



# University of Pittsburgh at Titusville

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## UPT POLICY ON THE USE OF CAMPUS FACILITIES

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## I. Purpose

### 1. Introduction

1.1 This policy establishes the administrative responsibilities, priorities, and general guidelines for the use of facilities owned, occupied, and operated by the University of Pittsburgh at Titusville, including University grounds.

1.2 Regional campus Presidents are responsible for regulating the use of regional campus facilities (*University of Pittsburgh Policy 04-01-01*). Any exception to this policy, including the waiving or adjustment of fees, may be made only by the campus President and must be in writing.

### 2. Definitions

#### **2.1 External Group**

Any individual or group not part of UPT, or a UPT employee or employee(s) not acting in a University capacity (for example, a faculty or staff person having a wedding on campus).

#### **2.2 Internal Group**

Any UPT office, department, individual faculty, staff, or student, group of faculty, staff, and/or students acting in a University capacity (that is, their event constitutes University business or is University sponsored – *e.g.*, student clubs, campus-sponsored workshops, lectures).

#### **2.3 University Sponsor**

A UPT faculty or staff member representing an external group; serves as liaison to the Coordinator of Conferences and Facilities Use and other offices for that group, and oversees the events of that group.

#### **2.4 Coordinator of Conferences and Facilities Use**

The UPT staff member responsible for approving, scheduling, coordinating, and invoicing the use of campus facilities. Hereafter referred to as the “**Coordinator.**”

## II. Use of Facilities by External Groups

### 3. General

3.1 University facilities may be reserved by external groups for extracurricular or temporary use only when such proposed use does not conflict with scheduled teaching assignments or other properly scheduled campus events. The priorities for the use of University facilities are:

- Teaching
- Related internal University uses
- Approved eligible external groups

3.2 Intended use must be related, both in theory and in practice, to the educational and public service mission of the University.

3.3 Certain facilities have specific program-related priorities, which take precedence over other uses.

3.4 Special policies regulate the use of Henne Auditorium and Haskell Library Auditorium. See Appendix B.

3.5 The following areas are generally not available to outside groups:

- Heritage Room
- President's Conference Room
- Distance Learning Classroom
- Computer Classrooms

Exceptions can be made by the Senior Administrative Staff member under whose cognizance the requested space falls or by the campus President.

3.6 The following are not available under any circumstances:

- All Laboratories

3.7 All requests for the use of UPT facilities by external organizations must be submitted to the Coordinator. A Facilities Reservation Permit signed by both the requester and the Coordinator must be completed before any event can take place.

#### 4. Eligibility of requesters

4.1 External organizations requesting the use of University facilities *must be nonprofit*, and preference will be given to those that are educational, charitable, cultural, or service. Use by organizations which are not 501(c)(3) entities as defined by the IRS constitutes unrelated business activity that could be subject to taxation, particularly in buildings funded by tax-exempt bonds, and is not allowed. Organizations may be asked to provide a copy of their IRS determination letter to establish this status.

4.2 The use of University facilities for events that are primarily designed to raise funds for external organizations and which are not sponsored by an officially recognized University group is not permitted. That is, any such fund-raising must be done by a University group for an external group or cause, not by an external group for itself.

4.3 The use of University facilities for events that are primarily political in nature (campaign rallies, campaign speeches, demonstrations for a candidate or party) is prohibited. *Non-partisan* events involving political figures, including candidates, are permitted, such as debates, forums, and discussions. The campus President should be consulted regarding any political or quasi-political event to determine if it should be allowed.

4.3 The Coordinator will make the determination as to whether the use falls within the guidelines established above. When the determination is in question, the Vice President for Business Affairs should be consulted. If necessary, a final determination will be made by the campus President.

#### 5. Insurance Requirements:

5.1 Any requesting organization must provide proof of the following if requested:

- Workers' Compensation: Statutory
- Employer's Liability: \$100,000 each accident, \$500,000 disease - policy limit, \$100,000 disease - each employee.
- Comprehensive General Liability: including but not limited to contractual, products, broad form property damage, personal injury, host liquor, and independent contractors liability \$1,000,000 combined single limit for bodily injury and property damage per occurrence.

