



# Facility Utilization Policies and Procedures

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**Effective:** 03/03/2009  
**Prior Versions:** 06/05/2007; 02/12/2008  
**Responsible Office:** Conference Services  
**Review By:**

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## I. Purpose

This policy is designed to outline an efficient process for scheduling the use of Auburn Montgomery facilities including various spaces in buildings, classrooms, and grounds.

## II. Policy

Conference Services is responsible for processing the internal and external requests for any facility usage for non-academic programs, conferences, and events. Conference Services will coordinate with the Director of Housing and Residence Life, Athletics Director, Wellness Center Director for special requests of those facilities as appropriate.

All internal/external clients **must** submit facility usage requests at least two weeks prior to the event. All University lands, improvements to the land, or any ground structures as outlined.

## III. Applicability

This policy applies to AUM faculty, staff, students, and members of the general public.

## IV. Responsibility

Responsibility for the implementation and administration of this policy rests with Conference Services.

## V. Definitions

**Land Improvements** include the cost of the constructed improvements to land, such as driveways, walkways, lighting, and parking lots.

**Other Grounds** include open land areas, woodlands, and ponds.

## VI. Procedures

For all facilities usage requests, the following procedure will apply:

1. Internal or external groups, departments, organizations or individuals should contact Conference Services for space utilization for any purpose.
2. The internal or external group should submit a facility usage request to Conference Services, using the current process as per Conference Services.
3. Conference Services determines the availability of facilities for non-academic purposes. In all cases, the guidelines and procedures of the college or other unit responsible for the space will be followed.
4. Conference Services will review the University calendar and the Event module in Banner Student to determine whether or not the request conflicts with any University events. If the space requested is available, Conference Services will work with external parties to obtain all necessary documentation including liability insurance, waiver forms, etc.
5. Once the requested space has been reserved, Conference Services will confirm the reservation with the client and notify all campus groups who either will or may be impacted by the reservation. This could include, but is not be limited to the following: Facilities Management, Strategic Marketing and Communications, Library, Campus Police, Dining and Retail Services, and Information Technology Services.

#### **Charges for Facility Utilization**

1. The University reserves the right to charge fees for external use of facilities in accordance with the current facility usage and services fee schedule. Fees may be assessed for rental of the facility as well as for associated services, depending on event requirements. For example, there may be fees assessed for set up, cleaning, security, connectivity, tablecloths or skirting, plants, use of a stage or risers, and audiovisual services or equipment. The fee schedule is maintained by Conference Services.
2. Internal groups are not assessed fees when utilizing campus facilities unless the event occurs after normal business hours and necessitates overtime for university staff.
3. External groups may be asked to provide a deposit to assure that the space, rooms, or grounds are left in their original condition and/or that the client has complied with all requirements of tenancy.

#### **VII. Sanctions**

N/A

#### **VIII. Exclusions**

N/A

#### **IX. Interpretation**

Questions about the interpretation of this policy should be directed to Conference Services.

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Signature

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Date