

West Virginia State University

Title: University Facilities Rental Procedure

I. Purpose

This Facilities Rental Procedure is designed to outline an efficient process for scheduling the use of West Virginia State University (WVSU) facilities including various spaces in buildings, classrooms, and grounds and provide direction for University personnel charged with the responsibility for scheduling WVSU facilities.

II. Effective Date

August 25, 2015

October 17, 2016 (Revised)

III. Procedure Statement

This procedure is in accordance with Board of Governor's Policy #15, *Use of Institutional Facilities* and applies to internal University stakeholders and external groups as defined below. All use of campus facilities and space must comply with University policies and procedures, as well as all applicable federal, state, and local laws.

IV. Procedure Requirements

- A. All facilities/space rentals must be scheduled and entered into the virtual Event Management System (EMS) and must accurately represent the nature of the event (i.e. internal or external). The University requires information about events prior to reserving space; failure to provide all required information will result in forfeiture of facilities/space reservations.
- B. Requests by Internal Stakeholders
 - i. Internal University stakeholders are defined as individuals or groups directly affiliated to the University including students, faculty, staff, the WVSU Board of Governors, the WVSU Foundation, the WVSU National Alumni Association, and the West Virginia Higher Education Policy Commission.
 - ii. Building schedulers shall book rooms and campus space to all internal University stakeholder groups.
 - iii. Internal University stakeholder groups shall not be charged for approved use of campus facilities/space.
 - iv. Building schedulers are to enter information regarding internal reservation requests into EMS and notify the Campus Events Coordinator to prevent overbooking. Employees and registered student organizations may not schedule space on behalf of an external organization.
 - v. Should a building scheduler receive a direct inquiry from an external group for use of campus facilities/space, he or she shall refer the inquiring individual to the Campus Events Coordinator.

Below is a list of building schedulers for various campus facilities and to whom internal requests for use of campus facilities/space or questions may be directed.

<u>Campus Facility/Space</u>	<u>Building Scheduler</u>	<u>Office Phone</u>
Capitol Center	Joseph Vannoy	304-342-6522
Cole Complex Computer Lab	Patty Goff	304-766-3065
Cole Complex Conference Room	Angela Kushner	304-766-3013
Davis Fine Arts Theatre	Dick Wolfe	304-766-3188
Davis Fine Arts Gallery	Josh Martin	304-766-3198
Erickson Alumni Center	Cynthia Rakes	304-766-3130
Ferrell Hall Auditorium	Dick Wolfe	304-766-3188
Hamblin Hall Auditorium	Glenna Curry	304-766-3102
Hill Hall	Patty Goff	304-766-3065
Keith Scholars Hall	Vikki Green	304-766-5707
University Union	Trina Sweeney	304-204-4328
Walker Convocation Center/Fleming Hall	Sean McAndrews	304-766-4122
Wallace Hall Auditorium	Fatiema Wilkerson	304-766-3146
Wallace Hall Computer Lab	Michael Anderson	304-766-3393

C. Requests by External Groups

- i. External groups are defined as outside participants who have no direct affiliation to the University.
- ii. All external groups to the University must book rentals through the Campus Events Coordinator. The University will only recognize external group rentals made through proper booking and approval via the Campus Events Coordinator.
- iii. The Campus Events Coordinator shall enter information regarding all external reservation requests into EMS and notify the appropriate building scheduler to prevent overbooking. Exceptions: the James C. Wilson University Union, Erickson Alumni Center, and the WVSU Capitol Theater building schedulers shall handle both internal and external bookings.
- iv. Due to the need to maintain quality athletic facilities for the safety and well-being of all students and student-athletes, rental of athletic facilities shall be reviewed by the Campus Events Coordinator, Athletic Director, and Director of Physical Facilities.
- v. Proceeds from athletic coach led external rentals will be allotted to both facilities rentals and the corresponding athletic sport and out of pocket expenses allotted to the facilities rentals.
- vi. An external group must execute a formal, written contract and any addendums with the University, which will be facilitated and completed with the Campus Events Coordinator. Once the University-wide contract and any addendums have been provided to the group, the group will have a maximum of 30 days to sign and return the contract to the Campus Events Coordinator. If the contract is not received by the contract deadline, all reserved space will be released and the contract will be null and void.

- vii. In accordance with the University-wide rental agreement, an external group is required to provide the University with evidence of insurance coverage at the time it enters into the contract with the University.
- viii. An external group is required to pay the University a facility use fee (rent) and to pay for other event-associated costs (i.e., catering, AV equipment, buildings and grounds, etc.) A 50 percent deposit is required at the time the external group enters into contract with the University.
- vii. The Campus Events Coordinator shall serve as the point of contact for external events, serve as a catering liaison, and work with building schedulers and University services, as well as oversee the execution of external events, to ensure the needs of the customer are served to the very best of the University's abilities.

V. Catering

- A. West Virginia State University is under an exclusive contract with its on-campus caterer, Thompson Hospitality, for all catering needs.
- B. The campus caterer has exclusive rights and obligation to provide food service, including cafeteria, catered dining, meeting, and event catering services for West Virginia State University and all external groups utilizing WVSU facilities/space for events.
- C. In the event that the campus caterer is unable to provide the food service and staffing to meet the University's and/or special event catering requirements, internal and external groups may enter into appropriate subcontracts with off-campus caterers on such terms approved by WVSU to satisfy meeting and/or special event catering requirements.

VI. Marketing and Communications

- A. If the University's name and/or logo will be used to promote an event, the Office of University Relations and Operations reserves the right to review all publications and other materials (printed and online) prior to promotion.

VII. High-Impact Events

- A. Events that require significant resource commitment or may disrupt normal University operations may qualify as high-impact events and will be identified by event coordinators and evaluated for campus-wide impact by the Vice President for University Relations and Operations.

VIII. University Major Events

- A. Certain regularly scheduled University events are critical to the University's mission and will have highest priority for scheduling and use of the University's support resources.

IX. Compliance

- A. In situations where an event type is in question, the issue will be referred to the Vice President for University Relations and Operations and reviewed by the President's Cabinet as appropriate.
- B. Whenever conflicts arise, events will be given priority based on their potential benefit to the University's mission.
- C. Exceptions to this procedure may be granted with the approval of the Vice President for University Relations and Operations.

- D. The Campus Events Coordinator, in partnership with the Vice President for University Relations and Operations, shall enforce this procedure in consultation with the President's Cabinet.