OR

- Commercial General Liability:
  - \$1,000,000 each occurrence
  - \$2,000,000 general aggregate
  - \$1,000,000 products/completed operations
  - \$1,000,000 personal and advertising injury
  - \$50,000 fire damage (any fire)

- \$5,000 medical expense (any one person)
- Automobile Liability: including hired car and non-owned automobile \$1,000,000 combined single limit for bodily injury and property damage per accident.

## 6. Costs

6.1 In making University facilities available for purposes other than those related directly to teaching, regular student programs, and other University-related business, the University will absorb the overhead fixed costs, but will require reimbursement for such direct additional costs as are occasioned by the special use.

6.2 For specific information related to the costs incurred when UPT facilities are used, see Appendix A. A deposit of *not less than 25% of the total estimated cost* must be paid at the time the Facilities Reservation Permit is signed, at least two weeks prior to the date of the event (see below).

6.3 Organizations are generally responsible for their own set-up and cleaning, which must be done to the satisfaction of UPT Facilities Management personnel or else an additional charge will be assessed.

6.4 If set-ups or cleaning require the services of UPT Facilities Management or Custodial personnel, additional charges will be billed, according to the schedule in Appendix A. Such charges will be noted in the Facilities Reservation Permit, but are subject to change if services are required beyond those anticipated in the Permit.

6.5 Set up or adjustment of any electronic, audio-visual, or computing equipment, of sound systems, of lighting, or installation of any such device (*e.g.*, a ceiling ball at dances) must be done *only* by UPT personnel for an additional charge as listed and may not be performed by requester or his agents. Failure to follow this instruction will result in charges for any damage that has occurred and revoke the requester's privilege to use campus facilities.

6.6 If audio-visual or other equipment is required, the requester must make these needs known on the reservation form. There are additional charges for such usage, as listed in Appendix A.

6.7 Users are required to reimburse the University for the repair of any damage to a facility resulting from its use and for the repair or replacement of any equipment damaged or lost in use.

## 7. Admission Charge

7.1 Organizations charging admission must disclose this fact, along with the admission fee structure, when completing the Facilities Reservation Permit. The charge of an admission fee cannot have, even in part, the aim of raising funds for the organization except as noted in paragraph 4.2 above.

## 8. University Sponsor

8.1 Groups and organizations that are not officially recognized or affiliated with the University require a University sponsor. Any regular faculty or staff member who is willing to assume responsibility for an individual or group may request the use of a facility with the concurrence of the appropriate senior administrator.

8.2 The University sponsor is responsible for:

- Ensuring that facilities users adhere to the policies and procedures established for the use of University facilities for extracurricular activities.
- Failure to do so will result in the sponsor's loss of scheduling privileges in all University facilities.

## 9. Requests for Multiple Sites

9.1 Requests for the use of multiple sites must be submitted at the same time. The University reserves the right to limit the number of sites approved for all requests.

## 10. Food, Alcohol, Tobacco

10.1 The campus food service must be consulted in advance for on-campus events that require food service and must approve any third party catering service.

10.2 Alcohol may not be served at extracurricular events unless expressly approved by the Vice President for Business Affairs or the campus President. Alcohol may not be served under any circumstances except by the campus food service or other organization which is licensed by the Liquor Control Board of the Commonwealth of Pennsylvania. The University sponsor assumes direct responsibility for compliance with the laws of the Commonwealth of Pennsylvania and *University Policy 04-05-02, Use of Alcohol*.

10.3 The use of tobacco in University facilities is prohibited.

## 11. Security

11.1 The University and/or the sponsor may require security services at any extracurricular event, at the expense of the requesting organization. See Appendix A for Campus Police service rates.

## 12. Reservations

12.1 No space will be held for any organization until a Facilities Reservation Permit is completed, approved and signed, and the appropriate deposit is paid at the time of signing, at least two weeks prior to the date of the event.

