



AN HONORS UNIVERSITY IN MARYLAND

**UMBC POLICY ON FACILITIES USE
UMBC Policy #VI-4.10.01**

I. POLICY STATEMENT

This Policy on Facilities Use is intended to define the conditions under which University property may be scheduled or used.

II. PURPOSE FOR POLICY

This Policy is adopted to establish an understanding of the scheduling and use of UMBC Facilities and to assure that all UMBC land, buildings, and property will be used in accord with the University's mission, goals, and policies. This Policy establishes conditions for the periodic, temporary, and contractual use of University Facilities by Campus-based Users, Sponsored Users, and External Users. This Policy mandates and ensures compliance with other University policies and State law; regulates the time, place and manner of the use of Facilities; defines important terms; and identifies staff members who are responsible for Facilities use, and describes consequence for violations of the Policy or its associated procedures.

III. APPLICABILITY AND IMPACT STATEMENT

This Policy addresses all facets of the University community, including divisions, colleges, departments, operating units, student organizations, Sponsored Users and External Users.

IV. CONTACTS

Direct any general questions about this Policy first to your department’s administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone	Email
Policy Clarification	Executive Director, The Commons	410-455-3455	
Policy Clarification	Associate Director, The Commons	410-455-1446	
Policy Clarification	Manager, UMBC Event & Conference Services	410-455-3621	schedule@umbc.edu

V. UNIVERSITY POLICY

1. UMBC is a smoke-free environment. See <http://smokefree.umbc.edu> for more information.
2. All events held in UMBC Facilities must comply with federal, state, and local laws.
3. Open-flame grills are only permitted within approved Facilities that have been properly scheduled through Event & Conference Services. Procedures for requesting space can be obtained by contacting the Event & Conference Services office.
4. Any visual media scheduled in “Public Spaces” must have proof of copyright permission before the movie can be shown.
5. Appropriate attire must be worn in UMBC Facilities at all times, including shirt, shoes, pants/shorts/skirts, unless the Facility provides an exception to these expectations due to the intended usage of that specific Facility.
6. Animals are permitted in UMBC Facilities as provided for by the Americans with Disabilities Act and other Federal or Maryland laws.
7. Academic classes are the priority for academic space assignment at UMBC. Academic space will not be scheduled for non-instructional purposes prior to the formulation of Classes for each semester or term, except for activities scheduled during free-hour and non-class weekend hours.
8. Non-academic spaces are scheduled by Event & Conference Services.
9. Rooms in The Commons and University Center may only be setup/arranged/rearranged by approved University personnel (contact Event & Conference Services)
10. Users may not advertise an event, or contract for food or other services, prior to the execution and approval of a contract or event request by Event & Conference Services.
11. All Users shall:
 - a. Adhere to all scheduling guidelines and procedures provided by Event & Conference Services.
 - b. Abide by all guidelines and procedures outlined in UMBC VI-13.00.02 *UMBC Policy for Posting of Notices and Event Roadway Signage on UMBC Campus*, UMBC VIII-16.00.01 *UMBC Policy on Sales and Solicitation*, and UMBC Policy on *Alcoholic Beverages at University Events*.
 - c. Users soliciting or selling items must use resources (e.g. tables, chairs) provided by Event & Conference Services - see UMBC VIII-16.00.01 *UMBC Policy on Sales and Solicitation*

