

SUBJECT: Use of Academic Facilities

PURPOSE

To define the policies and procedures related to the use of academic facilities.

DEFINITIONS

Academic Facilities are all of the areas, buildings, and rooms that are designated primarily for instructional or research purposes and for the related administrative support.

GENERAL POLICY

A. General Responsibility

University facilities designated for academic purposes are under the general administrative supervision of the Provost and Vice Chancellor for Academic and Student Affairs.

B. Classification of Types of Academic Facilities

1. Administrative and specialized instructional and research facilities are those that serve specialized and restricted purposes and are unsuited for general academic use. This type of facility includes administrative offices and related areas, faculty offices, research laboratories, special classrooms, conference rooms, and other such facilities assigned to given administrative units on a continuing basis.
2. General academic facilities include all classrooms and areas that are used for general purposes and varied types of instruction. Typically these are non-specialized classrooms, auditoriums, specified outside areas, lobbies, halls, etc.
3. The Earl K. Long Library and Health and Physical Education Center are special academic and multipurpose facilities which are administered under provisions other than those defined.

C. Management Authority

1. The Provost administers all general academic facilities and those of the Office of Academic Affairs; makes assignment of administrative and special instructional and research facilities to colleges, schools, and other academic divisions; reviews divisional sub-allocations of these assignments; and maintains appropriate records of such dispositions.
2. The Office of Academic Services schedules all uses of general academic facilities.
3. Deans and Directors of colleges, schools, and other independent academic divisions:
 - a. Administer the administrative, special instructional and research facilities, and faculty and personnel offices assigned to their immediate supervision.
 - b. Allocate administrative, specialized instructional and research facilities, and faculty and personnel offices within their divisions.

4. Academic Building Coordinators are appointed by the Provost. These are typically deans, directors, or chairpersons who are responsible for the oversight of the general academic facilities of the building in which their offices are located, and in which the majority of instruction and research usually is conducted by their academic units. A current list of Building Coordinators is included as Appendix A.
5. Directors and Department Chairpersons of units within colleges, school, or other major divisions, in respect to their units:
 - a. Administer assigned administrative and special instructional and research facilities.
 - b. Assign and administer faculty and personnel offices.

D. Use Allocation Policies

1. Official University Use

- a. Instruction and research, and their administrative support services, are given first priority in assigning and in scheduling the use of academic facilities.
- b. Externally funded special academic program activities and support services are allocated academic facilities in accordance with contractual obligations.
- c. University meetings and other events, academically related activities of faculty, staff, and student groups and individuals, and, when appropriate, approved activities of recognized student organizations are permitted in academic facilities so long as such uses do not interfere with instructional, research, special programmatic, or administrative function.

2. Non-Official Use

- a. Off-campus organizations, groups, and individuals may be permitted to use academic facilities under the following conditions:
 - 1) The event or activity planned is compatible with the mission of the University;
 - 2) a University department serves as sponsor; and
 - 3) other University facilities are either inappropriate or not available.
- b. Informal, non-University sponsored faculty, staff and student groups or individuals may be permitted to use academic facilities if their activities concern University-related matters.

E. Financial Charges for the Use of Academic Facilities

1. Official University use of academic facilities is provided through normal budgetary processes. Such use includes instruction, departmental research, administration, activities of recognized University organizations, and other designated official functions.
2. Externally funded instructional, research and other programmatic projects must provide for the expenses incurred in the use of University facilities through indirect costs reimbursements. However, individuals and University agencies developing proposals for externally funded projects that will require facilities renovations, electrical work, inordinate or excessive amounts of space and/or air-comforting and/or maintenance services should anticipate these needs and related costs and ensure that adequate facilities will be available and that sufficient funds are solicited to cover any exceptional costs.

3. The University may not permit the use of public facilities at no charge for private gain; the University Center rents rooms, booths, etc. for events for which admission is charged, presentations of sales materials, etc. Academic facilities should generally not be used for such purposes.

In the event that nonofficial uses of academic facilities are approved, the user must rent the facilities from the University at rates for comparable size space and activities in the University Center. Such rents will be retained by the University to defray the costs of operating the facilities (utilities, cleanup, wear, and tear). Charges for such uses shall be billed to the responsible organization by Academic Services.

The rates will be:		
<u>Room Capacity</u>	<u>1-4 Hrs.</u>	<u>4-8 Hrs.</u>
50 or less	\$25	\$50
51-100	\$50	\$100
101-150	\$100	\$200
151-200	\$150	\$300
200 & above	\$180	\$360

If a department wishes to use such nonofficial events as opportunities for development through gifts from the users for scholarships, etc., such arrangements should be in addition to the basic rent and approved by Academic Affairs.