12.2 The Coordinator may rescind confirmation of a program or may relocate a confirmed program without advance notice.

12.3 A confirmed Facilities Reservation Permit may not be transferred to another group, or used for purposes other than those for which the request was issued.

12.4 A Facilities Reservation Permit may be rescinded due to violations of law, policy, or procedure, or as a result of unexpected or changed circumstances.

12.5 The requester must inform the University of cancellation at least 10 days prior to the scheduled event or the deposit will be forfeited.

### 13. Denial of Requests

13.1 Requests may be denied for, among other reasons, the following:

- a) the Permit is not fully completed or executed (including required attachments) at least two weeks prior to the date of the event;
- b) the appropriate deposit has not been tendered with the Permit at least two weeks prior to the date of the event;
- c) the certificate of insurance has not been tendered or is expired or otherwise invalid;
- d) the Permit contains a material falsehood or misrepresentation;
- e) the applicant is under 18 or otherwise incompetent to contract;
- f) the applicant has outstanding debts due to the University;
- g) a fully executed Permit for the time and place of the requested use has already been received and approved or will be approved and the requested use will not permit multiple occupancy of the requested facility or area;
- h) the use or activity will conflict with previously planned or authorized programs conducted by the University that will occur around the same time and place;
- i) the proposed use or activity is inconsistent with the classifications and uses of the facilities or areas requested per the facilities use policy;
- j) the use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant or others in the University or surrounding community;
- k) the use or activity intended by the applicant is prohibited by law or University policy;
- l) the Permit is untimely submitted;

- m) The Permit is submitted by a for-profit organization or by a non-profit group without University affiliation or a valid University sponsor.

### III. Use of Facilities by Internal Groups

#### 14. Special Exceptions

14.1 These policies and procedures do not apply to certain major, campus-wide events. These are usually recurring and generally scheduled a year in advance. They include the following:

- New Student Orientation
- Registration days
- Admissions Open Houses and S.T.A.R. days
- Opening Convocation, Honors Convocation, Graduation
- Other special activities as designated by the campus President.

14.2 Procedures and guidelines specific to these events will be announced by the campus President.

#### 15. General

15.1 The policy for the extracurricular use of UPT facilities by internal groups (*e.g.*, campus departments, faculty or staff sponsors, varsity athletic teams, intramural teams, student clubs and organizations) differs generally from that established for external groups as follows:

15.1.1 No charges are assessed unless damage occurs or there are special set up needs.

15.1.2 Reservations must be made one week prior to the date of the event vs. two weeks for outside groups.

15.1.3 Requesters may check the availability of the space by contacting the Coordinator.

15.1.4 Specific procedures differ depending on the nature of the event:

15.1.4.a For events of less than one-half day in duration and which do not require special set up:

- The requester contacts the Coordinator via phone or e-mail to reserve a space.
- A “University Activity Reservation Form” is *not* required.
- Examples include meetings of student organizations or campus committees, Faculty Senate meetings, Planning and Budget Committee meetings, staff association meetings, intramural sports events, and varsity athletic events.

15.1.4.b For events of greater than one-half day in duration or which do require special set up:

- Reservations are made by submitting a “University Activity Reservation Form” at least one week in advance to the Coordinator, in the same manner as for events of external groups.
- Requesters may consult the Coordinator beforehand to see if the space is available.
- All set-up needs must be listed on the form.
- Examples include all-day planning meetings, lectures, meetings with personnel from other campuses, dramatic or musical events, luncheons, and meetings of the campus Advisory Board.

15.2 Facilities will normally be reserved on a first-come, first-served basis. Should a conflict in scheduling occur, with either an external or internal group, unless one group has clearly made an earlier reservation which would be difficult to change, the order of priority is as follows:

- a. Curricular activities such as classes, laboratories, and other activities directly related to instruction.
- b. Registration days, New Student Orientation, and Admissions Office functions (STAR day, open houses, etc.).
- c. Official campus social events (Advisory Board luncheons, receptions).
- d. Committees or departments engaged in University business (search or planning committees, training sessions, staff meetings, etc.).
- e. Varsity athletic events.
- f. Non-curricular academic events (lectures, presentations, etc.).
- g. Intramurals.
- h. Activities of student clubs or organizations.

