
SUBJECT: BUILDING USE AND RENTAL POLICY

PURPOSE: To define policies and procedures for the use of University facilities and premises

GENERAL POLICY

The following guidelines have been established to outline LSUA's policy on buildings and grounds use. LSUA reserves the right to change this policy and deny access if deemed necessary.

The facilities and premises of LSU at Alexandria are for use in accomplishing the educational objectives and programs of the campus. Offices of the university, recognized campus groups, or non-university affiliated groups and organizations may be granted permission to use the facilities when there is no interference with the work, program, or objectives, either specific or general, of the campus. In all cases, the use shall be in accordance with the Policy on Use of University Facilities and Premises adopted by the Board of Supervisors. Reimbursement for cost incurred or services provided may be required as condition of using University facilities and premises.

USE POLICIES AND PROCEDURES

- I. OFFICES OF THE UNIVERSITY AND ORGANIZATIONS AFFILIATED WITH THE UNIVERSITY
 - A. Offices of the university shall have priority in the use of university facilities. Recognized student organizations, organizations of faculty and staff, and affiliated organizations shall have priority over non-university organizations in the use of available university facilities. Programs sponsored by university related organizations should have logical relationship to the purposes of the sponsoring organization. *Rental of rooms to any off-campus organizations more than 2 months in advance cannot be guaranteed.*
 - B. Normally, no charge will be made for the use of facilities by university related organizations, so long as the meeting is scheduled during normal operating hours of the facility as listed by the Vice Chancellor for Finance and Administrative Services and no admission is charged or funds are solicited.
 - C. When a meeting is scheduled outside of normal hours of the facility, the university shall be reimbursed by the sponsoring organization for the cost of utilities, janitorial services, and any other direct costs as determined by the Vice Chancellor for

Finance and Administrative Services. The Chancellor must approve any exceptions. A notice of at least five (5) working days is required for all building use requests which require air conditioning equipment operating during weekend hours.

- D. Any time admission is charged or solicitation for funds in any form will be made from those in attendance, the campus shall be reimbursed by the sponsoring organization for the cost of utilities, janitorial services, and other direct costs as determined by the Vice Chancellor for Finance and Administrative Services.
 - 1. In addition, when net proceeds from programs are planned, or when program receipts exceed program costs, the Vice Chancellor for Finance and Administrative Services will assess a charge for use of the facility.
 - 2. Net proceeds from such programs must be used for the general benefit of the campus and must be expended in accordance with university fiscal regulations and under the supervision and approval of university authorities. The Vice Chancellor for Finance and Administrative Services will review all contracts to be entered into by the sponsoring organization with booking agencies, promoters, performers, and all other non-university groups involved in the promotion and staging of the event.

II. APPROVED USES OF LSUA BUILDINGS AND GROUNDS

- A. LSUA activities
- B. LSUA sponsored or co-sponsored events
- C. LSUA affiliated events
- D. Government agency sponsored events (including all local, state, and federal agencies) & other non-profit events
- E. Others: non-governmental activities

III. EDUCATIONAL, RELIGIOUS, AND NON-COMMERCIAL ORGANIZATIONS NOT UNIVERSITY AFFILIATED

Due to increases in LSUA enrollment, reservations for rentals of classrooms may not be made prior to the release of the regularly scheduled classes for that given semester.

- A. Educational, religious, and non-commercial organizations not affiliated with LSUA may be granted permission to use its facilities and premises to conduct educational, informational, cultural, or religious programs for the benefit of their members or the university community and the general public. Programs of these organizations for the university community and the general public must be sponsored by an LSUA administrative unit or a recognized student or campus organization with a logical relationship to the sponsored program. In addition, the sponsoring unit or organization must have an active and meaningful involvement with the management of the program. For programs, which are educational in nature and offered to the university community and/or general public, university sponsorship must be by an academic unit of the university or by Continuing Education. If an

admission fee is charged to such events, it must be on a ticketed or “pay-at-the-door” basis only. If funds are to be solicited otherwise, the program will be considered under provisions relating to charitable fund raising.

