

AUSTIN COLLEGE FACILITY USE POLICY

REASON FOR THE POLICY

The following policy governs the use of Austin College Facilities, also known as academic and non-academic spaces, for both College and non-College affiliates. This policy sets priorities for College Facility usage and establishes authority for determining scheduling procedures and relevant charges.

SCOPE AND AUDIENCE

This policy applies to College and non-College affiliates including College faculty, staff, students, volunteers, contractors, and visitors who use or rent College facilities.

POLICY STATEMENT

Priority for the use of College facilities will be given to activities that advance the mission and purpose of the College to the greatest degree. To the extent that resources are available, the College also serves the larger community by permitting non-College affiliates to utilize its facilities for purposes compatible with the College mission. These requests will not be given priority over College operations, classes, activities, programs, or meetings. The non-College affiliates and the event purpose should not contradict the College's mission and vision.

The College will provide a fee schedule, guidance, and oversight to the types and times of College facility use and College resources, such as technology equipment and assistance, security, set-up, catering, and other event support resources.

Virtual events hosted on College platforms involving the use of the College's name and resources should generally follow the principles and policies applicable to in-person events.

Any event(s) involving minors will adhere to all youth protection protocol promulgated by the College including, but not limited to, the Austin College Policy on Reporting of Child Abuse and Neglect.

No office, department, or division of the College outside the Approving Authority (or designee) has the authorization to commit the use of College facilities or to process, evaluate, or act upon a request from non-College affiliates.

Exceptions to this policy include academic courses scheduled by the Registrar's Office, practices and competitions scheduled by the Athletics Department, and student organizations' events, which are governed by Student Life. Relevant policies for Student Organizations can be found in the Student Organization Handbook.

DEFINITIONS

Academic Space

Includes, but is not limited to, lecture halls, classrooms, laboratories, fine arts studios, theatres, and seminar rooms used for credit-bearing, instructional purposes, including research.

Non-Academic Space

Indoor and outdoor spaces; includes but is not limited to residence halls, dining areas, athletic fields, gymnasiums, the Caruth Guest House (Duck House), Collins Alumni Center, staff offices and meeting areas, and gathering spaces.

Minors

Persons who are under the age of 18 and not enrolled as students at the College.

Approving Authority

The Approving Authority is the President of the College and/or the President's designee(s). Designees are the Executive Director of Institutional Events and Alumni Engagement or the Event Operations Manager both of whom have event scheduling and planning responsibility at the College.



Signature Events

Signature events are designated by the President's office and are priority College programming (i.e., Commencement, Opening Convocation, Homecoming, Prospective Student Recruitment). Events cannot be scheduled that conflict with signature events. Classes scheduled by the Registrar's Office is the only scheduling exception to signature events. Supplements to class, such as guest lectures and special presentations, should not be scheduled during signature programming if possible.

Event Coordinator

Each event will have a designated Event Coordinator that assumes complete responsibility for the scheduling of the event, all event arrangements, and attending and monitoring the event while it is in progress or designating a person to be responsible for the same. The Event Coordinator or designee must be accessible in advance of and during the event to address any concerns that may arise.

When College affiliates involve the participation of outside individuals, the Event Coordinator is responsible for ensuring the outside participants comply with applicable College policies.

When a third-party provides services in conjunction with or in support of an event, the Event Coordinator is responsible for complying with College policies and procedures.

College Affiliate(s)

Individuals or groups that exist for the sole purpose of advancing the College and that have been formally recognized by the College.

Non-College Affiliate(s)

Individuals or groups other than College departments, College-affiliated groups, or registered student organizations.

All requests for use of Austin College facilities by a non-College affiliate must be approved through the Office of Institutional Events and Alumni Engagement.

Non-College affiliates' events will not be approved to occur on an official College holiday, except in extraordinary circumstances as determined by the Approving Authority.

External Event

Any event, meeting, conference or the like that is hosted by a non-College affiliate.

All External Events are approved at the discretion of the Approving Authority. The Approving Authority reserves the right to deny any external event requests. Not all College facilities are available for use for External Events (see Special Use Facilities).

External events should be revenue neutral or generate net positive revenue for the College. The College should not be expected to provide a subsidy while hosting an external event.

Facility(ies)

Buildings and the grounds, academic and non-academic spaces, that are owned and operated by Austin College.

Restricted Space

Areas determined by the President that are only available for College and College-sponsored use. Restricted spaces are not available for use by non-College Affiliate(s).

25Live

The software platform used for scheduling, planning, and calendaring all internal and external events requiring a reservation as well as College classes and schedules.