15.3 Final resolution of any conflict will be by the campus President. The campus President may also preempt any activity if he deems it in the best interest of the college.

15.4 Procedures for set-ups, take-downs, and facilities inspections after events are the same as for external group usage. Any damage to spaces or equipment should be reported immediately to the relevant department head and to the Vice President for Business Affairs who together will determine if any charges should be assessed and how much.

15.5 Set up or adjustment of any electronic, audio-visual, or computing equipment, of sound systems, of lighting, or installation of any such device (*e.g.*, a ceiling ball at dances) must be

done *only* by UPT Facilities Management or Computing personnel and may not be performed by the requesting group. Failure to follow this instruction will result in charges for any damage that has occurred and may forbid the group's future use of campus facilities.

## IV. General Procedures

### 16. Master Scheduling Database

16.1 A Master Scheduling Database will be maintained on the UPT Administrative Server. It will be fully accessible to the Coordinator and to the Registrar's Office. The database will list for every campus space an hourly schedule for every day in the year. Each event, including all classes, lectures, laboratory sessions, conferences, special events, etc., will be entered into the database by the Coordinator or Registrar's Office immediately upon scheduling it. It is imperative that the database remain current at all times so that all scheduling conflicts may be avoided.

16.2 The database program will also have the capability to generate invoices for the Coordinator to utilize in billing external organizations.

16.3 The Office of Computing and Telecommunications will be responsible for maintaining and upgrading the structure of the database. It will also load the schedule of classes into the database when each term's schedule is complete.

## V. Summary of Responsibilities for Offices and Individuals

### **17. Coordinator of Conferences and Facilities Use**

Receive requests from outside groups, determine eligibility, consult with Office of Risk Management in Pittsburgh about insurance questions, negotiate contracts, receive and transmit deposits, schedule all events (except classes), transmit set-up requirements to Facilities Management and other offices (food service, computing, etc.), inform Campus Police and other relevant campus offices, receive damage and clean-up reports, produce and mail invoices, receive and transmit payments, maintain financial records. Show available spaces to prospective clients as needed.

### **18. Director of Facilities Management**

Set up and take down events as requested by the Coordinator, inspect facilities and equipment after events, report any damage, clean-up needs, or missing items to the Coordinator, Campus Police, and other relevant offices. Report to Campus Police any attempt to use facilities by unauthorized groups.

### **19. Campus Police**

Ensure event permits are in order, provide access to locked spaces as appropriate, monitor events and take any necessary action, assess appropriate charges for extra Campus Police activity, investigate any criminal activity.

**20. Student Union Manager**

Assist in set-ups in the SUGC if necessary, provide assistance as needed during events in the SUGC, perform routine inspections of facilities after events and report any damage to Facilities Management, the Coordinator, and Campus Police.

**21. Director of Student Activities**

Maintain the main campus calendar, incorporating scheduled events from the Coordinator via the master schedule database.

**22. Registrar**

Assume control of all spaces designated as classrooms and schedule all classes on the Master Scheduling Database.

**23. Office of Computing and Telecommunications**

Provide IT support, such as audio-visual or other equipment not immediately available to Facilities Management personnel or users of campus facilities, provide any specialized setup services for such equipment as requested, inform the Coordinator of any requests for equipment by internal groups to avoid conflicts, inspect equipment before and after events, report any damaged or missing equipment to the Coordinator, Campus Police, and other relevant offices.

**24. Leaders of Internal Groups (including campus offices)**

Request space for events at least one week in advance from the Coordinator (with or without a "University Activities Reservation Form" with all set up information included, depending on circumstances — see para.15.1.4 above); if appropriate, inform Campus Police and other relevant campus offices of planned events; perform set-up as appropriate, conduct event; perform take-down and cleanup as appropriate.

