



Ohio Administrative Code Rule 3337-1-25 Use of university facilities.

Effective: August 26, 2016

The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/01-025.html>

(A) Overview

All facilities operated by Ohio university (general fund and auxiliary) are the property of the state of Ohio. They are administered under policies established by the board of trustees or its designees, and they are managed within these policies by colleges, departments, and programs to which they are assigned. It is the goal of this policy to establish a framework for the convenient and economical use of university facilities by internal and external groups.

Ohio university will make maximum use of its facilities and services for the benefit of the citizens of the state of Ohio in keeping with the specifications of section 3313.76 of the Revised Code and the 1992 board of trustees "Resolution on Space Utilization and Management Principles." In certain cases stipulated within this policy, fees may be charged to generate revenue or recover reasonable and necessary costs of facilities operation.

This policy applies to the Athens campus, not to the regional campuses.

(B) Guidelines for usage

(1) Internal groups

Internal groups have priority in the reservation and use of university facilities.

(2) External groups



External groups may be approved for the use of university space if and when facilities are available. External programs, events, and activities include any activity presented by organizations that do not have a direct relationship with Ohio university. This includes, but is not limited to, political groups, religious groups, civic groups, charitable groups, and programs scheduled through the division of lifelong learning.

(3) Exclusions

All groups are encouraged to utilize facilities on campus whenever possible, but use of facilities generally will be constrained or prohibited for groups whose presence would pose a threat to the safety of the university community, or for activities that are wholly commercial or for private gain.

(4) Responsible offices

Procedures for scheduling and use authorization vary among the different facilities. In general, access to instructional facilities is secured through the registrar's office. Workshops, conferences, conventions, and programs of a similar nature are coordinated by the division of lifelong learning. Access to facilities for such programs is arranged through that division. Use of some facilities requires approval of the planning unit head (dean, vice president, or designee) in charge of the facility. These include some instructional facilities and all auxiliary facilities; see part (B)(6) of this policy. Questions regarding scheduling authority may be referred to the director of space management. Authorization for use of facilities by an employee organization wishing to solicit employees also must be obtained from the chief human resource officer. Groups wishing to hold events in university outdoor areas initially must contact the Baker university center administration before the event and comply with policy 24.016.

See also policy 24.005 and policy 42.550. Additional university policies and other regulations may apply.

(5) Fees

Users may be charged a fee for the use of university facilities under the following conditions or circumstances:



(a) Rent will not be charged for facilities used by a registered student organization for programs and events that serve the members of the university community and are not presented on an individual or commercial gain basis. Student organizations may be charged for the cost of setup, cleanup, damages incurred during the course of an event, and any special fees required to present an activity and restore the facility to its original condition.

(b) Other groups, both internal and external, may be charged fees for the use of certain facilities in accordance with parts (B)(5), (B)(6), and (B)(7) of this policy.

(c) When any fees are charged for the use of any facility, the planning unit head or designee will file a memorandum of understanding between the planning unit and the user. This memorandum should outline the reason for any charges, the time and nature of the activity, the services to be provided, and any other agreements arranged on services, fees, and facility usage.

(d) Planning units must publish their facilities usage fees for any given fiscal year no later than July first of that year. Charges to users must be made at the published rates. Facilities usage fees also will be posted by the university on an appropriate web site. Where approval is required for new or increased fees, the approval must be obtained prior to submittal of the annual budget to the board of trustees.

(6) Fees for auxiliary facilities

In the case of auxiliary facilities (for purposes of this policy, presently the aquatic center, Baker university center, Bird arena, the convocation center and all other facilities controlled by intercollegiate athletics, the golf and tennis complex, Ping center, the residence and dining hall system, and Templeton-Blackburn alumni memorial auditorium):

(a) The planning unit head may establish any facilities usage fee (rental or service) for external groups. Fees normally may be established without prior review and approval, but the internal fee committee must be notified, and may selectively review these charges and recommend changes to the provost.



(b) Facilities usage fees charged to internal groups or external groups with internal sponsors must be reviewed by the internal fee committee and approved by the provost.

(c) Auxiliary facilities are to be used as a first priority for the purpose for which they were developed. In residence halls, residence hall students have priority on scheduling meeting and food service space for their programs and activities. If a facility is reserved for the exclusive and private use of members of a registered student group, the group will be responsible for setup, cleanup, and service charges for using the facility. A deposit may be required to cover damages or losses incurred during a performance, event, or activity. Nonresident student groups will be charged setup and clean-up costs for auxiliary space usage.

(d) Units which require the purchase of a ticket or a usage fee, such as Templeton-Blackburn memorial auditorium, Bird arena, the aquatic center, and the golf course, may hold blocks of time or seats for student groups to use the facility, providing other members of the campus community also may continue to use the facility for its intended purpose.

(e) For additional information regarding use of specific auxiliary facilities, consult the following policies:

(i) Policy 24.012.

(ii) Policy 24.020.

(iii) Policy 24.030.

(7) Fees for general fund facilities

(a) Planning unit heads may establish fees only to cover reasonable and necessary expenses for services associated with the use of the facility (e.g., equipment use, set-up, staffing, clean-up, damages, etc.). This will permit the planning unit to recover all direct costs resulting from the activity; no rental fees shall be charged for any general fund building. A deposit may be required to cover damages or losses incurred during a performance, event, or activity.



(b) The planning unit head shall deposit all revenue from equipment use charges in an account designated for maintenance and replacement of equipment subject to such charges.

(c) Facilities usage fees must be reviewed by the internal fees committee and approved by the provost.

(8) Questions

All questions or concerns pertaining to reservations, use of facilities, or expenses charged for events and activities should be directed to the person responsible for the provision of service. If the issue cannot be resolved at that level, the question or concern should be referred to the planning unit head or designee of the unit for review and resolution. Any appeals on the assessment of fees shall be addressed to the internal fees committee. Conflicts over scheduling and use that cannot be resolved by appropriate planning unit heads should be referred to the director of space management.

(9) Provisions related to food service

Food and beverages served or catered on the Ohio university campus or at university-sponsored events must be provided by Ohio university dining services. Individuals or organizations desiring to have food and beverages catered to approved campus locations by other food providers must receive written approval from the director of housing and food services and the director of environmental health and safety; see policy 47.015. Additional policies related to food service include:

(a) Policy 47.010 and

(b) Policy 24.004.

These policies apply to planning for on-campus events with food service.

(C) Definitions

(1) Rental fee



A fee charged for facilities use without direct connection to specific charges for recovery of reasonable and necessary expenses.

(2) Reasonable and necessary expenses

Direct costs incurred to operate a facility for use of a group, e.g., expenses resulting from equipment use, staffing, set-up, clean-up, and damages.

(3) Damage charges

Charges to recover the cost of physical damage or loss (e.g., breakage, defacement, theft, normal usage, etc.) resulting from use of facility.

(4) General fund building

A building that is constructed, maintained, and equipped with state funds.

(5) Auxiliary building

A building that is constructed, maintained, and equipped with locally collected and administered funds, or a building identified as an auxiliary facility for purposes of this policy.

(6) Internal group

Groups recognized under the university system of organizational structure and accountability (e.g. planning units and their departments, faculty, staff, student organizations).

(7) External groups

Any group or organization that does not fall under the university organizational structure and accountability.

(8) Food service



The university organization responsible for providing regular dining and catering for faculty, staff, and student groups.

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