

<b>Policy Number</b>	202.000
<b>Policy Title</b>	Facility Usage Policy
<b>Responsible Officers</b>	Chief Financial Officer
<b>Responsible Offices</b>	Chief Financial Officer
<b>Summary</b>	This policy defines the parameters and procedures for the use of University facilities and property by University departments, recognized student clubs and organizations, University affiliated groups and persons, and non-University affiliated groups, organizations and persons. This policy applies to all property and facilities owned or occupied by CIU and any affiliated entities, including but not limited to the main CIU campus, higher education facilities, Pine View Properties and Ben Lippen School.
<b>Definitions</b>	<p><i>Facilities:</i> buildings and grounds owned, occupied or controlled by the University.</p> <p><i>University Group:</i> an administrative or academic unit within the University acting within the scope of their employment. Included in this group are the CIU/BLS Athletic department and teams, committees, governance bodies and councils.</p> <p><i>Student Group:</i> a group that has been recognized by the Office of Student Life as a registered group under the rules of that office.</p> <p><i>Non-University Group:</i> all other categories of prospective users, though some of the members or participants may be University personnel, alumni or students. Group may be an individual, not-for-profit or for-profit organization.</p>
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	July 10, 2017; June 12, 2017
<b>Last Revision</b>	
<b>Re-evaluation Date</b>	Fall 2021
<b>Departmental Impact</b>	All University and Non-University Groups; Ben Lippen School and Pine View Properties

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

The purpose of the facilities of Columbia International University (CIU) is to support the mission and strategic goals of the University. Policies procedures have been established to ensure compliance with these goals, their consistent application, and the orderly use of these facilities within the resources and mission of the University. University facilities exist to accomplish the educational objectives and programs of the University. University departments, University affiliated organizations and recognized student groups and organizations are granted use of these facilities for educational, cultural, developmental, and social programs and activities within the guidelines of this policy.

Departments and affiliations of the University shall have priority in the use of University facilities. Recognized student organizations and University affiliated organizations shall have priority in use over non-University organizations. The facilities are available primarily for programs offered by and intended for the CIU and Ben Lippen School (BLS) community. To the extent that space is available, the University welcomes community groups and organizations to utilize limited, designated spaces in campus facilities and grounds for purposes compatible with the University’s mission and strategic goals.

Recognizing the use of CIU’s facilities is, first and foremost, a ministry, CIU reserves the right not to permit facility usage to persons or groups not affiliated with CIU who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that conflict with CIU’s faith or moral teachings, which are summarized in the CIU Statement of Faith.

### Rationale

The facilities of Columbia International University were provided through God’s benevolence and by the sacrificial generosity of donors and supporters. CIU desires that its facilities be used to bring glory to God and to further the mission of CIU. Although CIU facilities are not generally open to the public, CIU makes its facilities available to approved individuals and organizations as a witness to the Christian faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel

of Jesus Christ in practice. The purpose of this policy is to provide clear and consistent guidelines for the usage of University facilities and grounds.

### **Policy General Guidelines for Use of University Facilities and Grounds**

The general criteria for use of University facilities shall include the following:

1. The function/event is compatible with the mission of the University.
2. The function/event can be adequately supported by available facilities, personnel and resources.
3. The function/event is compatible with the purpose of the sponsoring group or organization.

Because the use of University facilities or property presents the possibility of disturbance to normal University activities and damage to University property, the criteria for the use of space shall include the following:

1. No permanent or semi-permanent structure may be constructed except upon authorization by the Chief Financial Officer or designee.
2. No activities may be held within a space if the intended use is not consistent with its normal or primary function.
3. Graffiti, for purposes of this policy includes all forms of writing, drawing, marking, or painting on objects, buildings, or walls, whether stationary or mobile is prohibited. Chalking, for purposes of this policy, refers to the water soluble chalk that, under the following conditions, is permitted:
  - a. Permission to chalk is limited to recognized University student organizations for the purpose of promoting events or programs.
  - b. Only water soluble chalk may be used.
  - c. Chalking is only permitted in open areas that can be directly washed by rain. Chalking must be on a horizontal surface not covered by an overhang.
  - d. Chalking is prohibited on all vertical surfaces, including but not limited to buildings, walls, signs, statues, monuments, and benches.
4. All users are responsible for the cleanliness and order of all spaces during and following their use. No unaccompanied/unsupervised minors are allowed on University grounds.
5. All activities or events must be conducted in such a manner that campus pedestrian and vehicular traffic are not impeded. Such activities or events must be coordinated with Campus Security.
6. No person associated with the University shall use for his/her own financial benefit University facilities or property, except as specifically authorized by this policy.
7. Use of University facilities is subject to a use and maintenance fee. Because use of University facilities is, first and foremost, a ministry as opposed to a profitable enterprise, the fee may be lower than market rates. The fee may be adjusted or waived at the sole discretion of the Chief Financial Officer or designee.
8. University officials reserve the right to terminate any use of University facilities or grounds if, in the judgment of those officials, the continuation of such use will result in: (a) danger to participants or others; (b) unlawful conduct or violation of University policies by participants or others; or (c) interference with, disruption or disturbance of the University's faith, mission, operations, business, or functions.