**25. Food Service**

Receive catering requirements from the Coordinator for all events and work out details with requesters, provide set-ups and services as requested, perform take-down and cleanup as required, request damage and cleanup inspection from Facilities Management if needed, invoice users directly if appropriate.

**26. Department Heads (VPAA for faculty, Dir. St. Act. for student groups)**

Approve all requests for events from internal groups before they are transmitted to the Coordinator, review damage reports if relevant, take appropriate action

**27. Director of Residence Life**

Receive housing requirements from the Coordinator for all events and work out details with the requester; provide housing services; conduct or request from Facilities Management inspection of housing facilities; report any damages or missing items to Coordinator and Campus Police.

## **VI. Procedures for External Groups Using UPT Facilities**

### **28. Eligible User**

28.1 Contact the UPT Coordinator far enough in advance so that a Facilities Reservation Permit may be completed and the deposit paid at least two weeks prior to the date of the event.

28.2 Upon negotiation of the facilities use agreement, including all anticipated charges, sign a Facilities Reservation Permit and pay the deposit (25% of the total cost).

28.3 No space will be held for any organization until the completed Permit is signed and the deposit is paid.

28.4 Promptly pay the final invoice when received from UPT.

### **29. Action by the Coordinator**

29.1 Verify that the requester is eligible to use University facilities.

29.2 Ensure that the appropriate insurance coverage is met.

29.3 Determine the availability of space via the Master Scheduling Database.

29.4 Schedule the event by entering it onto the database.

29.5 Negotiate the Reservation Permit with the requester, including agreement on all anticipated charges.

29.6 Ensure that all sections of the Permit are completed and that the appropriate deposit is paid at least two weeks in advance of the event.

29.7 Obtain the requester's signature on the Facilities Reservation Permit and sign for the University, noting special circumstances, if appropriate.

29.8 Give a copy of the Permit to the sponsor and requester.

29.9 Send or fax a copy of the Permit to the Office of Facilities Management, Campus Police, and other applicable offices.

29.10 Restrictively endorse the deposit check immediately upon receiving it and then transmit it to the Office of Accounts Receivable.

29.11 Update the invoice section of the master scheduling database.

29.12 Communicate any needed conference set-ups to the Office of Facilities Management at least two weeks in advance of the event date.

29.13 Coordinate the provision of audio-visual or other equipment.

29.14 Coordinate, if appropriate, planning for food service between the requester and the University Food Service contractor.

29.15 Coordinate, if appropriate, planning for lodging accommodations between the requester and the Office of Residence Life.

29.16 Notify the campus police of any special needs or concerns for the event.

29.17 Receive any reports of damage, calculate the final invoice amount, and send the invoice to the requester.

29.18 Upon receipt of payment, restrictively endorse the check and transmit it to the Office of Accounts Receivable.

29.19 Update the invoice section of the master scheduling database to reflect the payment.

### 30. Action of the Sponsor

30.1 Oversee the implementation of the event to guarantee compliance to applicable policy and procedures and assist when needed.

30.2 Attend the scheduled event, be in possession of a copy of the signed Facilities Reservation Permit, and show it, upon request, to any authorized University official.

### 31. Action of the Office of Facilities Management After the Event:

31.1 Determine if any damage has occurred and establish charges for additional maintenance services, job cost estimates where labor and/or material is involved, and charges for repair of damaged facilities (including equipment).

31.2 Ensure, if necessary, that the campus custodial service provides extra cleaning after the event and calculate the amount to be charged to the requester.

31.3 Submit to the Coordinator an itemized bill with explanation for all damages over and above fair wear and tear resulting from the use of the facility and any additional maintenance, cleaning or other charges.

31.4 Notify the Campus Police of any attempt made by an individual or organization to use a facility without a permit, or of any evidence of unlawful activity during the event.

### 32. Action by the Office of Campus Police During and After the Event:

32.1 Verify that users present at the event site have the required approved permit.

32.2 Evict those without the proper authorization.

32.3 Assure that the user has access to an entrance to a facility which is generally locked during the time of required usage.

