



THE UNIVERSITY of
NEW ORLEANS

ADMINISTERED BY: Office of Vice
President for Academic Affairs

Policy No: AP-AA-04.2
TITLE: Use of Academic Facilities
EFFECTIVE DATE: May 2, 2014
CANCELLATION:
REVIEW DATE: Fall 2017

PURPOSE

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

AUTHORITY

Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System

GENERAL POLICY

A. General Responsibility University facilities designated for academic purposes are under the general administrative supervision of the Provost and Vice President for Academic 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 Affairs 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 shall be maintained and published by the Office of Academic Affairs.
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 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 Affairs.

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.

PROCEDURES

A. Scheduling Procedures

1. All Planned use of general academic facilities must be approved and scheduled by the Office of Academic Affairs.
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 Affairs.
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. Please see [Academic Facilities Procedures and Details](#) for a list of rooms and air handling units (AHU's) which service them. 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 Affairs.

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 more detail or the coordination of several offices, or where charges are involved, should be made with the attached form.

2. Request Form

- a. Each [Request for Use of Academic Facility 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 Affairs.
- b. When special air-comforting 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 Affairs for approval and costs assignments. The Office of Business Affairs will determine appropriate costs and forward the form to the Office of Academic Affairs which will send the form to the initiator, Physical Plant Services, University Police and appropriate building coordinators.

4. Notification of University Agencies

- a. The Office of Academic Affairs 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 Affairs. 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.



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