



## Policy on Use of Facilities

Effective Date: November 2012

Approval: March 17, 2014

Maintenance of Policy: Vice  
President of Facilities Management

**PURPOSE:** To outline the terms and conditions governing use of University facilities that will:

1. be consistent with the University of Dayton Mission;
2. enhance the University's academic reputation;
3. provide service to the community;
4. minimize exposure to risk, injury, loss, damage or other hazards.

**SCOPE:** For purposes of this policy the term "facility" shall apply to all buildings, parking lots, roadways, playing fields, green spaces or other University owned property. Internal users include current students, faculty, employees, and invitees attending a University sanctioned or sponsored event. External users include persons, entities, or organizations that are organizing or attending an event not affiliated with or sponsored by the University and who are paying a fee in exchange for use of University facilities.

### **POLICY:**

1. Use of any University facility must be for purposes consistent with the Mission. Facility Managers will confirm any questions regarding an event's Mission consistency by consulting Department Management, the applicable Dean, Provost, VP for Mission, or President's Office as may be appropriate or required.
2. Events that could be considered to be Political or Electoral must be reviewed and approved by the Government Relations Director in the President's Office.
3. Any food service or refreshments, including alcoholic beverages, provided at events, meetings or other gatherings must be from sources authorized in the operational practice specific to the applicable facility.
4. All events or activities sponsored, co-sponsored, or hosted by a student organization must be registered through Student Life.

### **REFERENCE DOCUMENTS:**

1. Alcohol and Drug Abuse Prevention Among Students and Staff
2. University of Dayton Children on Campus and Working with Minors Policy
3. University of Dayton Key Control and Electronic Access Control Policy
4. Posting of Public Notices
5. Public Demonstrations and Protests
6. Speakers Invited to Campus by Student Organizations
7. University of Dayton Political Activities Policy
8. University of Dayton Temporary Signage Guidelines
9. Use of Kennedy Union Facilities and Equipment
10. University of Dayton Arena Use
11. University of Dayton Arena and Sports Complex Operational Practice
12. University of Dayton Central Mall Operational Practice
13. University of Dayton College Park Center Operational Practice
14. University of Dayton Old River Park Operational Practice
15. University of Dayton River Campus Operational Practice
16. University of Dayton Weather Induced Campus Closings

POLICY (continued):

5. Class scheduling will always take precedence over meetings or other requested uses for classrooms.
5. Facility rental terms for external users must be documented in a format consistent with the operational practice specific to the applicable facility.
6. External users must provide a Certificate of Insurance naming the University of Dayton as an additional insured with liability limits specified by Environmental Safety and Risk Management.
7. All children under the age of 18, who are not enrolled at the University, must have a parent or legal guardian sign a waiver or release form allowing the participation in the program or activity. Minors may be restricted from certain areas of the facilities such as laboratories without prior approval from the University. Any allegations of inappropriate conduct shall be immediately reported to the person in charge of the program or activity and to the Department of Public Safety dispatcher at (937) 229-2121.
8. Both internal and external users, herein defined to include its employees, contractors, agents, and other invitees, shall not at any time while on University of Dayton property:
  - 9.1 Park in restricted or undesignated areas;
  - 9.2 Smoke while inside any building;
  - 9.3 Be in possession of weapons or firearms of any type;
  - 9.4 Be in possession of, use, distribute, or dispense any controlled substance;
  - 9.5 Sell, use or consume alcohol in any manner or location that violates applicable University policies;
  - 9.6 Copy, distribute or loan any key or access control card to any University Facility;
  - 9.7 Attempt to gain unauthorized access to any building or floors of the building other than those where the specified event is being held;
  - 9.8 Allow discussions or conduct in common areas that would reasonably be deemed inappropriate or that is conducted at a volume that disturbs other building occupants or visitors;
  - 9.9 Subject any person to sexual, racial, psychological, physical, verbal, or other harassment or abuse. Conduct that diminishes the worth of a person is incompatible with the University of Dayton's fundamental commitment as a Catholic university conducted in the Marianist tradition;
  - 9.10 Affix or display directional or other signs on the property without prior consent of the Facility Manager.