SCHEDULING PRIORITIES

When considering reservation requests, the College will recognize the following list of priorities for facility use:

1. Academic courses scheduled by the Registrar's Office.
2. College Signature Events.
3. College Events that are created or developed for the sole benefit of students, faculty, and/or staff. The programming is open exclusively to College students, faculty, and/or staff and is NOT open to the public or non-College guests. There is no partnership associated with the event.
4. College Events that are primarily open to College students, faculty, and staff but may also be open to the public or non-College guests.
5. The program, meeting, or event is an initiative of a private company, a non-profit organization, or an individual. The audience consists primarily of guests external to the College.

APPROVALS & RESERVATIONS

- Application for use of College property will be managed by the following offices based on user type:
 - A. Colleges/Departments/Programs/Faculty/Staff: Institutional Events and Alumni Engagement Office
 - B. Student Organization Events: Student Life Office
 - C. Non-University Groups: Institutional Events and Alumni Engagement Office
- All reservations will be initially requested by the proposed user through the College's online reservation page.
- Reservations are reviewed and approved by the aforementioned offices based on user type and are scheduled in 25Live.
- Should overlapping requests be submitted, priority for reservations will follow the criteria set under *Scheduling Priorities*.
- Non-College affiliates must comply with the College's policies and procedures along with complying with the Austin College Facility Use Policy. Non-College affiliates will be responsible for all costs associated with the fee schedule.

USE FEES

- Non-College affiliates pay the rental fee and related costs associated with the event. College affiliates do not pay rental fees but do pay for the costs incurred to the College for the event.
- Examples of event fees include, but are not limited to:
 - A. Facilities Services for space set-up arrangements
 - B. College Police Department for security and parking needs
 - C. Housekeeping Provider for routine or special cleaning
 - D. Information Technology Services for audio-visual equipment and technicians
 - E. Food Service Provider for food and beverage services (see next bullet)
- College and Non-College affiliates must use the designated campus Food Service Provider for all food and beverage services unless an exemption is authorized by the Food Services Provider and the Executive Director of Institutional Events and Alumni Engagement.
- Use fees for non-College affiliates are assessed at rates which will ensure recovery of the operating cost of the facility that is attributable directly or indirectly to such non-College use. A schedule of fees for the use of facilities and equipment is available from the Event Operations Manager.
- All College affiliates and non-College affiliates will be responsible for payment for damage to College facilities and its fixtures and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.
- Non-College affiliates are required to provide liability insurance covering injury to persons including those resulting in death, and property damage insurance, including damage to the College facility in amounts and under policies satisfactory to the Executive Director of Institutional Events and Alumni Engagement.

SPECIAL POLICIES, RESTRICTIONS & CONDITIONS APPLICABLE TO COLLEGE AFFILIATED GROUPS AND NON-COLLEGE AFFILIATED GROUPS

- The views and opinions of speakers and the use of the College's facilities or online platforms in no way implies any endorsement by the College.
- The College reserves the right to terminate, cancel, reschedule and/or relocate a speaker or event and to limit attendance at an event, including members of the campus community, due to inability to hold the event as intended, change in space availability, weather-related events and emergencies, natural disasters, or for other reasonable cause(s) as determined by the College.
- An invitation to speak or permission to hold an event at Austin College or through its online platforms does not authorize any unlawful activity; activity that endangers or threatens to endanger the health, safety, or welfare of any member of the community; activity that damages or threatens any of the College's facilities; or activity that disrupts or is reasonably anticipated to disrupt the College's operations.
- Failure to comply with a request by a College official, such as a campus police officer or administrator, may result either in removal from the event or termination of the event itself. Disciplinary actions against members of the College community may also be warranted in such cases.
- Unless specifically authorized by the President of the College, or the President's designee, all solicitation on College property is prohibited.
- All events involving partisan or non-partisan political activity, or religious organizations, require the express approval of the President of the College. Individual political candidates and their election organizations are not permitted to reserve space.
- Once the event is approved, existing logistical plans and arrangements may not be changed within two (2) business days of the event.
- Event promotion may not proceed until written confirmation of approval for the event is received. Event promotion must carry a disclaimer approved by the College to the effect that use of Austin College facilities does not imply endorsement of the event or the sponsoring organization by the College. ***[Name of event] is presented by [name of presenting organization] and is not an official or sponsored event of Austin College. The views and opinions expressed are solely those of the speakers and other contributors of [Name of event].***
- In accordance with campus policy, no tobacco or smoke product use is permitted in undesignated areas.
- Alcohol use and service is restricted on property and in buildings owned by the College, and requires approval by the President of the College, or the President's designee. Approved requests must comply with the College's policy for Alcohol Purchase and Management.
- The College recommends the inclusion of language in promotional materials about accommodations for event attendees.