


<p><b>Name of Policy:</b> <a href="#">Use of university facilities</a></p> <p><b>Policy Number:</b> 3364- 5-10</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent(s):</b> Provost and Vice President for Academic Affairs and Chancellor and Executive Vice President for Biosciences and Health Affairs</p> <p><b>Scope:</b> all persons or groups using University facilities</p>	 <p><b>Original effective date:</b> June 3, 2011</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input checked="" type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

The use of university facilities shall at all times be consistent with the instructional, research and public service functions of the university. The university shall retain the right of determining which activities are consistent with its primary purposes.

All persons or groups using university facilities shall conform to the requirements of these rules and other university policies and state laws.

(B) Purpose of policy

The purpose of the policy is to provide guidance in the use of facilities at The University of Toledo

(C) Scope

All persons or groups using university facilities.

(D) Procedures

- (1) Use of university facilities shall be arranged through the appropriate scheduling office. Requests for use of university facilities shall be made in accordance with established procedures. When there are conflicting requests for space, a determination will be made by the scheduling office concerning which users will be authorized use of space.

- (2) Approval for use of assigned space (space assigned to a particular university department or area) shall be obtained through the department or area to which space is assigned.
- (3) All uses of University facilities shall be properly scheduled and such uses will be made only with permission granted by the administrative officer of the appropriate area.
- (4) All requests for the use of facilities should be directed to the appropriate administrative officer.
- (5) All rental income for use of University facilities shall be deposited with the Student Accounts Office.
  - (a) Rental income from educational and general buildings shall be credited to the general fund.
  - (b) Rental income from auxiliary units shall be credited to the appropriate auxiliary fund.
- (6) University faculty, administrative and staff personnel, and students are permitted access to the public areas, and when engaged in a university-authorized or assigned activity, to non-public areas. Non-public areas are university facilities including classrooms, laboratories, gymnasias, physical education exercise rooms, research areas, child day care facilities, offices assigned to faculty, administrative or staff personnel, conference rooms, seminar rooms, lounges, storage areas, parking structures, or other similar areas which are not open generally to the public.
- (7) Students requiring access to a building when the building is closed may be authorized access to specific rooms or parts of buildings upon the personal written approval of the appropriate chairperson. Such authorization must be filed with the chief of university police prior to the requested access and must specify exact rooms or parts of buildings and exact times. Such authorization shall not be granted for a period exceeding 90 days, but may be renewed.
- (8) Members of the general public who are not university employees or students are permitted access to the public areas of the university provided such access is consistent with the policy for use of university facilities. Members of the general public who are not university employees or students are prohibited from use of non-public University facilities except as authorized.
- (9) The president shall retain the sole prerogative to grant exceptions to the assigned use of university facilities. Senior administrative officers (vice presidents and those persons reporting directly to the president) are responsible for implementing this policy.

(E) Related policies include but are not limited to:

[3364-35-14 Facility rental and usage](#)

[3364-30-01 Reservation policy for student union facilities](#)

[3364-20-04 Permanent or temporary space allocation](#)

[3364-60-01 UT Smoke-free and tobacco-free policy](#)

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>June 3, 2011</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p>Provost and Vice President for Academic Affairs</p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• <i>V-6-2 Use of University Facilities, former Main Campus policy, previous adoption date February 10, 1999</i></li> <li>• <i>01-025 Scheduling, Events and Rooms, former Health Science Campus policy, previous review date July 1, 2003</i></li> </ul> <p>Initial effective date: June 3, 2011 Review/Revision Date: Next review date: June 3, 2014</p>
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