

UNIVERSITY OF DAYTON SCHOOL OF LAW

JOSEPH E. KELLER HALL SPACE USE POLICIES AND FEES

The purpose and predominant use of Joseph E. Keller Hall is the education of students in the JD program. Spaces in Keller Hall should not be used in any way that will limit or interfere with the law student JD educational program uses, including co-curricular activities such as Moot Court. For these reasons, law school classes and activities must not be displaced or adversely affected by any other proposed use of Keller Hall spaces under any circumstances. Additionally, public spaces in the law school should not be used for non-law school activities during times dedicated to the academic day and year. For example, receptions in the atrium with music should not be scheduled at times when classes are being held or law students are studying in the library.

In addition to these matters, law school administrative resources need to be fully dedicated to the JD program. Without additional administrative support, non-law school space uses in Keller Hall usually diminish the School of Law's administrative resources and may negatively affect the School's educational program.

The following policies are framed to support the principles set forth above.

1. No non-School of Law entity will be scheduled to use Keller Hall space more than 90 days prior to the proposed date of the event. Such non-law school events will not be scheduled at all if there is any likelihood that such scheduling will displace, conflict with, or negatively affect law school classes or activities.
2. No non-School of Law activity will be scheduled unless a dean, associate dean or an assistant dean agrees that it is in the interest of the School of Law, including good will, to permit the activity to be scheduled.
3. School of Law activities may be scheduled by law faculty, law student organizations and law school administrators for available classroom spaces and the student lounge through the Registrar's assistant, and for the Faculty Lounge, Mat Heck Courtroom and Atrium, Scott Andes Room 101, and Dean's Conference spaces with the approval of the dean through the Dean's assistant. No fees are charged for School of Law activities.
4. Non-School of Law activities may be scheduled by University of Dayton faculty and administrators when such activities are in the interest of the School of Law as determined and approved by the Dean, Associate Dean or an Assistant Dean, or when requested by the President of the University. Where such activities are fee-generating in any respect, these activities will be charged fees in accordance with Schedule A, which is appended, in addition to the administrative fee indicated below. Where such activities are not fee generating, the activity will be charged an administrative fee of \$100 per day, per room or \$50 per half day (or less) per room. For example, the administrative fee for a non-fee generating activity that is scheduled in two classrooms for 3 days would be \$100 x 2 x 3 or \$600. The administrative fee

for a program scheduled in two rooms for two hours would be \$50 x 2 rooms
= \$100

5. Non-university activities that are deemed by a dean to be in the interests of the School of Law because of the good will they are likely to generate, as may be the case with a bar association, and that are not fee generating, will also be charged an administrative fee of \$100 per day, per room, or \$50 per half day, per room. Where such activities are also fee-generating, in addition to the administrative fee, the activity will be charged fees in accordance with Schedule A.
6. Non-University and non-School of Law activities that are not covered by Sections 4 or 5 above, may be scheduled if they do not in any way interfere with, displace or negatively affect law school activities and are approved by the Dean of the School of Law. Such activities will be charged in accordance with Schedule B, which is appended, in addition to an administrative fee of \$100 per room, per day.
7. Neither food nor drink is permitted in any classroom, the Mat Heck Courtroom or the Zimmerman Law Library in Keller Hall, and all prospective users of these spaces must be so informed before the space is approved for use.
8. No audio-visual presentation technology will be used by non-School of Law personnel in Keller Hall other than under the direction or supervision of the School of Law's audio-visual (AV) specialist. Before the space is approved for use, any persons seeking to use any such technology in Keller Hall should be advised of the need to contact the AV specialist in order to make appropriate arrangements, which may include reasonable fees to the School of Law if during normal working hours, or to the AV specialist if after normal working hours.
9. No tape, paper or other items may be posted, taped or otherwise affixed to any surface in Keller Hall other than postings to a bulletin board, unless approved by the Dean of the School of Law.
10. All users of Keller Hall spaces should be advised that they are responsible for seeing to it that participants do not use food and drink where prohibited, do not affix matter to surfaces or otherwise misuse the spaces, and that such users are responsible for leaving the furniture in the space arranged as it was before they used it and cleaning the space after they have used it, so that it is in the same condition it was before they used the space.
11. Fees in connection with any activities approved for Keller Hall shall be paid to the Dean's assistant or to the Budget Manager of the School of Law at least one week in advance of the approved event.