F. Access to Academic Facilities

1. All University agencies to some degree share responsibility for the security and maintenance of academic facilities. Included within this responsibility is the regulation of access to these facilities.
2. During normal work hours and scheduled class periods (8AM-9PM M-F) most academic facilities are openly accessible to routine activities and scheduled events.
3. During periods other than normal work and class hours (weekends, holidays, and after 9PM M-F), access to academic facilities is restricted and controlled by University Police. If necessary, University Police provides access for approved scheduled activities during these periods.

AUTHORITY

Article VII, Section 4 and Chapter V, Section 5-10 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System and Item 6, pages 3-7, of the Minutes of the Meeting of February 6, 1970, of the Board of Supervisors.

SUPERSEDED

This revised AP supersedes AP 35.2, dated: 4/15/83, which should be discarded.

PROCEDURES

A. Scheduling Procedures

1. All Planned use of general academic facilities must be approved and scheduled by the Office of Academic Services.
2. All instructional and other academic program activities (which are scheduled on a semester-by-semester basis), and occasional official and non-official use of general academic facilities are scheduled by the Office of Academic Services.
3. To reduce utilities costs, efforts will be made to schedule activities occurring at the same time within the same air-comforting service areas whenever possible. A list of rooms and air handling units (AHU's) which service them is attached (Appendix B) for this purpose. The director of Physical Plant Services will monitor scheduling practices to ensure efficient use of facilities.
4. Special air-comforting and other service charges for non-official use of academic facilities are assigned by the Office of Business Affairs and billed by the Office of Academic Services.

B. Request Procedures for the Occasional Use of Academic Facilities

1. General

- a. All requests for the occasional use of academic facilities should be made as simple and expeditious as possible. In some instances, especially in requesting the use of a room for a meeting, a telephone call is usually sufficient, and in virtually all instances an initial telephone call will speed the requesting process.
- b. More formalized requests which require exactness or the coordination of several offices, or where charges are involved, should be made with the attached form.

2. Request Form

a. Each form should:

- 1) Identify the initiator.
- 2) Include the activity planned, the facility needed, the date and time the facility is required, and any special needs such as parking, security, equipment, and air-comforting and janitorial services.
- 3) Indicate if admission fees, donations, etc. are to be collected.
- 4) Define the fiscally responsible agency when necessary.
- 5) Include the approval of the administrative head of the University department, office, or agency sponsoring the request.

3. Processing Requests

- a. Requests should be forwarded by the initiator through the sponsoring department or office to the Office of Academic Services.
- b. When special air-comforting (see Appendix B for routine services) or janitorial services and/or special charges are entailed, requests must be forwarded to the Office of Business Affairs by the Office of Academic Services for approval and costs assignments. The office of Business Affairs will retain one copy and return the original with cost assignments to the Office of Academic Services for routing to the initiator, Physical Plant Services, University Police and appropriate building coordinators.

4. Notification of University Agencies

- a. The Office of Academic Services will notify the initiator, Physical Plant Services, University Police and appropriate building coordinators. Notification of University agencies other than these is the responsibility of the University agency initiating or sponsoring a request for the use of academic facilities.
- b. Basic needs such as room assignments, air comforting needs, and access to the facilities will be conveyed to appropriate University agencies by the Office of Academic Services. Specific needs such as special equipment required, publicity, parking arrangements, catering services, and special security by University Police officers are to be conveyed directly by the initiator to the appropriate University agencies.

Gregory M. St. L. O'Brien
Chancellor

APPENDIX A
AP 35.2

ACADEMIC BUILDING COORDINATORS

Business Building	Dr. Patrick
Bicentennial Education Center	Ms. Hyman
Biology Building	Dr. Cashner and Dr. Bartell
Computer Research Center	Mr. Tillis
Engineering Building	Dr. Crisp
Earl K. Long Library	Ms. Fatzer
Fine Arts Building	Mr. Johnson
Geology-Psychology Building	Dr. Williams
Liberal Arts Building	Dr. Cranmer
Mathematics Building	Dr. Rees
Physical Education Center	Dr. Eason
Performing Arts Center	Dr. Cox and Dr. Graves
Science Building	Dr. McLean

AP 35.2

AIR COMFORTING SCHEDULES FOR GENERAL ACADEMIC FACILITIES

General Classrooms are provided air comforting service in conformance with class schedules and in some instances during administrative office and special service schedules as indicated.

Administrative Offices are provided air comforting services during normal office hours (8am-4:30pm M-F).

Special Air Comforting Service is provided as indicated below.