32.4 Assure the all relevant parking regulations are followed.

32.5 Follow up on any reports of criminal activity during or after the event.

## **VI. Procedures for Internal Groups Using UPT Facilities**

### **VI.A Events of Less than One-Half Day in Duration Which Do Not Require Set Up**

#### 33. Requesting Group or Office

33.1 Request approval of the event from the relevant Senior Staff member.

33.2 Upon approval, and if desired, contact the Coordinator or the Registrar's Office (for faculty) to see if the space is available.

33.3 At least one week in advance of the event, contact the Coordinator via phone or e-mail to reserve the required space(s).

33.4 Inform Campus Police and other relevant offices of the event if appropriate.

#### 34. Coordinator of Conferences and Facilities Use

34.1 Schedule the event in the Master Scheduling Database

#### 35. Department Head or Leader of Group

35.1 Conduct the event.

### **VI.B Events of More than One-Half Day in Duration or Which Require Set Up**

#### 36. Procedures are the same as for an external group event except:

36.1 Use "University Activity Reservation Form" with all set up requirements included.

36.2 Reservations must be made one week in advance vs. two.

36.3 Charges do not apply unless special set up or other services (e.g., food service, A-V equipment) are required or damage occurs.

## **VII. Appendices**

A. Schedule of Fees and Charges

B. Special Procedures and Policies for the Use of UPT Auditoriums

**Appendix A**  
**Schedule of Fees and Charges**

<b>Service</b>	<b>Charge</b>	
<b>Facilities Rental</b>	Per Hour	Per Day (10 hours)
Student Union – Boomer’s	\$20	\$150
Auxiliary Gymnasium	\$20	\$150
Gymnasium	\$35	\$200
Library Auditorium	\$20	\$150
Henne Auditorium	\$50	\$400
Henne Auditorium Lobby	\$50	\$400
Meeting Rooms	\$10	\$50
Classrooms	\$10	\$50
Classrooms with computer/LCD projector	\$30	\$165
Library Room G7 - Video Conferencing Room	\$150	n/a
Computer Laboratory	\$50	\$400
Outdoor Athletic Facilities	\$20	\$150
Campus Grounds	\$20	\$150
McKinney Hall Lobby and/or Veranda	\$35	\$200
All Other Spaces/Special Circumstances	Negotiable	

**A deposit of not less than 25% of the total estimated costs must be paid at the time the Facilities Reservation Permit is signed, at least two weeks prior to the date of the event.**

## Appendix A

### Schedule of Fees and Charges

Service	Charge
Housing	
Single Room (includes linens)	\$25 per day
Double Room (includes linens)	\$35 per day
Food Service	Per Metz Food Services
Facilities Management Set Up, Take Down, Etc.	
Regular Time	\$25 per person per hour
Overtime	\$35 per person per hour
Supervisory	\$35 per person per hour
Custodial	
Regular Time	\$15 per person per hour
Overtime	\$20 per person per hour
Campus Police	
Regular Time	\$20 per person per hour
Overtime	\$30 per person per hour
Audio-Visual, Computing, Telecommunications	
Regular Time	\$25 per person per hour
Overtime	\$35 per person per hour
Supervisory	\$40 per person per hour
Damage Deposits (refundable)	
Cleaning and breakage	\$50
Cleaning and breakage if alcohol served	\$100
Gymnasium flooring	\$200
Gymnasium stage	\$150
Henne Auditorium stage	\$200
Boomer's flooring	\$150
Damage Deposits are in addition to the regular 25% deposit required in advance	

**A deposit of not less than 25% of the total estimated costs must be paid at the time the Facilities Reservation Permit is signed, at least two weeks prior to the date of the event.**

