



I. Purpose/Objective

To ensure that the use of University facilities and its premises are consistent with the Grambling State University mission.

II. Statement of Policy

Part I: General Guidelines

The Grambling State University facilities and premises policy includes buildings, internal and external signage, camps, parking, property and fees, that is deemed to be authorized and managed by the University as authorized the R.S. 17:3351 of the State of Louisiana. Facilities and premises are considered to be indoor or outdoor space that is managed, operated and maintained by Grambling State University for the purpose of fulfilling the mission of the University. Grambling State University maintains the right to determine the appropriate use of a campus facility with regard to the activities and events scheduled therein. Any procedure or policy that amends, supplements, or is inconsistent with this policy must receive prior approval by the University President, or his/her designate.

As a public university Grambling State University realizes the importance of making itself accessible to the surrounding communities; when available, the University will allow a campus facility to be used at the discretion of the appropriate reserving office, provided that there will be no negative logistical impact on University operations, such as class displacement, athletic programs and the facilities maintained solely for athletic events, parking, etc. Any refusal of use may be appealed in writing to the Chair of the Campus Facilities Committee for review by the full committee and subsequently to the University President or his/her designate. Campus facilities are assigned by the University administration through the Office of Business Services. Use of facilities may be assigned to University employees (full or part-time) for instructional, faculty, staff, and student functions, and other support needs subject to the following terms:

- (1) A "*Request for Facilities and Premises Use Form* must be completed and submitted to the Office of Business Services. A *request* is not a confirmation; but must be fully executed by the Office of Business Services with appropriate signatures affixed. We request that you do not advertise your event until your reservation request has been approved and confirmed.
- (2) Applications must be filed with the Office of Business Services at (318) 274-2679; Fax (318) 274- 3348 at least 10 working days before the event during the regular business hours Monday-Friday 8 a.m. – 5 p.m. Application approval is contingent upon all signatures affixed.
- (3) Enrollment, employment, or other relationship with the University does not automatically qualify an activity or event to be exempt from use fee(s) and/or administrative fees;
- (4) Campus facilities may not be sublet, with or without compensation;
- (5) Use shall be governed strictly by all applicable laws, building safety and fire codes, including fireworks, pyrotechnic materials, barn fires, grilling, (unless preauthorized for that purpose), tobacco use policy and alcohol policies of the management boards, policies and procedures enacted by the University and deemed by the University to be an appropriate use of that space. Specific rules and procedures governing the use of certain facilities and space shall also apply and supplement this document.

- Supplemental rules and specifications for use are provided at the time of application and/or approval for use;
- (6) Occupants may not physically alter a space that is assigned to them. Physical alterations are defined as painting, damage to flooring or athletic fields, carpentry, drywall work, lighting, ceiling work, posting of unauthorized materials, such as flyers, etc. Any requests that involve the aforementioned should be addressed to the Office of Campus Operations for approval and application. Such alterations are deemed to be unauthorized alterations and considered damage to property and will be subject to assessment costs and deemed to be in violation of "use and conditions policies".
 - (7) Non-Affiliated entity agreements such as rental agencies for equipment to be used by the lessee is the sole responsibility of the lessee and therefore the university will not assume any responsibility resulting in loss of damages while on its premises. In addition, a copy of the contract and/or agreement must be filed with the completed *"Request for Facilities and Premises Use Form"*. All university students and employees must utilize campus purchasing procedures for procurement of services and goods, which may require "bidding" as determined by the Office of Purchasing.
 - (8) Equipment and furnishings assigned to the leased facility and/or premises are not to be removed from the premises for any reason except by approval of the Offices of Campus Operations and the Property and Receiving. All equipment and furnishings shall be returned upon completion of the event.
 - (9) Infringement and/or infraction of this and other university policies may result in disciplinary actions, which may include permanent ban, probation, litigation seeking restitution for damages to property and/or equipment;
 - (10) All facilities must be restored to the original condition prior to use. This includes basic clean-up following the event, the removal of all decorations belonging to the applicant, appropriate disposal of trash and refuse in receptacles from tabletops, floor and other event areas. Special considerations for use of athletic facilities may apply.
 - (11) The University may not recognize "sponsorship" or "recruitment" as a test to determine eligibility or waiver of use fees and/or administrative fees and other surcharges.
 - (12) All student/employee organizations must receive an approved *Facilities and Premises Use Form*. A faculty/staff advisor or event sponsor must be present for events. A replacement must be approved by the VP for Student Affairs, or designate, in advance of the event date. No continuous or multiple year usage will be approved. All applications must be filed prior to published event date.
 - (13) Persons using the facilities and premises at the University should respect the freedom and rights of others to use the facilities and services in the manner in which they are intended to be used and as approved.
 - (14) Parking for all events must be pre-arranged and approved by the campus police department in conjunction with the University Facilities and Premises Use Application. No parking or other event fees may be solicited without prior approval by the University.
 - (15) All food use and service requirements must be pre-approved. The University food service contractor must be utilized when food is provided at any campus event, or, as specified in the food service contract. The Office of the VP for Finance or, the current food service vendor may be contacted for further inquiries and service requests.
 - (16) Additional fees and guidelines may apply for the use of the natatorium and athletic facilities and are to be made available at the time of application for use.
 - (17) No event will be scheduled during the time that the University is officially closed.
 - (18) The University does not assume responsibility for any personal belongings of individuals using the facilities or premises at any time. The University disclaims responsibility for injuries that may occur in connection with events held in its facilities and/or on its premises.
 - (19) In accordance with Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, Title IX of the Education Amendments of 1972 and the implementing regulations, and with Section 504 of the Rehabilitation Act of

