

Virginia State University  
Policies Manual

Title: University Facility Use and Cost Recovery Policy

Policy: 5901

**Purpose**

The purpose of this policy is to establish guidelines and procedures for the use of and recovery of costs for University facilities.

The facilities of the University exist for the primary purpose of assisting the University in fulfilling the University's educational mission. The University seeks to enrich members of the University community through its academic, cultural, and athletic programs and events. Furthermore, the University is committed to being an integral part of our surrounding community. Accordingly, the University's resources are to be used by students, faculty, and staff, and, when appropriate, sponsored groups and organizations not affiliated with the University. The University reserves the right to deny the use of its facilities to any individual or group whose planned activity or event does not enhance the University's educational mission, or whose planned activity or event poses unusual or potentially costly problems. Furthermore, the University reserves the right to cancel or reschedule a scheduled event when it conflicts with University affairs or events sponsored by the University.

**Authority, Responsibility, and Duties**

The following authorities are responsible for granting approval for University and non-University events (see I, II, III, IV):

1. President of the University
2. Vice President for Academic Affairs
3. Vice President for Development
4. Office of Student Affairs

**Policy Statements**

The following statements explain the authority for approved use and scheduling responsibility concerning the use of facilities at Virginia State University:

**I. University-sponsored Events**

1. University Academic Events are programs and activities that relate to and are associated with the instructional function of the University, such as conducting credit-bearing classes, programmatic activities resulting from academic course work, and faculty departmental meetings. The scheduling of classes is solely the responsibility of the University Registrar. The person(s) responsible for the space as determined by the Vice President for Academic Affairs must approve the scheduling of other academic activities. University Academic Events shall have priority for use of academic facilities.
2. Official University Events are programs and activities that require efforts from various University components and typically involve individuals from outside the University, i.e., friends, guests, and alumni. See "Attachment A" for a listing of *Official University Events* and the office primarily responsible for scheduling the event. In order to designate a function as an Official University Event, a written request must be made to and approved by the President of the University. These events have priority over similar events not so designated.

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3. Student events may be sponsored by a number of organizations, including the Office of Student Affairs, the Student Government Association, or officially recognized student clubs and organizations. Examples of such events are students' organizational meetings, workshops, conferences, student fashion shows, concerts, movies, and other social activities. Student Events are programs and activities planned primarily for the students of VSU and must be approved by the Office of Student Affairs. The Office of Student Affairs is solely responsible for the scheduling of all student events. The scheduling of *Student Events* is on a first-applied, first-granted basis.
4. Community Events are programs and activities sponsored by members of the University community that are designed to help build a relationship between the University and surrounding community. To be considered a *Community Event*, approval must be obtained from the Vice President of Administration and Finance. The Director of Conference Services is solely responsible for scheduling these events. Priority will be given to programs or events that best relate and contribute to the enhancement of the University's educational mission. *Community Events* are scheduled on a first-applied, first-granted basis.

## II. University-Related Events

University-Related Events are programs and activities sponsored by faculty, staff, or administrative offices that are planned primarily for the benefit of members of the University community. Examples of such events are academic camps, in-house workshops, health clinics, etc. The appropriate Vice President grants approval for such events. The Director of Conference Services is solely responsible for scheduling these events, which are scheduled on a first-applied, first-granted basis. Personal events are not considered University-Related Events.

## III. Non-University Events

Non-University Events are non-athletic programs and activities organized by non-university organizations or individuals. Non-University organizations or individuals must execute an agreement that contains an indemnification provision that protects the University in the event of personal injury. The University's legal counsel shall approve any indemnification provision included in such agreements. The Director of Conference Services will grant approval for Non-University events when the program or activity does not compete with the educational mission of the University and does not interfere with other events or affairs of the University. The Director of Conference Services is solely responsible for the scheduling of these events, and will be scheduled on a first-applied, first-granted basis.

## IV. Facility Use Fees

- A. It is the policy of Virginia State University to assess a facility usage fee for events classified as *University-Related Events* and *Non-University Events*. *University-Related Events* are assessed facility use fees at the discretion of the Director of Conference Services and the Vice President for Administration and Finance. *Non-University Events* are assessed facility use fees for all events. There may be other fees for such items as food service, rental of equipment, set-up fees, police and security, transportation, etc., that are not covered under this policy for which the individual or group also will be responsible.

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- B. Facility use fees are based on the type of space, the length of usage, and competitive market factors. The primary factors considered in establishing rates are the extent to which costs are required for the maintenance of the facility. The Vice President of Administration and Finance who chairs the Facilities Planning and Space Allocation Committee, recommends changes to the annual facility use fee rates for approval by the President.
- C. Revenue generated by the facility use fee will accrue to an account with the primary purpose of refurbishing and maintaining University facilities, as well as contributing to the operating expenses of Conference Services. This account will be under the responsibility of the Director of Conference Services and the oversight of the Vice President for Administration and Finance.
- D. Daily usage fees are based on a full "building day," defined as six hours. Events that are four hours or less will be charged for a full "building day." Unused room locations are assessed half the facility use fee.

V. Anderson Turner Auditorium

The purpose of this section is to establish scheduling and usage policies for Anderson-Turner Auditorium.

- A. Events held in the Anderson-Turner Auditorium will be prioritized accordingly:
  - 1. Official University events may be held in the facility, and are defined as Commencement, Founder's Day, Opening Convocation, Honor's Convocation, ROTC Commissioning, and any event scheduled by Virginia State University's President's Office
  - 2. Academic Department Performances  
These events are defined as public performances, lectures and activities that are a direct outcome of academic departments.
  - 3. Other University Activities  
Appropriate public events by other campus based entities that enhance the cultural and educational growth of the University's constituents.
  - 4. Other Uses  
Formal/informal events of a cultural and/or educational nature that are sponsored by groups not affiliated with the University and are open to the general public.

B. Scheduling

Scheduling of events is the sole responsibility of the University's Director of Conference Services. Scheduling of events will be done in accordance with use priority. Special circumstances may allow for deviation from the usage policy, and only authorized by the Vice President of Administration and Finance or the President of the University. Requests for use of the facility will be considered provided space, technical equipment and staffs are available on the requested date.

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The Anderson-Turner Auditorium will not be available during official University holidays except when special permission is granted by the President.

It is expected that all events will be scheduled a minimum of four (4) weeks in advance.

C. Usage

Users of the Anderson-Turner Auditorium will adhere to all regulations and policies as outlined in the contract agreement.

Reference:

None

Approval By: \_\_\_\_\_

  
President

Date: \_\_\_\_\_

3/7/11

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Attachment A

Description

Registration (Fall, Spring & Summer)  
Commencement  
Homecoming, King & Queen Ball  
Cotillion Balls, Wives of Beaux Twenty  
Founders Day  
Open Convocation  
Honors Convocation  
R.O.T.C Day (Graduation)  
Home Athletic Events  
Career Day

Responsible Officer

Office of Enrollment Management  
Office of the University Development  
Office of the University Development  
Office of the Student Affairs  
Office of the President  
Office of the President  
Honors Program  
Department of Military Science  
Department of Athletics  
Career Planning and Placement