

Title/Subject: FACILITY USE POLICY

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: September 22, 2017

Contact for More Information: Events and Conference Services

Board Policy Administrative Policy Procedure Guideline

PURPOSE:

The Central Michigan University campus exists to advance the University’s mission, values, and strategic imperatives, and to foster engagement in teaching and learning, research, and service. Campus facilities exist and are to be used in furtherance of the University’s mission and are intended primarily for use by members of the campus community.

Campus facilities were constructed and are maintained through funding from the State of Michigan and from student tuition and generous donations from donors to CMU. For that reason as well, campus facilities are prioritized for uses consistent with CMU’s mission and are prioritized for use by members of the CMU community as set forth below.

This policy describes and defines the campus facility usage expectations and requirements for the University and sets priorities for campus facility usage.

DEFINITIONS:

“Campus Facility” means all Central Michigan University buildings and structures, including but not limited to student service buildings, academic and research buildings, libraries, administrative buildings, residence halls and apartments, clinical facilities, recreational and athletic facilities.

“Core University Activity.” A Core University Activity is an event that is scheduled by CMU as a recurring activity central to its mission. This includes, for example, classes, commencements, convocations, official programs, and the like. In general, this policy affords the highest facility usage priority to Core University Activities.

“University Group.” A University Group is an academic, administrative, or governance unit within and a part of the University and includes committees, task forces, deliberative bodies (e.g., Academic Senate; Student Government; etc.), and the like. In general, this policy affords the second highest facility usage priority to University Groups.

“Student Group.” A Student Group is a registered CMU student organization. In general, this policy affords the third highest facility usage priority to Student Groups.

“External Constituent.” An External Constituent is a person or entity that is not a University Group or Student Group. In general, CMU facilities are not available for use by an External Constituent, except as set forth below.

Authority: George E. Ross, President
History: New Policy
Indexed as: facility use; events; campus facility

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“Events and Conference Services.” Events and Conference Services is the University office responsible for management of event scheduling for the University.

POLICY:

In determining facility availability:

Core University Activities shall be given the highest priority.

University Group or Student Group may reserve campus facilities and schedule an event through Events and Conference Services. Events and Conference Services will give priority based on the order that requests are received. In the event of simultaneous requests, University Events and Conference Services shall give priority to University Groups.

In order to preserve CMU facilities primarily for the use of members of the CMU community, the Events and Conference Services shall not allow an External Constituent to reserve a campus facility without the sponsorship of a University Group or Student Group. If a University Group or Student Group sponsors the External Constituent, which includes accepting full responsibility for the event and for all facility requirements, then an External Constituent may reserve a CMU facility. If a University Group or Student Group formally sponsors an External Constituent, persons from the University Group or Student Group must attend the External Constituent’s event. The University Group or Student Group shall be responsible for any unpaid expenses related to the External Constituent’s event, including any property damage costs related to the event.

The appropriate procedures and forms to reserve campus facilities and schedule an event are available through the Events and Conference Services office.

Applications by University Groups, Student Groups, or formally sponsored External Constituents to use campus facilities will be processed and responded to in the ordinary course of business. Depending upon the nature of the event, Events and Conference Services may need to communicate and receive information from multiple offices in order to properly respond to an application. These offices may include CMU Police; Parking Services; Dining and Catering Services; Risk Management, and other offices. Additionally, Student Groups and External Constituents may be required to provide insurance (and proof of such insurance) depending on the nature of the event.

The University may have to move or cancel events, at its discretion, if it becomes necessary to schedule conflicting, higher priority events. This determination is within the discretion of the University and the sole remedy for the cancellation of an event is the refund of any funds previously paid to the University. Additionally, many events may not be able to be accommodated because of significant or important University events, particularly those aligned with the academic calendar such as orientation; commencement; seminars; performing arts events; athletic events; and the like.

Events may only be held if they are in accordance with all University policies as well as state and federal laws.

Central Michigan University reserves the right to make exceptions to, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.