- d. The provision, dispensing, consumption, and disposal of alcohol must be in accordance with *UMBC Policy on Alcoholic Beverages at University Events*.
 - e. Pay, in full, all charges due to UMBC for the use of Facilities and the provision of Ancillary Services.
12. Sponsored Users and External Users shall:
- a. Abide by all requirements outlined for Campus-based Users (see Section X. of this Policy),
 - b. Enter into a contract with UMBC for the use of Facilities. Contracts are generated by Event & Conference Services and must be fully executed prior to the use of any Facilities taking place.
 - c. Provide proof of public liability insurance with limits that meet the current levels determined by the University.
13. Event & Conference Services, or designated UMBC staff, may move an event to a different location upon the occurrence of:
- a. Circumstances beyond the control of UMBC, such as facility infrastructure disruption and/or weather-related conditions,
 - b. Unanticipated needs of UMBC for use of the space and to best utilize space and resources,
 - c. Substantial changes in the needs or size of the scheduled event,
 - d. Subsequent disruption to concurrent events, or
 - e. Actual or anticipated disruptions of human traffic flow or access to buildings. UMBC will make reasonable efforts to control the flow of traffic and access to buildings before moving an event.
 - i. UMBC will move the event to either an agreed-to location or the nearest suitable location if available.
 - ii. UMBC is not responsible for any costs incurred by a User resulting from a change in location.
14. Maryland State Agencies utilizing the *R-Stars* process are not required to place a deposit for Facility reservations, but must initiate payment immediately following receipt of billing for the event.
15. Events using outdoor sound amplification may be held only during Free-Hour (12 – 1 p.m. on Mondays, Wednesdays, and Fridays) or at other times and locations not interfering with regular university functions that have been approved by Event & Conference Services.
16. Non-academic, commercially oriented use of Facilities, for the exclusive benefit of private, profit-making individuals, groups, organizations, or External Users requires specific advance approval from UMBC. See *UMBC VIII-16.00.01 UMBC Policy on Sales and Solicitation*.

VI. DEFINITIONS

Ancillary Services	Services associated with Facilities usage for which a charge may be assessed. Ancillary Services may include, but are not limited to, catering, janitorial/custodial, audio-visual and special equipment, room set-up, administrative fees, housing, and security.
UMBC Community	Defined as currently enrolled students, and/or currently employed faculty, staff, and administration.
Business Days	A weekday (Monday through Friday) that does not fall on a UMBC holiday and for which the University is open for business.
Facilities or Facility	All buildings, land, and property of, or controlled by, UMBC
Common Space	Any space on campus other than a student's own residence hall room. Lounges, lobbies, classrooms, meeting rooms, ballrooms, and residence hall common rooms etc. are all considered common spaces.
Event & Conference Services	UMBC's first point of contact for scheduling events by Campus-Based, External Users, and Sponsored Users. This office schedules space, coordinates services, and generates the contracts associated with use of Facilities.
Campus-based User	All UMBC divisions, colleges, departments, operating units, and student organizations using the requested Facility for UMBC business with appropriate authorization to provide a UMBC chart string to which all charges associated with usage may be billed. The Campus-based User planning an event must be able to show that the majority (minimum 51%) of attendees are members of the UMBC community or that the event/activity is a requirement of the Campus-based User as it relates to their mission, otherwise, they may be defined as a different type of User.
Sponsored User	An organization or group whose affiliation with UMBC derives primarily from the participation of a UMBC employee in the organization's leadership, and whose organizational purpose advances or supports the educational, research, or public policy mission of UMBC.
External User	An individual, or a group of individuals, organization, association, or business not affiliated with UMBC. Affiliation with UMBC, or not, will be determined by Event & Conference Services.

VII. APPROVAL AND PROCEDURES

- A. The Executive Director for The Commons (or designee) must pre-approve any exceptions to the procedural checklist maintained by Event & Conference Services
- B. The Vice President for Student Affairs must approve any exceptions to this Policy requested by a User.

VIII. DOCUMENTATION:

- A. None

IX. RESTRICTIONS AND EXCLUSIONS:

- A. None

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

- A. A complete procedural checklist for planning a meeting or an event can be obtained by contacting UMBC Event & Conference Services at 410-455-3615 or schedule@umbc.edu
- B. *UMBC VI-13.00.02 UMBC Policy for Posting of Notices and Event Roadway Signage on UMBC Campus*
- C. *UMBC VIII-16.00.01 UMBC Policy on Sales and Solicitation*
- D. *UMBC Policy on Alcoholic Beverages at University Events*

Administrator Use Only

Policy Number: _____ (note if there is a change in policy number from _____ to _____)
Policy Section: _____ (such as **Fiscal and Business, Human Resources, etc.**)
Responsible Administrator: _____ (same as noted in IV above)
Responsible Office: _____ (same as noted in IV above)
Approved by President: _____ [date(s)]
Originally Issued: _____ (date)
Revision Date(s): October 2017