MANSFIELD UNIVERSITY
GUIDELINES FOR USE OF UNIVERSITY FACILITIES

The facilities of Mansfield University exist primarily to support approved academic and extracurricular programs and events. Because we are a publicly supported institution, we believe it is appropriate to share these facilities for legitimate community and on/off campus groups for use under the herein stated guidelines.

The university reserves the right to decide which activities may or may not be held on campus, and to establish fair and reasonable charges for the use of these facilities. All facility rental waivers must be in writing and approved by the Vice President of Finance & Administration.

In all instances, priority for the use of facilities will be given to approved academic and extracurricular activities related to the mission of the university. As such, it is unlikely that requests for continuing and long-term use of the facilities will be approved. The university will consider requests for the use of facilities for special events which do not conflict with the established schedule of facility usage. The university will not approve a routine use of facilities if similar facilities exist in our community and are reasonably available for rent from those in the business for this purpose.
RESERVATIONS FOR USE OF FACILITIES

The following approval process, as well as applicable fee structures, are provided to facilitate requests and implementation of special programs requiring university facilities. Please refer any questions regarding a specific building to the university personnel identified as building administrators.

Although special services are available to assure a successful function, such requests must be specifically handled with the service department and arrangements made well in advance with agreement regarding cost of such services. The fee structure within these guidelines does not include special services, i.e. public address systems, video, overheads, downlinks, sound, lighting and other equipment of this nature or specific to the department.

Approval Process

1. Complete the Online Request Form available on the MU home page under “Web Logins”. Set-ups and services must be filled in properly in order to comply with the request. Room requests must be submitted at least two weeks in advance. Step by Step Instructions are available online.

2. Special services may be arranged with the appropriate departments and fees determined.

3. University Student Clubs and Organizations must make their request for room reservations through their advisor/facilitator or through Student Affairs Department by completing the student room reservation form.

4. Students are not charged a fee for a personal use event. Faculty or staff are charged the non-profit rate.
REQUEST FOR SUPPORT SERVICES

Off campus requests that require full administrative support services may be coordinated through Nancy Parrillo at 570-662-4881 or nparrill@mansfield.edu. Additional charges may be incurred.

Campus Events requiring additional services should contact the following departments:

A. **Publicity and Special Brochures** - (x4846)
   The lead time for printed material requires your earliest contact with this office upon approval of this program. This will facilitate appropriate releases and information dissemination; however, requests will be reviewed in accordance with university policy.

B. **Audio/Visual Equipment** - (x4680)
   Sound Systems and other video support as well as down link support may require technical staff support. Therefore, the cost of staff may have to be considered when developing the special program or event during weekdays. Evening and weekend staff support will result in additional charges.

C. **Maintenance Requests** - (x4902)
   Special room set-ups, i.e. platforms, tables, etc. must be approved by the Campus Services Manager. Additional charges may be incurred.

D. **Food Service** - (x4934)
   Catering and/or food service needs can be arranged through the Catering Manager by completing the food and beverage request. Additional charges will apply. Guests may also dine on a cash basis in Manser Dining hall during regular food service hours.

E. **Police Services** - (x4900)
   Police Services and parking needs can be arranged by contacting the Campus Police Department. Additional charges may be incurred. All off-campus visitors or attendees must have written parking permission.

F. **Housing** - (x4934)
   On-Campus Housing needs can be arranged through the Residence Life Department. Summer availability only.

G. **Campus Technology** - (x4830)
   Computing Services can be arranged through Campus Technologies.
FACILITY USAGE REGULATIONS

The use of any university facilities shall comply with the following regulations:

1. University equipment may require the supervision and/or direction of authorized university personnel. Additional charges may be incurred.

2. The conduct of all persons present in a building during the organizational activities is the responsibility of the organization. In the event of damage to the building or equipment, the organization or group shall pay for the cost of repairs. Any modifications to a facility require written approval from the Office of the Vice President for Finance and Administration. University property may not be removed from one area to another without specific permission.

3. Possession/consumption of alcoholic beverages is not permitted anywhere on campus. Smoking and the use of tobacco products are only permitted in designated outside areas.

4. Off-campus organizations that use facilities for events that could involve personal injury or physical risk, i.e. swimming, gym activities, etc. will be required to show proof of sufficient insurance to the Office of the Vice President for Finance and Administration. For pool use insurance coverage shall be no less than $250,000 each person, $1,000,000 each occurrence for bodily injury and property damage. Policy (ies) shall be on an occurrence basis only.

5. The facility usage activities may not interfere with regular university operation.

6. All visitors to the campus are subject to all university policies, procedures, and regulations.

7. Hazardous or flammable material use or storage must be approved by the Office of the University Police. The use of such materials will not normally be approved, therefore other arrangements should be considered.

8. The University police force patrols all areas and is responsible for maintaining safety and security regulations.
FEE SCHEDULES

All groups requesting use of facilities will be assessed fees according to the guidelines outlined by the university's cabinet.

Rental fees do not include special services requested. These costs will be charged to the organization requesting such support and are to be paid directly to Mansfield University via check or money order.

Since many of the university facilities are scheduled a year in advance, it is difficult for university personnel to make adjustments on short notice. For this reason, consideration normally will be given only to requests that are made at least two weeks in advance for all facilities. Until athletic schedules are known, all requests approved for Decker Gymnasium are tentative to allow facility usage for university activities.

For profit events, organizations, and scholarship raising events will be assessed a Full Rate. Service related programs are defined as meeting a service need of the university or surrounding community, i.e. health, education, etc. Fee schedule is based on non-profit rates.

Personnel Cost (Exclusive of Rental Fees). Overtime work will be paid on an hourly basis. When additional security is deemed necessary by the university, the outside group will be required to pay for an adequate number of university police.

FUND-RAISING FOR SCHOLARSHIPS

The policy, procedure and forms can be found at the Finance and Administration website:

- Fundraising for scholarships policy
- Fundraising for scholarships procedures
- Cost center setup form

Fees: Fund-raising for scholarships groups/organizations will be assessed the Full Rate.
RESIDENCE HALL REGULATIONS

a. Housing in University Residence Halls is available for groups, camps, conferences, and workshops in the summer only. Additional charges will be incurred based on the residence hall location and the duration of the event.

b. All arrangements must be made through Robin Colby 570-662-4933 when off campus groups are contracting for use of university facilities in the summer.

c. Organizations are required to furnish their own supervision. The Office of Residence Life will determine the adequacy of such supervision during conference or program planning. If deemed necessary by the Office of Residence Life, supplementary university personnel will be provided to insure the university standards of behavior and property maintenance. Additional charges will be incurred for this supervision.

d. One person must be designated to be responsible for organizational activities. This person will work in conjunction with Robin Colby 570-662-4933.

e. The organization must assume liability for personal losses or injuries and this must be so stated in writing.

f. Responsibility for any type of medical treatment for injury must be assumed by the organization (limited out-patient care for minor illness is available in the community). The organization must provide liability coverage insurance for participants in their programs and is required to provide a copy of insurance coverage to be placed on file with the Office of the Vice President for Finance and Administration.

g. Groups showing evidence of some type of planned education program may be given priority in granting permission of facilities.

h. The University facilities shall not be made available to organizations or activities, which bar membership or participants because of race, religion, national origin, ancestry, sexual preference, or gender bias.
# REQUEST FOR FACILITY RENTAL WAIVER AND/OR FEE REDUCTION

## ORGANIZATION INFORMATION

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[Service related programs are defined as meeting a service need of the university or surrounding community, such as health, education, etc.]

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Dr. Daniel DoBell, VP Finance & Administration           Date