GENERAL CLASSROOM SCHEDULES

BIOLOGY BUILDING (BIO)

Room	# of Seats	AHU#
101 screen	98	2
201	30	3

BUSINESS ADMINISTRATION BUILDING (BA)

Room	# of Seats	AHU#
165 screen	450	7
179 screen	230	6
211 screen	98	10
212	40	19
213 screen	68	10
214	48	19
215 screen	30	10
217 screen	76	10
219	76	10
221	20	10
259	20	10
260 screen	32	20
262 screen/T	30	20
264 screen/T	45	20
265 screen	30	10
268 screen/T	39	20
313	80	14
314 screen	40	24
316	40	24
318	47	24
319	76	13
320	39	24
351	60	13
362	40	23
371	39	13

BICENTENNIAL EDUCATION CENTER (ED)

Room	#of Seats	AHU#
102 tables	30	1N
103 screen	150	1N
104	30	1N
106 screen	50	1N
108 screen/T	50	1N
202	30	2N
203 screen	80	2N
204	30	2N
205 screen	100	2N
206	50	2N
208 tables	36	2N
210	30	2N
215 tables	20	2N
216 screen	18	2N
217 tables	20	2N
222 screen/T	40	2N
224	40	2N
226 screen	30	2N
228 screen	30	2N
305M	39	3N
305R	39	3N
305S	39	3N
307	20	3N
308		3N
310		3N

ENGINEERING BUILDING (EN)

Room	# of Seats	AHU#
101	228	1-A
309	25	3
312	27	3
315	25	3
316	33	3
317	40	3
318	40	3
319	40	3
320	38	3
321	38	3

GEOLOGY-PSYCHOLOGY BUILDING (GP)

Room	# of Seats	AHU#
1000 screen	126	1
2013 screen	60	5
2025	40	6

LIBERAL ARTS BUILDING (LA)

Room	# of Seats	AHU#
104 screen	70	5
120 screen	70	5
140 screen	214	1
156 screen/ drapes	70	4
172 screen/ drapes	70	4
204	36	7
210	36	7
212	30	7
220 screen	50	7
226	50	7
234	60	3
256 screen/ drapes	30	6
262	42	6
304	35	9
312	36	9
320 screen	48	9
326	48	9
338	20	9
344	30	8
356	48	8
362	48	8
370	35	8
372 screen	70	8
396 tables	15	9

MATHEMATICS BUILDING (MAT)

Room	# of Seats	AHU#
100	50	1-1
102 screen	200	1-3
105	50	1-1
107	50	1-1
110	50	1-1
112	50	1-1
118	50	1-1
121	50	1-1
122	50	1-1
123	50	1-1
209	50	2-1
214	50	2-1
218	50	2-1
219	50	2-1
226	32	2-1
229	24	2-1

PERFORMING ARTS CENTER (PAC)

Room	# of Seats	AHU#
204	66	2-A
313	80	3-A
316	60	3-A
319	64	3-A

HEALTH AND PHYSICAL EDUCATION CENTER (PEC)

Room	# of Seats	AHU#
203	60	15
207	30	15
208	30	15

SCIENCE BUILDING (SC)

Room	# of Seats	AHU#
1001	109	B
1053	100	A
2049	100	C
2052	25	D
2068	40	5
2072	98	6
2120	95	D

SPECIAL AIR COMFORTING SCHEDULES
AFFECTING GENERAL CLASSROOMS

Building	AHU#	Schedule
Business Administration Building (BA)	13,14	8 a.m.-12 midnight daily
Biology Building (BIO)	3,4,5	24 hours daily
Science Building (SC)	B,C,D,5 & 6	24 hours daily

University of New Orleans – Office of Academic Services
Request for Use of Academic Facility

Description of Planned Event: _____

Date: _____
 Time: _____
 Location: _____

Special Needs:

Parking _____

Security _____

Janitorial Services _____

Equipment _____

Fees to be Charged:

Admission: \$ _____

Donation: \$ _____

Other: (specify) _____

Date of Request _____

Organization _____

Representative _____
PRINT NAME SIGNATURE

Mailing Address _____
STREET/APT NO. HOME PHONE

CITY

Campus Sponsor _____
NAME SIGNATURE CAMPUS PHONE

I understand that I have the responsibility for maintaining the facilities used, notifying University Police of any problems, adhering to all policies in the UNO Student Handbook, including UNO AP 14.1 (food and beverage policy) and arranging for special services such as catering and audio visual equipment. I also understand that any extraordinary costs to the University resulting from this facility usage may be charged to the requesting organization/representative. My signature on this document verifies that I agree and will abide by these policies and procedures. (Absolutely no food or drink allowed in EN 101.)

For Academic Services Use Only

Bldg	Room	Day	Date	Beg Time	End Time

Cost for use of facility: _____

Account No. _____

Invoiced: _____

Date Received: _____

This reservation is confirmed for the days/times/rooms as listed above.

Approved:

Office of Academic Services _____ Date _____

Cc: Physical Plant University Police Building Coordinator