### **Policy Procedures for University Departments and Recognized Student Groups**

The University encourages the use of its facilities for official University departmental, academic, athletic and student events. The University reserves the right to place any reasonable restrictions on time, location, and parking request held on the University Campus or property. The University schedules events per the request of official University departments and Student Organizations that are registered with the University and comply with the following guidelines:

1. Departments and divisions of the University shall have priority in the use of University facilities. Recognized student organizations and University affiliated organizations shall have priority in use over non-University organizations and persons.
2. University departments, divisions and student groups or organizations must request University facilities and/or property by contacting the responsible Administrative offices for a particular facility:
  - a. Classroom reservations are made through the Office of the Registrar.
  - b. Moore Fitness Center reservations are made through the Fitness Center Manager.
  - c. Hoke Auditorium and Shortess Chapel reservations are made through Media Services.
  - d. Cafeteria dining room reservations are made through the Food Services Director.
  - e. Pine View Fellowship Room reservations are made through the Pine View Properties Office.
  - f. Alumni Conference rooms reservations are made through the Alumni Office.
  - g. The Pointe, Pavilion and Strauss conference reservations are made through the Office of Student Life.
  - h. Richardson Conference room reservations are made through the College of Education's Dean's office.

3. Attendees are restricted to only those areas that the user has reserved.
4. Facilities utilized shall be appropriate to the requirements of the function concerning staging and anticipated audience. Administrative offices responsible for the facility to be used will exercise caution in long-range advanced scheduling that may pre-empt the University's teaching, scholarship, co-curricular, or service functions.
5. No alcohol or tobacco products may be served or used on University property.
6. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on CIU premises. Any person exhibiting such behavior will be required to leave the premises.
7. No unaccompanied/unsupervised minors are allowed on University property.
8. Costs and damages incidental to the use of a facility under this policy shall be borne by the organization using the facility or grounds.

### **Policy Procedures for Non-University Groups**

The Chief Financial Officer or official designee must approve all usage of University facilities. Generally, priority shall be given to CIU alumni, donors, University departments and recognized student groups that are a part of CIU's ministry, organization or sponsored activities. University facilities, grounds and equipment will be made available to non-University groups meeting the following qualifications:

1. A person, group or organization must submit the "Columbia International University Facility and Services Request Form" to the Conference and Event Services department before a request for University facilities is considered.
2. Once the initial request has been approved, the user will be sent a copy of the "CIU Facility Use Agreement Letter" which outlines the parameters, guidelines, restrictions, applicable fees and charges and additional terms of agreement. All University contracts must have approval from the Chief Financial Officer (see University Policy 304.000.) A reservation is not complete until the Facility Use Agreement Letter has been received and a confirmation has been sent from the Conference and Event Services department.
3. For all events not sponsored by CIU, the User must provide an appropriate Certificate of Liability Insurance which must include Columbia International University as both "additional insured" and the "certificate holder."
4. Facilities utilized shall be appropriate to the requirements of the function concerning staging and anticipated audience.
5. Depending on the nature of the event or activity, University Security will be consulted/involved in coordination of security and/or parking issues. The Conference and Event Services department is responsible for initiating this contact.
6. Approved and scheduled uses of University facilities or property may occur only on the approved location, and failure to limit an approved or scheduled use to the approved location may be deemed trespassing.
7. When the University is in session, use of athletic facilities by non-University affiliated organizations, University departments and divisions, University affiliated organizations, and recognized student clubs and organizations may be permitted, with the additional approval of the Athletic Department. The Athletic Department and the Conference and Event Services department will coordinate in scheduling programs or entertainment events that may conflict.
8. Costs and damages incidental to the use of a facility under this policy, whether or not caused by a member or members of the organization, shall be borne by the organization using the facility.
9. Promotional materials or other publicity concerning any approved and scheduled use of University facilities or property must clearly disclose: (a) the nature, subject matter, and purpose of the use (b) the identity of the sponsoring entity; and (c) the identity of all other groups or entities involved in or benefiting from the use.
10. No unaccompanied/unsupervised minors are allowed on University property.
11. No alcohol or tobacco products may be served or used on CIU property or in University facilities.
12. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on CIU premises. Any person exhibiting such behavior will be required to leave the premises.

### **Authority to Enter into Contracts**

Pursuant to University Policy 304.000, only the Chief Financial Officer or designee, is authorized to enter into contracts or agreements on behalf of the University. The University reserves the right to interpret this policy and to apply it in the best interests of the University. The University reserves the right to change, alter, or grant exceptions to this policy to best fulfill the mission, purpose, and processes of the University.

### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)