

Policy: University Facility Rentals (University Individual/Group Use and Third Party Use)

Purpose: This policy establishes usage policies for University Facilities, particularly use by off-campus groups (third parties).

During the academic year, all campus facilities are reserved for the primary use and enjoyment of students, faculty, and staff for institutional activities that support the mission and goals of the University. When University facilities are not in use for academic/departmental purposes, Official College Individuals or Groups may use College facilities for events that engage the University of Maine at Presque Isle and local communities.

When the University is not in session (for athletic facilities, when teams are not in season), external groups may rent facilities for non-institutional functions. Facility usage may be approved for external groups if the use of the facility supports the University mission and goals, or supports a University-related department, group, and/or program, and the proposed activity does not impose undue costs or burdens on the University.

Types of user groups:

- Official University Individual or Group: Any University of Maine at Presque Isle student, faculty member, staff member, department, division, program, student group and/or program officially recognized by the University
- Sponsored Group: an external group sponsored by an Official University Individual or Group or whose events are directly coordinated and planned by an Official University Individual or Group. The sponsoring University Individual or Group must serve as the primary contact for planning and execution of the event, assume financial responsibility for all costs, and attest that the function is a worthy use of campus resources.
- External Group: any group, organization, person/s or program not affiliated with the University, or an Official University Individual Group requesting facilities for an event that is not an institutional function. Alumni and employees planning personal events are considered External Groups. University facilities are not available to commercial organizations unless they are sponsored by an Official University Individual or Group, or unless they receive approval from the Director of the Campus Center/Events and the appropriate member of the President's Cabinet or the President

General Policy

- *The University of Maine at Presque Isle reserves the right to revoke, cancel, or deny the use of facilities at any time and without prior notice.*

- *All external groups must complete a Facility Rental Form which clearly states the reason for the rental and the business or event which will be conducted during that rental.*
- *All Sponsored and External Groups will be required to pay a rental fee and show proof of insurance. For insurance purposes, The University of Maine must be named as an additional insured.*
- *Long term use by external organizations (e.g., regularly scheduled rehearsals, meetings, practices, athletic contests) cannot be accommodated.*
- *University facilities are generally not available for use by external groups when the University is in session, and between Commencement and Reunions (late May through early June). Athletic facilities are only available to external groups during the summer (generally June 15 through August 1).*
- *External groups requesting facility use will only be approved on an emergency and/or temporary basis.*

Facility Request Approval

Facility Rental Requests that fall within this policy are subject to approval by a representative of the University Events and Scheduling Office. Requests that fall outside this policy will be reviewed by the Director of Campus Center/Events and Scheduling in consultation with other departments as needed, and must be approved by the appropriate Cabinet Officer and/or the President of the University.

Facility Use Agreements and Insurance

All External Groups and some Sponsored Groups requesting use of campus space for functions that are not related to regular university business must complete and submit a Facility Use Agreement.

In addition, all External Groups and some Sponsored Groups who are granted use of campus space must meet the University System's insurance requirements. General Liability is required for everyone renting space at the University of Maine at Presque Isle, covering the actual dates and times of the event(s), in the minimum limits of liability of \$1,000,000 CGL per occurrence and \$2,000,000 general aggregate. In addition, the Group must provide a Certificate of Insurance documenting coverage (to the Director of Campus Center/Events) before the program is permitted on campus. The Group is required to add the University of Maine as additional insured.

Campus Events

Space

- If the event is held in the Multi-Purpose Room- CSP will send the campus requestor a room diagram at least 5 days in advance. No changes should be made to the diagram less than 2 days before the event or fees may apply.
- All items including staging, moving items building to building, or outdoor signage must be noted on the form in order to have Conferences arrange these items, additional fees may apply.
- Facilities & Conferences and Special Programs will do the physical set up of tables and chairs.
- The group using the space assumes all responsibility for the space and its contents. Any damage(s) should be reported immediately to the CSP Coordinator.
- All users must clean up and return the space as they found it. Conferences and Special Programs will coordinate the physical tear down of the space.
- All off-campus groups and sponsored groups using the facilities must provide a certificate of insurance with a limit of no less than \$1M in coverage is required.
- Decorating specifics need to be approved by the CSP Coordinator. Lights are also not to be altered.

Catering

- Catering needs must be noted on the CSP Programs Room Request form for reference.
- For on-campus and sponsored groups, the requesting department is responsible for coordinating the group's needs with Sodexo. External groups will coordinate food orders with the Conferences Dept.
Sodexo Manager: 768-9774.
- Sodexo is responsible for set up and immediate clean up and tear down of food.

Technology

- Technology needs must be noted on the CSP Room Request form for reference.
- The CSP Department will prepare basic IT for the room. Additional IT requests may require a fee and/or coordination with the IT Department. This will be determined on a case by case basis.

Fees

- On-Campus organizations may use the space at no charge.
- Off campus organizations will be charged a Facility Fee. Please refer to the University Facility Fees document provided by Conferences and Special Programs.
- Sponsored groups' fees are \$2/pp (minimum \$25) or other terms negotiated with CSP Coordinator
- Additional fees may apply depending on the set and IT needs. Please contact the CSP Coordinator with any questions.