



## FACILITIES USE POLICY

<b>Authority:</b>	Chancellor
<b>History:</b>	Revised, Reformatted and Updated January 4, 2010; supersedes former Policy No.FAC 1.10, FAC 1.30, FAC 1.40, FAC 1.70 and FAC 1.80
<b>Source of Authority:</b>	UNC Code, Section 502
<b>Related Links:</b>	Facilities Use Procedures; Appendix A Alcohol Policy; Catering Policy; Filming on University Property Policy; Political Activities; Responsible Use of Electronic Resources; Special Event Security Policy; Weapons Policy
<b>Responsible Office:</b>	Division of Business Affairs

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### I. INTRODUCTION AND PURPOSE

- A. The purpose of the facilities at the University of North Carolina Wilmington is to support the educational mission and strategic goals of the university. The facilities are available primarily for programs offered by and intended for the campus community. As a public institution, UNCW also seeks to reach out and be accessible to the larger community. To the extent that space is available, the university welcomes community groups and organizations to utilize limited, designated spaces in certain campus facilities for purposes compatible with the university's mission and strategic goals.
- B. The purpose of this policy is to set priorities for facilities usage, define scheduling procedures, and establish charges associated with event management and facility usage. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the university or federal and state laws. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used.
- C. Permission to use a facility does not imply endorsement, sponsorship, or support by the university of the views, opinions, or programs of the users or speakers.

### II. SCOPE

This policy applies to all university and non-university groups using university facilities or grounds.

### III. DEFINITIONS

## A. Eligible Groups/Categories

1. **University Group:** an administrative or academic unit within the university, staffed by State employees acting within the scope of their employment. Also included in this group are the intercollegiate athletic department and teams, university committees, task forces, governance bodies, and councils.
2. **Student Group:** a group that has been recognized by the Campus Activities and Involvement Center as a “registered student group” under the rules of that office. The rules and a list of currently registered groups are available at <http://appserv02.uncw.edu/caic/StudentOrgs/index.asp>
3. **University-associated entity or sponsored groups:**
  - a. Not-for-profit organizations established and approved as recognized UNCW associated entities whose purpose is to support UNCW. See the list of approved entities, Appendix A of this document.
  - b. Entities sponsored by a university division, college, school, office, center or institute, department, or registered student group. Sponsorship requires assumption of financial responsibility for event related costs including damage assessments.
4. **Other North Carolina State Agencies**
5. **Non-University Groups:** all other categories of prospective users, even though some of the members or participants may be university personnel, alumni, or students. “Non-University Group” may be an individual, not-for-profit (must have a 501(c)(3) letter on file to be considered a not-for-profit group), or for-profit organization.

## B. Related Terms

1. *Building Managers* are individuals with designated responsibility for the management of one or more university facilities. Not all facilities have a designated Building Manager.
2. *Events and Meetings* for the purpose of this document will be considered to be synonymous
3. *Event Managers* are UNCW staff designated as having the resources and skills to successfully manage events.
4. *Reserving Offices* are university offices that reserve specified facilities such as the Executive Development Center, Campus Life Complex (Campus Commons, Warwick Center, Fisher Student Center, Fisher University Union, and Burney

- Center), the Center for Marine Science, Kenan Auditorium, Trask Coliseum and outdoor spaces. The Reserving Offices also are responsible for confirming reservations, billing, notifying other UNCW service providers of needs such as Catering, Moving Services, UNCW Police, Technology/AV, and Parking. When reservations are confirmed, data will be entered on the comprehensive calendar.
5. *Sponsoring Individuals or Organizations* are the persons or groups who request the space and are, therefore, financially responsible for paying fees, deposits, and repair charges for using designated university spaces.
  6. *UNCW Space Steering Committee* is a standing committee established on an annual basis by the Provost or his/her designee with input from the Vice Chancellors, to ensure representation from all entities involved in reserving and managing spaces for purposes other than classes. The purpose of the committee is to review the policies and fee structures on a regular basis, establish and review scheduling calendars, maintain communication about facilities usage, and consider appeals.
  7. *University Events and University Related Events*
    - a. University events carry out the instructional, research and public service mission and strategic goals of the university. University events also include other programs that are regular and normal functions of a UNCW department or student group.
    - b. University related events are events, activities, meetings, conferences, seminars, and programs that involve a university group or a Student Group, and may involve a non-university co-sponsoring organization where the event is consistent with the stated mission of UNCW, as long as no participation fees are charged. **(Note: university faculty and staff cannot use their privilege as UNCW employees to reserve facilities for non-university groups.)**
  8. *University Events and University Related Events That Charge Fees*
    - a. Events such as workshops, conferences, seminars, or campus activities that are planned by UNCW departments and/or registered student organizations and may involve a non-university co-sponsoring organization that charges a participation fee.
    - b. Events, meetings, conferences, and other programs that charge a participation fee and are organized by agencies of the State of North Carolina.
  9. *Non-University Events*

Events or activities organized by a non-university group.