1973 and its implementing regulations, Grambling State University provides educational, vocational, and employment opportunities to all persons and does not discriminate with respect to any condition of employment, or against any applicant for employment regarding race, color, gender, religion, sexual orientation or national origin or, on the basis of disabilities in providing educational, vocational and employment opportunities to all persons.

- (20) That the scheduled event and its participants/attendees promote the University mission and its constituents in a manner consistent with that of an academic institution while preserving a safe and hostile free environment.

Part II: Categories of Use

- (1) There are three (3) categories of use for campus facilities. These categories are:

a. Regular/Curricular Activities

- i. These activities include instruction, research, academic support, and other university services (e.g. classes for credit, research projects for credit, performances for credit, faculty meetings involving curriculum and instruction, normal daily workload and scholarly work by faculty, supervision and administration of faculty and staff, daily operational and logistical support, etc). These are mission-critical programs made possible by the collection of tuition and fee assessments at registration, and state and federal funding.

b. Special Events & Camps

- i. All applicable use fees will be assessed as determined by the facilities use fee schedule. Fees are subject to change without notice prior and application for use.
- ii. Events may be cancelled due to an occurrence or predicted natural disaster, campus maintenance or construction, and any other unplanned or unforeseen emergency which requires relief efforts, or restricts the University from providing the full use of its facilities and/or grounds.
- iii. Organizational units, student groups, campus-affiliated groups shall not request use of a campus facility in order to "host" or "sponsor" a non-affiliated entity in an attempt to circumvent fees or applicable policies and procedures, including free space usage. (State of Louisiana Constitution, Article 7, Section 14 (A)).
- iv. Approved applicants must have a confirmed reservation for a campus facility prior to beginning any publicity, or starting any formal relationship with a non-affiliated entity. Applicant is responsible for any costs arising from cancellation.
- v. All events listed under this category must be concluded by the 27th of July or, as otherwise authorized by the Office of Campus Operations.

c. Short & Long Term Leases

- i. Facilities are available for lease to other State agencies or programs.
- ii. Short term leases are considered to be less than one year and shall be at a rate of \$1 per square foot per month. Long term leases (in increments of a full year) are \$12 per square foot per annum. All leases are handled by the Office of Campus Operations.

PART III: Signage

The purpose of the signage policy is to regulate the posting of literature internally and externally on the campus and to preserve the aesthetic value of the campus and its facilities. The policy is also intended to provide protection against damage that may result from improper posting to walls and trees, incurred cost for maintenance, repairs, and replacements. Therefore, all requests for posting articles must be pre-approved by the appropriate building representative in conjunction with approval by the appropriate authorities in the Offices of Campus Operations and Vice President for Student Affairs. Designated areas for the posting of certain pre-approved academic and student support services activities is allowable and will be considered by completing the Facilities and Premises Use Application.

The University environment is also protected against advertisements that do not support the academic mission of the University, or is inconsistent with the promotion of a positive learning environment and its on-going beautification efforts. This policy is inclusive of, but not limited to, the following:

- Excessive positing by use of staples, stickers and adhesive on walls;
- Free standing boards, including picket signs, pole signs and boards which are placed in walkways and driveways;
- Graffiti, chalking on brick surfaces, covered areas, and alcohol advertisements, promote activities not conducive to the mission of the University and is prohibited;

PART IV: Parking

Parking for events is provided at an appropriate rate determined by the Office of the University Police Department for expenses incurred by the University as a result of the event being held on the campus. All event activities must comply with University parking rules established by the University Policy Department before approval will be granted. If additional personnel, or other special services connected with an event is required, appropriate fees will be assessed on the *Request for Facilities and Premises Use Application Form*. Special parking arrangements or, questions concerning parking guidelines and policies are directed to the Office of the University Policy Department.

PART V: General Liability and Insurance Form and Building Insurance Request Form

General proof of liability insurance and indemnification agreements must be completed before a reservation can be confirmed and a *Request for Facilities and Premises Use Form* will be approved. All events utilizing the *Request for Facilities and Premises Use Form* must comply with state and federal; procurement and purchasing, property control, risk management, insurance, rental, lessee/lesser, contractor, and workers' compensation insurance coverage and exposure guidelines. This policy intends to supplement those guidelines and is not intended for the purpose of replacing or amending, unless otherwise delegated by the university president.

