or character-building organization.
- c. A group or individual, for educational or noncommercial purposes.

State University Administrative Manual Section 2711.

EDUCATIONAL BUSINESS ACTIVITIES

The use of university facilities must be consistent with Humboldt's Policy on Educational Business Activities (UML 88-2). That is, without prior approval of the Vice President for Administrative Affairs, activities must meet the following three conditions:

1. The activity is deemed to be an integral part in the fulfillment of Humboldt's educational, research, public service, recruiting and campus support functions, and other educational and support activities, without regard to profit.
2. The activity is needed to provide members of the campus and local community an integral good or service at a reasonable price, on reasonable terms, and at a convenient location and time.
3. The activity is carried out for the primary benefit or convenience of the campus community.

The Director of Procurement and Support Services shall determine when a proposed use requires the Vice President's review.

COST RECOVERY

It is Humboldt's policy to recover the full costs of using University facilities from unaffiliated groups.

RISK MANAGEMENT

To be consistent with the Chancellor's directives (EO #533), unaffiliated groups will be required to indemnify, insure, and otherwise protect the University from the consequences of their use of University facilities. Specific requirements shall be determined by Humboldt State University's Risk Management Coordinator.

Distribution: All Faculty and Staff