

## **General Facilities Use Policy**

**Date Effective: August 1, 2015**

**In addition to this General Facilities Use Policy, each facility has a specific use policy that must be followed when using that space.**

Scheduling of spaces will be done with consideration of the best use of all University facilities and the impact to University staff and facility occupants. If an event request requires a set up or audiovisual services NOT offered as a standard set up, the request will be denied and more appropriate facilities will be recommended.

To reserve facilities, go to <http://southwestern.edu/scheduling>. Classrooms, seminar and conference rooms can be requested 24 hours in advance if no audiovisual or furnishings support is needed. Requests for other facilities must be made at least 7 working days prior to event date. If special services (i.e., catering, furnishings, or audiovisual services) are needed, 10 working days are required.

**One person from the sponsoring organization must be designated as the individual responsible for all event-related communications to all appropriate departments (ex. audiovisual services and food services). The person responsible for the event is responsible for communicating, following and enforcing building policies.**

### **Special Notes:**

- Publicity for events is prohibited until room reservations are confirmed.
- Scheduling procedures for student organizations are printed in the Student Handbook.
- Facilities shall be reserved directly through the University scheduling system for University activities only. Personal and external constituent events require a rental contract, insurance and approval by appropriate University personnel. Employees and external constituents wishing to rent University facilities must contact University Events (863-1480). All aspects of this requirement are explained in the University's [Agreement for Use of Facilities](#). (External constituents wishing to rent the Robertson Center or other athletic facilities should call 512-863-1381 and for the Alma Thomas Fine Arts Center call 512-863-1379.
- After facility reservation is confirmed, a request can be submitted to add the event to the University Calendar for promotional purposes. Go to [www.southwestern.edu/calendar/](http://www.southwestern.edu/calendar/) for details.

## University Policies Applicable to All Facilities and All Constituents:

(External Constituents also see numbers 29-31 below also.)

1. All applicable Fire and Life Safety Codes must be followed. If you have questions, contact the AVP for Facilities and Campus Services at 512-863-1425. Below is a partial list of restrictions:
  - Exits, doors or corridors must not be blocked; decorations should not impede entrance/exit to facility. Diagrams are available on line.
  - Nothing can be stored or placed in stairwells.
  - Extension cords are prohibited unless approved in advance.
  - Only approved pipe and drape may be used for events. No other fabrics or materials can be hung in buildings.
  - No additional lighting can be added without approval.
  - Furniture set ups must provide exit aisles that meet fire code.
  - No tampering with fire alarms or fire suppression systems.
  - Event participant numbers should not exceed room or building capacity.
2. No door should be propped open.
3. The possession of firearms, knives with blades longer than 3.5 inches, other weapons, ammunition, explosives, or fireworks on campus, including campus housing, is prohibited. This includes, but is not limited to, BB guns and pellet guns, martial art weapons, bows and arrows, and paintball and laser tag guns. Realistic toy guns and gun replicas are similarly prohibited, because of the potential danger caused by confusion with real weapons. Toy guns, whether water guns or otherwise, shall not resemble a real firearm in any manner. Water guns used for special activities must be brightly colored, and their use must be approved by the Chief of University Police. Violations of this directive can result in criminal and/or administrative charges. Texas Law (Penal Code – 46.03) prohibits the possession and carrying of weapons onto an educational institution (public or private) by those other than people with proper authorization, such as Southwestern University's police officers. Southwestern University will strictly support and enforce this law. An offense under this law is a 3rd degree felony in the state of Texas.
4. Smoking tobacco and vaping are prohibited in all buildings and within 25' of building entrances, operable windows or air intakes. This includes all residence halls and apartments other than balconies and patio areas of residence halls.
5. Candles, candle burners, and incense are not permitted.
6. Halogen lamps are not permitted.
7. The illegal consumption, possession, or distribution of any controlled substance is not permitted.
8. In general, the consumption, possession, or distribution of alcoholic beverages is prohibited. Southwestern events involving alcohol are allowed in a few University buildings with written permission from appropriate administrators. (See specific building policies) See the Student Handbook for all regulations regarding student events involving alcohol. <http://www.southwestern.edu/studentlife/handbook> External Groups – See separate section below.
9. SUPD must be notified in advance about any event at which alcohol has been approved and will be served.

10. If the specific building policy allows furniture or fixtures to be moved, they must be returned to their original position at the conclusion of the event.
11. Decorations or program-related materials must be removed at the conclusion of the event. Clean-up is the responsibility of the organization/department hosting the event. Failure to adequately clean-up will result in custodial fees being charged to the sponsoring organization/department.
12. Nothing may be hung, taped, or otherwise attached to the walls, floors, windows, doors, or building exteriors. Users will be charged for painting or repairs if they are damaged.
13. When ladders are approved for use, user must follow OSHA guidelines (<http://www.osha.gov/Publications/osh3124.pdf>).
14. Student events that involve food service should follow the guidelines found in the Student Organization Handbook.
15. Food and beverages are not allowed in classrooms and labs. (See specific facilities' policies for exceptions.)
16. All food, beverages and trash must be removed at the conclusion of events in an approved and timely manner.
17. There will be no unauthorized salespersons, vendors, or solicitation for any purpose on University property.
18. SUPD must be contacted regarding security, building access, or parking concerns.
19. Amplified sound is not allowed between 8am-5pm, Monday-Friday in buildings. At all other times, consideration should be given to building occupants. (See specific building policies for exceptions.)
20. Organizations may receive permission to chalk from the Student Activities Office. ONLY sidewalks may be chalked; there will be no chalking on buildings, stairs, the University seal or its surrounding area or the Chapel Garden. (See Student Handbook for additional details including removal.) <http://www.southwestern.edu/studentlife/handbook>
21. Climbing trees is prohibited.
22. Open fires are not allowed. See Student Handbook for details regarding grilling.
23. Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.
24. The University reserves the right to make judgments concerning facility usage and cancel events that are inconsistent with the University mission, deemed dangerous, and/or are not in compliance with regulations.
25. Organizations/Departments using University facilities will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying the facility.
26. Facilities cannot be scheduled during University Priority Events.
27. The use of University facilities is a privilege, and participants are expected to be good citizens and respect the rights of others. Responsible conduct is expected and required. Individuals who engage in unacceptable behavior may have their access to facilities revoked or modified and may be subject to University disciplinary action.
28. Policies may be amended or updated from time to time and the policies in force at the time of the event is held will be those that are enforced.

**Additional University Policies Applicable to All External Constituents Using Any and All Facilities**

29. External constituents are NOT allowed to bring or serve alcoholic beverages on University property.
30. External constituents are not allowed to rent facilities when the University is closed.
31. External constituents using University facilities MUST contract with the University food service provider for all food and beverages.

**See specific facilities policies for more details.**

**Indemnification/Insurance**

External constituents wishing to rent University facilities must contact University Events (863-1480) and provide a **Certificate of Insurance**. All aspects of this requirement are explained in the University's **Agreement for Use of Facilities**. (External constituents wishing to rent the Robertson Center or other athletic facilities should call 512-863-1381 and for the Alma Thomas Fine Arts Center call 512-863-1379.)

Exceptions to this policy must be approved by Vice President for Student Life for student events and the Vice President of University Relations for all other events.