

TITLE: Guidelines for the Management and Use of MUW Facilities

AUTHOR: Senior Vice President for Administration/CFO

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EFFECTIVE DATE: November 28, 2005

PURPOSE: To provide guidelines for the management and use of all facilities under the managing authority of Mississippi University for Women

REVIEWER: Senior Vice President for Administration/CFO

REVIEW DATE: Fall 2022 and every five years thereafter

OPERATING DETAILS:

1. MUW facilities are educational resources, planned and designed for specific purposes. These facilities are to be used primarily for teaching, research, public service and academic support by MUW students, faculty, and staff. The university recognizes a responsibility to provide the use of facilities to individuals and organizations associated with the university and, in exceptional situations, to those not associated with the university but consistent with the policies established by the Board of Trustees of State Institutions of Higher Learning.

This policy applies to all facilities under the managing authority of the President of Mississippi University for Women, whether they be on or off the campus. This policy is consistent with the Board of Trustees Policies and Bylaws, Section 912 USE OF REAL PROPERTY AND FACILITIES:

In general, it shall be the policy of the institutions not to make available the real property, buildings and other facilities of the institutions to outside organizations. Exceptions to this policy may be approved by the Institutional Executive Officer. (BT Minutes 9/90; 1/98; 2/2007; 11/2007)

2. For the purpose of this policy statement the following terms are defined:
 - a. Facilities – Buildings, grounds and annexes subject to the custody and control of the IHL Board
 - b. Recognized University Organizations – An organization that is officially recognized as a faculty, staff or student group or an

- administrative or academic unit under the managing authority of the university
- c. University Related Organization – An organization not directly under the managing authority of the university, but affiliated with a university component by means of professional, subject, or program relationship
 - d. Community Organization – Outside organization having no direct tie to the university, but one which provides services and educational activities open to the public
3. The person responsible for management and allocation of space within the university is the Chief Financial Officer (CFO). The CFO will also be responsible for developing operating procedures and fee schedules to ensure that University facilities are used properly and that appropriate payments to the University for use by outside groups are made by the outside groups. The CFO or designee will recommend and implement operating procedures and fee schedules as approved by appropriate authority.
 4. The university's facilities shall be used only to enhance educational, cultural, social and professional development, to expand current knowledge and to give new insights and interpretation to accumulated knowledge, and to apply the resulting knowledge or research, and other purposes determined to be in the best interest of the University.
 5. Through consultation with appropriate personnel, University facilities may be made available to recognized University organizations, University related organizations, community organizations and others only after it has been determined that:
 - a. The proposed use of the facility will not disrupt normal university programs;
 - b. The university has appropriate facilities available for the proposed use; and
 - c. The organization seeking to use the facility has complied with applicable university procedures.
 - d. Any additional costs associated with providing the facility to external customers are reimbursed.
 6. Organizations using university facilities may be required to reimburse the University for the costs, if any, incident to the use of the facilities and are required to pay rental charges in excess of actual costs for use of facilities where the use is for producing revenue. Proof of insurance may be required

for external organizations. If so, a certificate of liability insurance is required prior to the event.

7. The Facilities Use Committee is charged with the responsibility of assuring consistency in charges and procedures among individual facility policies. The charge, schedule and procedures will be located in the office(s) of the designee(s) of the CFO. Procedures pertinent to the detailed scheduling and use of university facilities by university and non-university organizations and individuals will be in accordance with specific operational requirements established for each facility by the appropriate Facility Manager in coordination with the Facilities Use Committee. Procedures will be consistent with both Board and university policies governing the use of state-owned facilities.