- B. With the sponsorship of an administrative unit of the university, or a recognized organization of students or employees, or an affiliated organization, university facilities and premises may be used by a tax-exempt, charitable organization for the purpose of raising funds for charitable purposes. In all such cases, the charitable organization must conduct the activity with active and meaningful university sponsor involvement and may not contract with a third party for the conduct of the fundraising event. Additionally, the event may not be conducted in such a way as to provide private business with opportunities to engage in commercial solicitation within university facilities and premises. Normally, such events are limited one for each organization during each year, and federal tax-exempt status is required.
- C. In granting use of its premises and facilities to non-university entities, LSUA establishes certain conditions necessary to define its relationship with the entity using its facilities.
 - 1. No agency or joint venture relationship may exist.
 - 2. Written indemnification against damages arising from or in the course of use of LSUA’s facilities and premises is required. The university may require certification of proof of insurance as required by the State of Louisiana’s Office of Risk Management.
 - 3. In the absence of specific written agreement to the contrary, no license or other approval is granted for the use of the name of the university or any other word or images associated with the university for purposes of direct or indirect endorsement or for any use other than to incidentally denote the location of an activity on university premises.
 - 4. In the absence of specific written authorization to the contrary, approval for the use of university facilities and premises grants no right for users of its premises and facilities to enter into third party agreements that may involve the use of university facilities and premises.
 - 5. Any non-profit groups or individuals other than LSUA affiliated or government agencies are required to provide a tax identification number when booking a room on campus.
 - 6. Any non-profit groups or individuals other than LSUA affiliated or government agencies are required to pay in advance 25% of the estimated room charges as a deposit.
- D. Use of the university facilities is granted with the requirement that such use be at no direct cost to the university. Accordingly, reimbursement for services provided and other costs incurred may be required as a condition of using university facilities and premises. In addition, if the facility to be used is one in which all or a portion of its operating costs are derived from use charges, the normal use charges shall be applied. If an admission charge is collected or funds are solicited, an additional fee may be assessed.

IV. SCHEDULING OF ROOMS

Reservation request must be made 2 weeks in advance.

- A. Requests for use of campus facilities and premises shall be submitted in writing using a Facilities Reservation Request Form as follows:
- Coughlin Auditorium, Science Auditorium, pool, gymnasium, and all classrooms - contact Enrollment Services at 473-6412.
 - Middleton Room and Live Oaks Conference Room - contact Chancellor's Office at 473-6444.
 - Brumfield Caffey Annex, Magnolia Café, Bayou Robert Room, Student Center Lobby, and Conference Center Rooms (106 and 107) - contact Auxiliary Services at 473-6579 for information and a list of rental rates.
 - Recreational facilities including grounds (soccer field, tennis courts, LSUA quad, Student Center patio, Oakland breezeway, and walkway between bookstore and cafeteria), - contact Auxiliary Services at 473-6579 for information and a list of rental rates.
 - Alexandria Museum of Art/ LSUA Downtown - contact the Coordinator of Facilities Management and Membership at (318) 443-3458.
 - Learning Center for Rapides Parish - contact the LSUA Coordinator at the Learning Center for Rapides Parish at (318) 484-2184 Extension 128.
 - Weldon "Bo" Nipper Building - contact the Director of Continuing Education at (318) 473-6445.
- B. Administrative officers responsible will exercise caution in long-range advance scheduling which may preempt the use of facilities needed in the university's teaching, research, and other academic activities.
- C. During periods when the university is not officially in session, the need of the university for facilities for its programs and objectives is diminished, and this fact will be taken into consideration in reviewing requests.
- D. In all cases, permission for use of the facilities shall be given and retained only when all conditions relating to charges to be paid, insurance coverage, and safety are satisfied, as determined by the Vice Chancellor for Finance and Administrative Services.
- E. Reservations will be given on a "first come, first serve" basis for approved activities when a completed Facilities Reservation Request Form is received.
- F. *No reservations will be confirmed by phone without a completed Reservation Request Form.*
- G. The LSUA alcohol, drug, and firearm policies must be followed by all attendees. Groups are responsible for general cleanup following the event.
- H. Cancellations must be made 2 weeks prior to the reserved date to avoid paying the full amount of the rental fee. Changes to setup must be made 2 days in advance or a late charge of \$25 may be charged.)

Requests for an exception to any of the following policies may be made in writing to the Vice Chancellor for Finance and Administrative Services.

V. RECREATIONAL USE POLICIES AND PROCEDURES

(The University reserves the right to reject any personal use of its facilities.)