#### IV. CONDITIONS FOR ALL SPACE SCHEDULING

- A. Technical services provided by university department will be charged, when applicable, to the responsible organization or individual designated as the contact person. Sample rates can be found at:  
<http://www.uncw.edu/itsd/services/administrative/SpecialEvents.html>
- B. Depending on the nature of the event or activity, University Police and the Parking Office will be consulted/involved in coordination issues. The Reserving Office is responsible for initiating this contact based on the criteria outlined in the Facilities Use Procedures (see Related Links above).
- C. Where requests are received at the same time from different groups, university groups shall have priority over non-university groups.
- D. University faculty and staff cannot use their privilege as UNCW employees to reserve facilities for non-university groups.
- E. Non-university groups must show advanced proof of insurance in an amount that meets or exceeds current institutional expectations. Proof must be provided in order to receive a final confirmation.
- F. Groups not affiliated with the university who request space to conduct surveys, polls, or similar types of research activities must have their project approved by the Office of Institutional Research or the Institutional Review Board as appropriate.
- G. As a general rule, once space has been reserved and confirmed, groups will not be rescheduled or moved. However, the university reserves the right, at its discretion, to move any group to another facility or reschedule an event to accommodate the needs of groups assigned a higher use priority by this policy or to maintain venue-specific needs or due to safety and/or security reasons.
- H. Dates on which significant university events are scheduled will be unavailable for scheduling of non-university events. Such dates may include, but are not limited to, freshmen move-in, first day of classes, convocation, visitation days, final examinations, and commencement. These dates are posted on the university calendar for each term and are available on the university website.
- I. The University is scheduled to be closed on designated holidays (see link <http://www.uncw.edu/hr/holiday-schedule.html>.) Individual Reserving Offices may choose to accommodate a holiday request based on staffing availability. A holiday premium charge will apply.
- J. Outdoor events with amplification must comply with the local sound ordinance and university policy. Current information is available at <http://www.municode.com/resources/gateway.asp?sid=33&pid=14101>.

K. Grounds for denial of a reservation request are set forth in the Facilities Use Procedures (see Related Links above).

## V. PRIORITIES

### A. Academic Space Scheduling

1. The scheduling of academic classes has the *highest* priority in state-funded and state-leased facility space. Other use of university facilities must not interfere with these activities.
2. Priority Categories *Other* than Classes for Academic Space:
  - a. First Priority - University Events and University Related Events: academic review sessions, departmental and related committee meetings, English as a Second Language, and Isaac Bear Early College High School.
  - b. Second Priority - Other University Department and Student Group Events
  - c. Third Priority - University Events and University Related Events That Charge Fees
  - d. Fourth Priority - Non-University Events
3. The schedule below lists the earliest date(s) for booking events other than classes for Academic Space:

	Fall Semester	Spring Semester	Summer I & II
Priority 1:	1st Monday in April	1st Monday in Sept.	1st Monday in Jan.
Priority 2&3:	1st Monday in June	1st Monday in Nov	1st Monday in March
Priority 4:	August	January	May

4. Weekend events may be scheduled in academic space beyond the current semester if it can be verified that the requested space will not be needed for weekend classes, exams, or graduation exercises. If there is a possibility that the space will be needed for weekend classes or other academic programs, the request will not be confirmed until classes are loaded for the semester in question.
5. Limited designated spaces within the following academic facilities are available for use by non-university groups: Leutze Hall, Morton Hall, DeLoach Hall, and Bear Hall. In addition, the Center for Marine Science and Kenan Auditorium are available based on venue-specific rules. These are the only academic spaces available for use by non-university groups.

6. Facility or support fees may apply according to the group's classification and type of event.

## B. Student Affairs Space Scheduling

1. Student Affairs is responsible for scheduling the following facilities: Campus Life Complex (Fisher University Union, Fisher Student Center, Burney Center, Warwick Center, and Campus Commons), Student Recreation Center facilities, and fields and Housing and Residence Life associated spaces.
2. Priority Categories for Student Affairs Space:
  - a. First Priority - Student Group and Student Activity Events
  - b. Second Priority - University Group Events
  - c. Third Priority - University Related or Sponsored Entity Events
  - d. Fourth Priority - Non-University Group Events
3. Facility or support fees may apply according to the group's classification and type of event.
4. Building hours and information regarding services can be found at the following links:
  - a. Fisher Student Center, Fisher University Union, and Warwick Center:  
<http://www.uncw.edu/stuaff/union/index.html>
  - b. Campus Recreation:  
<http://www.uncw.edu/stuaff/camprec/>
  - c. Housing and Residence Life:  
<http://www.uncw.edu/stuaff/housing/>

## C. Food Service Space Scheduling & Provision of Food Service in Reserved Spaces

1. All food services must be provided by the university contracted food service provider. No outside food is allowed to be brought into university facilities.
2. Food service facilities available by reservation include the Madeline Suite and Dub's Café. All reservations may be made by contacting Reservation and Event Services in Campus Life. There will be no facility fee charge for these spaces when a group meets a minimum food order requirement.

3. Other facilities which allow food/beverages are the Warwick Center ballroom, Fisher Student Center, Burney Center, Fisher University Union (assigned to Student Affairs), and the Executive Development Center (assigned to Public Service). Confirmation of reservations for these facilities will be provided by the Reserving Office to which each is assigned. For non-university groups, a facilities use fee will apply to the use of non-food service facilities in addition to the cost of the food served.
4. All groups are responsible for cleaning up the space if the food requested is for drop-off only. Responsible individuals or organizations must ensure that the facility is ready for the next users, including proper disposal of left-over food, drinks, and other trash. A clean-up fee will be assessed if this is not properly accomplished.

## **VI. RELATED LAWS AND POLICIES**

All groups must be in compliance with all local, state, and federal laws and all pertinent UNCW policies, such as, but not limited to noise ordinances, occupancy limitations, freedom of expression areas, alcohol, smoking, solicitation, weapons, political activities, filming, and special event security. The university policies may be found on the website:

<http://www.uncw.edu/policies>