

45.1 FACILITIES USE

- 45-1-1 Purpose
- 45-1-2 Guidelines
- 45-1-3 Conditions for Use of ENMU-Roswell Facilities
- 45-1-4 General Limitations on Use of Facilities
- 45-1-5 Facilities Assignment
- 45-1-6 Procedures for Off-Campus Groups Requesting Facility Use
- 45-1-7 Employee Use of Facilities

1. Purpose. Facilities owned and operated by Eastern New Mexico University-Roswell (ENMU-Roswell) serve a variety of uses and users. The following provides guidelines regarding the use of ENMU-Roswell facilities.

2. Guidelines. The facilities and equipment of ENMU-Roswell are for use by its students, faculty, staff and community for activities and programs that are directly related to educational functions. ENMU-Roswell provides facilities to the community when the request does not conflict with the educational programs and purposes of the institution. ENMU-Roswell will not intentionally compete with private enterprise in the rental of either its facilities or services. The Office of Facilities Coordinator schedules institutional facilities for both instructional and non-instructional users in a priority order as follows:

- A. Regular on-going credit bearing programs of ENMU-Roswell.
- B. Programs, events or activities sponsored by recognized ENMU-Roswell entities (as identified above).
- C. Programs, events or activities sponsored by recognized ENMU-Roswell student groups.
- D. Events initiated by non-ENMU-Roswell groups that are considered to be of public service, educational, informative, social or of benefit to the community and are consistent with the institution's mission.
- E. The general public may or may not be invited to attend activities that are sponsored by ENMU-Roswell.
- F. ENMU-Roswell facilities may be scheduled and used by outside agencies and educational organizations that conduct educational programs.
- G. Outside organizations without a direct educational program will receive the lowest priority in the scheduling hierarchy.
- H. As a state institution with a basic service function, ENMU-Roswell may grant use of its facilities to educational institutions, to government agencies, to political organizations, community, sectarian, or religious organizations when such use does not conflict with ENMU-Roswell programs and is not of a personal nature.
- I. All facilities should be scheduled in advance.
- J. A first-come-first-serve basis will be used to determine usage. There will be no "bumping" of one group for another once the facility has been confirmed.

3. Conditions for Use of ENMU-Roswell Facilities. In scheduling use of ENMU-Roswell facilities, the sponsor shall:

- A. Accept responsibility for sponsoring and supervising the program.

B. Accept responsibility for assuring that the scheduled facilities are used for the purposes for which they were scheduled.

C. Accept responsibility for reimbursing ENMU-Roswell for damage to institutional property and facilities, including cleanup costs that might occur in connection with the scheduled activity.

D. Assure that all promotion and advertising of events involving the use of ENMU-Roswell facilities shall identify the individual or group sponsor of the event.

E. Take all reasonable steps to ensure that the use of scheduled facilities comply with local, state, and national laws and institutional policies.

F. The institution will be responsible for payment of its employees for services involving the use of facilities. Tipping and/or other gratuities are neither expected nor permitted.

G. The institution reserves the right to revoke permission to use the facilities even though prior consent may have been arranged.

4. General Limitations on Use of Facilities. In general, ENMU-Roswell facilities may not be scheduled for commercial, personal or private financial gain or for commercial advertising. The Vice President for Business Affairs or his/her representative may allow exceptions to this limitation. Solicitors, sales persons, peddlers, and canvassers seeking student contact are not permitted to operate on campus.

ENMU-Roswell facilities may not be used for fund-raising events except through programs scheduled and sponsored by students or employees in which the event serves the educational, charitable, or cultural purposes of the institution. ENMU-Roswell facilities may not be used in any manner to involve the institution as endorsing a partisan, political, sectarian, or religious position.

ENMU-Roswell facilities may not be used in ways that interfere with the institution's educational and service mission. Illustrative but not definitive of such kinds of interference are the following:

A. Violence

B. Damage to property

C. Persistent noise at a level clearly or repeatedly disruptive of classes, administration, business, study, etc.

D. Protests that extend into academic, administrative or student offices, classrooms, laboratories, study centers, except by permission or invitation.

E. No alcoholic beverages may be sold, supplied, or consumed on the campus grounds.

F. Smoking is prohibited in any campus building.

G. Minors are not allowed to use facilities without adult supervision.

H. Food is allowed in designated rooms only.

I. No food or drinks may be furnished by an outside vendor without written consent. University Food Services (contracted by Great Western Dining) must be used for on campus event that require food service.

This section is not a denial of the right to peaceful meetings, protests, or petitions for redress that take place in the vicinity for whom they are directed. Facilities may be denied to individuals or organizations whose activities have established a pattern of causing interference with the institution's activities.

5. Facilities Assignment. ENMU-Roswell has designated the Office of Facilities Coordinator as the scheduling agent for the use of all ENMU-Roswell facilities. These assignments will be coordinated with other offices as appropriate. This authority applies to the use of institutional facilities by the following:

- A. Any on-campus entity (student organization, university committee, academic department, etc.) requesting space for an internal purpose;
- B. Any on-campus entity sponsoring an event which involves an off-campus population; and
- C. Any off-campus organization

6. Procedures for Off-Campus Groups Requesting Facility Use.

A. Facilities must be requested by an on-campus sponsor at least five (5) working days in advance of the scheduled event.

B. The need for special set-ups, maintenance, audio-visual equipment or food service must be specified at the time the reservation is made. A charge may be assessed for changes if they are requested less than 5 days in advance of the event.

C. Following a telephone request, a written confirmation/agreement will be sent to the requestor. This is to be signed by the requestor. One copy is to be kept by the requestor and the other is to be returned to the Office of the Facilities Coordinator.

D. A facilities rental fee is charged to all users. Additional charges may be assessed to those activities requiring special set-ups, clean-up, staffing or those activities occurring during ENMU-Roswell "down" times (when the heat must be increased to make the facilities comfortable or security/custodial staff is required to open facilities). The Office of the Facilities Coordinator will invoice the requesting organization for the agreed upon charge. Invoicing is done by the 25th of each month.

1. Late Cancellation Fee: Because of the high demand for facilities, an organization that reserves a facility and does not use it and fails to cancel the reservation within 3 days of the date of the event may be assessed a late cancellation fee of \$15.00.

2. Extended Building Operating Hours: An extended hours fee shall be assessed to the sponsoring organization for use of the facilities during times before or after normal operating/business hours. The Facilities Coordinator must approve requests for extended hours in advance. The decision for approval will be based on staffing availability, security (of building and activity of participants), and all other applicable ENMU-Roswell policies and guidelines.

7. Employee Use of Facilities. ENMU-Roswell employees may reserve institutional facilities for the published rental price. A group, whom an employee is a board member of may use the facilities at no cost. The employee who is the board member must make the request. However, employees may not use the facilities for commercial or financial benefit without the written consent of the Vice President for Business Affairs.

For personal employee rentals (reception, party, etc.), coverage for liability is required. Employees can simply ask their personal insurance company for a certificate of insurance for the event naming ENMU-Roswell as the named-insured. This certificate is normally available free of charge from the employee's homeowner's insurance.