- A. Premises or facilities for recreational purposes are primarily for the use of the students, members of the faculty and staff of the campus, or members of student and staff organizations recognized by the university. This use shall be limited to the hours scheduled for recreational use by the custodian of the space or facility and shall include adequate supervision in all instances. Use outside of the scheduled recreational use shall be by special request.
- B. The university shall be reimbursed for utilities, custodial, supervision, and other direct costs as determined by the Vice Chancellor for Finance and Administrative Services, in all cases where use involves or is incidental to the collection of dues or fees and/or involves use outside of regular operating hours.
- C. The use of recreational facilities by non-LSUA groups may be permitted only with the sponsorship of an LSUA administrative unit or recognized student or campus organization and with insurance coverage as required by the State's Office of Risk Management.
- D. Only the Chancellor shall grant use of recreational facilities by other individuals or groups. Request for such use must be made in writing. In all such cases, the university shall be reimbursed for all costs incidental thereto, including but not limited to utilities, janitorial and maintenance services, insurance, and supervision, as determined by the Vice Chancellor for Finance and Administrative Services.
- E. When cooking near buildings or building entrances please use the following guidelines:
 - 1. During weekdays, any group cooking outside building should setup their cooking function (tables, chairs, solicitation) no less than 10 feet from building entrances. However, if a BBQ - pit, fryer, crawfish boiler, or any other cooking equipment is used then that corresponding cooking equipment should be a minimum of 25 feet from the building entrance.
 - 2. During weekdays, no cooking should be held between the Cafeteria and Bookstore building due to the congestion that it causes.
- F. Pool use statement – A certified lifeguard must be on duty when the pool is in use. Before use of the pool will be approved the group using the pool must present a copy of the lifeguard certification card.

VI. FOOD SERVICE USE POLICIES AND PROCEDURES

- A. To oversee and ensure compliance with these rules it is necessary that all catering requests begin with LSUA Auxiliary Services. Auxiliary Services shall then determine how to handle the request based on the policy below. This shall include fundraising events and donated foods.

- B. LSU SYSTEM departments or organizations shall use ABL Management catering. *Another caterer can be used if the Chancellor's approval is given.*
- C. Fundraising Events – LSUA distinguishes between LSU SYSTEM and Non-LSU SYSTEM fund raising events. LSU SYSTEM organizations shall have the right to purchase and offer food for fund-raising events without using ABL Management catering. Non-LSU SYSTEM organizations / groups may be required to use ABL Management catering for any fund raising events held in Student Center rooms.
- D. Student Center Food Service Contractor Refusal – If ABL Management catering declines to cater an event, then the corresponding group / department shall have the right to choose a caterer from an Approved List of Off-Campus Caterers.
- E. Approved List of Off-Campus Caterers – LSUA Auxiliary Services shall maintain a list of “Approved Off-Campus Caterers”. If ABL Management catering declines to cater an event, then a choice must be made from this list. In order for caterers to remain on the “Approved List”, they must maintain / comply with the following:
 - 1. Liability Insurance – Caterers must provide a \$1,000,000 Liability policy to Auxiliary Services listing LSUA as an additional insured.
 - 2. Commission – Caterers must agree to pay the University a 10% fee for use of its building space. If payment is not made then the caterer shall not have access to LSUA. This commission also serves as garbage / clean up fee.
 - 3. Indemnification / Release – Caterers must sign an indemnification / release clause holding the University / ABL Management harmless from any food related illnesses.
 - 4. Use of Kitchen – Caterers shall supply their own equipment and supplies and shall not have access to the LSUA kitchen at any time. Another caterer can use the kitchen if the Chancellor's approval is given.

If any approved caterer does not comply with the above stipulations, abuses, or otherwise is neglectful of any Student Center room, then the caterer shall be removed from the “Approved List”.

- F. Non-LSU SYSTEM Organizations / Groups – All Non-LSU SYSTEM Organizations / Groups shall use ABL Management catering for events held in the Student Center rooms. These groups shall not have approval to bring off-campus caterers into the Student Center.
- G. Donated Food – All donated food for LSUA events must be reported to the Auxiliary Services. The company / group donating the food must send a letter to Auxiliary Services stating it was an “In-Kind Donation” and the exact nature of the food and its origin.
- H. Golf Clubhouse Restaurant Exclusion – First Right of Refusal for the student center foodservice operator shall exclude the golf clubhouse restaurant and adjacent area.