*The Grambling State University Facilities and Premises Use Policy was revised with cooperation from Louisiana Tech, McNeese State and Northwestern Universities.

**University Facilities and Premises Use
Indemnification Agreement**

The _____ agrees to protect, defend, indemnify,
(*Lessee/Organization/Agent or Authorized Representative*)
save, and hold harmless Grambling State University, the State of Louisiana, its
departments, agencies and or, subsidiaries and auxiliaries, boards and commissions, its officers,
employees, students and volunteers, from and against any and all claims, demands, expense and
liability arising out of injury or death to any person or the damage, loss or destruction of any
property which may occur or in any way result by any act or omission of acts of its agents,
employees, or any and all costs, expenses and/or attorney fees incurred by
_____ as a result of any claim, demands, and/or causes of action
except those claims, demands and/or causes of action arising out of the negligence of the State
of Louisiana, all State Department, Agencies, Boards, Commissions, its agents, representatives,
and/or employees. _____ agrees to conduct an
investigation and provide defense for and defend any such claims, demands, or suit at its sole
expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.)
is groundless, false or fraudulent.

Company, Organization or, Agency Name

Signature of Authorized Representative

Date

Name and Title Printed

Is Certificate of Insurance Attached? ___ Yes ___ No

PURPOSE OF CONTRACT:

*Excerpts of the Louisiana Tech University Athletic Camps and Clinics Procedures utilized by permission.

PART VI: Lease Checklist

(Please indicate X when appropriate or N/A.)

- ___ (1) Completed "Request for Facilities and Premises Form".
- ___ (2) Completed Internal and External Signage Approval.
- ___ (3) Confirmed date and time with facility contact person for opening and closing (including entrance and exodus of facility and grounds).
- ___ (4) Completed insurance requirements through Risk Management.
- ___ (5) Completed campus police and security requirements.
- ___ (6) Received emergency contact information.
- ___ (7) Completed requirements for outdoor space also utilized.
- ___ (8) Received a fully executed and approved copy of contract. Signatures are affixed.
- ___ (9) Paid all applicable fees and deposits.
- ___ (10) Confirmed the use of special lighting, audio visual equipment, equipment removal and/or displacement, and rental equipment placement.
- ___ (11) Obtained approval of plan for coordination of parking by campus police department, received appropriate parking decals, and made payment of appropriate parking fees.
- ___ (12) Confirmed food service contract requirements.
- ___ (13) Provided at least two contact persons and contact numbers for event.

March 14, 2007

Summer Camp and Special Project Managers:

Grambling State University is looking forward to working with you and the members of your summer camp staff as you make plans to arrive on our campus in the next few months.

In an attempt to enhance the process for reserving facilities and space on the campus and to assure appropriate utilization of the campus facilities and grounds, we have just completed the revisions to the *"Use of GSU Facilities by Non-University Groups/Organizations"* policy, FAS003, 10/17/02. The revised policy, *Grambling State University Facilities and Premises Use Policy Agreement is effective 03/13 /07*. The purpose of this revision is to provide the university with a more comprehensive policy that will assist us in maintaining the quality of our facilities and campus environment while simultaneously delivering quality services that meet the needs of our community consistent with our mission.

A copy of the revised policy with appropriate usage fees has been included with this letter for your convenience. In addition, a copy of the application to be completed by the appropriate officials for your camp or organization is also included with this policy. Both the policy and application form are made available for downloading from the University web page by entering the Office of Finance Affairs, Administration Services section at www.gram.edu.

We look forward to your group joining us again this year, and look forward to receiving your application in the Office of Administrative Services as soon as possible but, *not later than March 30* of each program year. Please allow at least 10 working days for processing. Should you have questions regarding the application or policy, please contact the Office of Administrative Services at (318) 274- 2318 .

Sincerely,

Office of Business Services

Attachments

UNIVERSITY FACILITIES AND PREMISES USE RESTRICTION CODES

LEVEL 1 (Not Available for Public Use)

OFFICES
T. H. AUDITORIUM
AUXILIARY & SUPPORT OFFICES AND BUILDINGS

LEVEL 2 (Off-Season Use Permitted Upon Availability)

DORMITORIES
LAB SCHOOLS

LEVEL 3 (General Use Upon Availability)

FAVROT STUDENT UNION
AUDITORIUMS
GENERAL ASSEMBLY CENTER
TIGER VILLAGE CLUBHOUSE
BLACK AND GOLD ROOM
CLASSROOMS

LEVEL 4 (Limited Public Use of Outside Open Spaces)

Additional fees may be assessed at the time of processing for use per event.