## Appendix A

### Schedule of Fees and Charges

Service	Charge	
<b>Equipment Rental</b>	Up to 4 Hours	4 to 10 Hours
Computer	\$35	\$65
Video Projector	\$25	\$50
Television	\$10	\$25
VCR	\$10	\$25
DVD Player	\$10	\$25
Compact Disc Player	\$5	\$20
Camcorder/Tripod	\$10	\$45
Microphone	\$5	\$10
Sound System	\$5	\$10
Slide Projector	\$10	\$25
Overhead Projector	\$10	\$20
Internet Connection	\$10	\$25
Portable Screen	\$5	\$10
Flip Chart/Easel	\$10	\$15
Telephone Conference	\$5*	\$50*
	*-plus any long distance charges	
Interactive Video Conference	\$100 per hour**	
	**-plus line charges and any applicable bridging fees	

**A deposit of not less than 25% of the total estimated costs must be paid at the time the Facilities Reservation Permit is signed, at least two weeks prior to the date of the event.**

## Appendix B

### Special Procedures and Policies for the Use of UPT Auditoriums

#### 1. General

1.1 All arrangements for reserving and using Henne Auditorium must be made through the Coordinator of Facilities Use. Organizations which have a special UPT liaison person should work with the Coordinator through that individual.

1.2 The auditorium in Haskell Library is considered a classroom. All arrangements for reserving and using this facility must be cleared with the Registrar before formal contact is made with the Coordinator of Facilities Use. In particular, regularly scheduled classes have the highest priority for being scheduled in the library auditorium, and any and all other uses must allow for this contingency.

#### 2. Use of the Auditoriums

2.1 The set-up, arrangement, and operation of lighting and sound systems in the auditoriums for major productions (*e.g.*, plays, performances) will be the responsibility of Douglas Suhr or his assistant. The Coordinator will arrange for Mr. Suhr and the user to discuss the user's needs and to schedule Mr. Suhr's presence during performances and rehearsals as necessary. All requirements for all such services should be noted on the reservation form. Compensation for Mr. Suhr's services will be included in the invoice for the event.

2.2 It is absolutely forbidden for any user or user's representative to set up, arrange, change, or operate any sound or lighting system. Failure to adhere to this prohibition will result in the loss of all future opportunities to use UPT facilities. In addition, the user will be responsible for paying for any damage or corrective action made necessary by the user's actions.

2.3 The set up, arrangement, and operation of sound systems in the auditoriums for smaller events (*e.g.*, lectures, classes, presentations) will be the responsibility of the Office of Computing and Telecommunications. Requirements for these services should be noted on the reservation form.

2.4 Events in Henne Auditorium typically require a room temperature lower than what is normally maintained, and a request to increase the air-conditioning during an event must be made part of the set-up requirements.

2.5 After an event in either auditorium is over, the Coordinator will request the maintenance staff and, if appropriate, personnel from the Office of Computing and Telecommunications to inspect the auditorium and all sound and lighting equipment for damages, cleanliness, and to ensure any items that were moved were returned to their proper places. The cost of any deficiencies found will be billed to the user.

2.6 If either auditorium is scheduled for an extended period of time, the user must understand that it may be needed for University business during that period, and must make arrangements and locate set-ups in such a way as to accommodate this activity.

2.7 No furniture or any other items from the Henne Lobby may be moved into Henne auditorium for any reason, and no furniture or other items from the Haskell library lobby may be moved into the library auditorium.

### 3. Lobbies

3.1 Arrangements for reserving and using the Henne Auditorium lobby must be made with the Coordinator of Facilities Use. Organizations which have a special UPT liaison person should work with the Coordinator through that individual.

3.2 Requests for catered meals in the Henne lobby will be made directly between the user and Metz Food Service. The Coordinator will put these two groups in touch after the reservation has been approved.

3.3 The library lobby is controlled by the Registrar.

3.4 The library lobby serves as both a public area and a study space for UPT students. These aspects should be taken into account when considering its use for other events. Activities which would seriously interfere with student use or public access to the library lobby should not be scheduled here.

3.5 No furniture or any other item may be removed from either lobby.

3.6 After events in either lobby, inspections will be made as in the auditoriums for damages and cleanliness.