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**SUBJECT: SCHEDULING CAMPUS FACILITIES**

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**1.0 PURPOSE**

- 1.1. The Utah State Board of Regents has directed each institution to develop policies that provide convenient and appropriate means for approving and scheduling the use of campus facilities. Snow College (Snow) strives to serve its campus College community and the community at large by offering its facilities for use when possible. This policy governs how requests for the use of Snow facilities are approved, what requirements those using Snow facilities must meet, and what types of fees are charged for college and non-college groups.

**2.0 DEFINITIONS**

- 2.1. *Co-sponsored events:* Events that are the result of a formalized professional relationship between college and non-college entities. These events include, but are not limited to, conferences, programs, workshops, activities, or seminars held at college facilities and properties.
- 2.2. *Fronting:* When a college or non-college individual or organization uses college space/facilities and services under the false representation to the scheduling office that the activity is a co-sponsored event.
- 2.3. *Campus Facilities:* Snow College owned buildings, grounds, athletic areas and other College areas. College spaces do not include the Sevier Valley Center or other facilities which have specific reservation and use guidelines. College spaces are generally non-public forums.
- 2.4. *College Community:* students, faculty, staff, administration and recognized College entities including College Groups.
- 2.5. *College Group:* groups directly connected to the College including administrative or academic units of the College and approved student clubs and groups. College Groups include conferences and activities sponsored by a College Group.
- 2.6. *Community Group:* individuals or groups associated with the local community and who desire to host activities for a noncommercial purpose. Examples are the local Girl and Boy Scouts, Chamber of Commerce.
- 2.2.2.7. *Commercial group:* groups that sponsor activities that result in whole or part in profit to the group, institution or individuals.
- 2.3. *Non-profit entity:* An organization with IRS 501C3 or 17061A status.
- 2.3. *Non-college entity:* Any non-Snow group that is not covered by the State of Utah Risk Management insurance and receives no operational funding from Snow.

~~College group: Any group funded by Snow and covered by the State of Utah Risk Management insurance.~~

~~2.4. Facilities: College controlled property including, but not limited to, college buildings, grounds, practice fields, and other holdings.~~

### 3.0 POLICY

~~3.1. Use of campus facilities, whether by non-college or college group, shall not interfere with instructional activities or any other part of the institution's mission, unless receiving prior approval from the Vice President of Academic Affairs. Co-sponsored events shall follow the same requirements as college groups. College spaces are established and maintained primarily for the use of the College in accomplishing its educational purposes. Spaces are available primarily for programs offered by and intended for the College Community. To the extent space is available the College welcomes community groups and others to utilize limited, designated spaces in certain campus facilities for purposes compatible with the mission of the College, including its public service mission, and within reasonable parameters as set forth in this Policy and published Guidelines. Nothing in this Policy creates a public or limited public forum.~~

3.2. Fronting, as defined in section 2.2, is prohibited.

3.3. The scheduling office is designated by the President for scheduling college facilities. The scheduling office will publish reasonable guidelines for use of campus facilities. The use of Campus Facilities must also be in accord with Board of Regents Policy R255 and R555 and other state laws and regulations, shall inform both college and non-college groups of Snow policies and procedures to ensure all requirements are met prior to use of the facilities.

3.4. All events must be scheduled through the scheduling office. The use of College spaces must be approved in accord with this Policy, Guidelines, and via a written agreement. The College reserves the right to refuse to honor agreements for Space use signed or pledged by departments, organizations, groups or individuals for the use of College Space if the correct procedures for reserving Space have not been followed. Requests to use college facilities may be reviewed for health and safety concerns and for compliance with college policy and with state and federal law. Appeals to the decision of the scheduling office may be made to the Vice President for Finance and Administration.

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- 3.5. Each co-sponsored event must be supported in full or part by a college ~~department, Student Life, or college-chartered club~~ **group**. College groups must assume responsibility for any costs that may be associated with the event. The college group must have a major role in the planning and hosting of the event and provide services and resources for the event. A representative of the college group must execute an appropriate college agreement prior to the event.
- 3.6. The club must be **heavily** involved with all aspects of the planning and publicity and is required to participate in the event. Only the authorized club officer or faculty sponsor may submit scheduling requests.
- 3.7. The non-college group must also be involved in the planning and implementation of the co-sponsored event.

#### 4.0 PROCEDURES

- 4.1. The President has designated a scheduling office with the responsibility for scheduling college facilities.
- 4.2. Scheduling, Fees and Snow Food Services
  - 4.2.1. All non-college or college department co-sponsored events must be accompanied by a rental/use agreement prepared by the scheduling office. Refer to the scheduling office's ~~website~~ **guidelines** for fees, cancellation policy and related information.
  - 4.2.2. For all scheduled events in college facilities, any and all food must be scheduled through Snow Food Services. On-campus groups may provide their own food with written approval from Snow Food Services. Snow Food Services has first right of refusal for providing food and beverage service for all events scheduled on Snow's Ephraim campus (Richfield campus excluded). If Snow Food Services cannot accommodate the request outside sources may be considered.
- 4.3. Fronting
  - 4.3.1. When it is determined that college and/or non-college groups have been fronting, their event will be canceled and they will be charged the full rental fee for the event.
  - 4.3.2. Non-college groups that have engaged in fronting shall be forbidden from scheduling any events in the future on college property.
  - 4.3.3. College groups that have engaged in fronting may be charged a rental fee for the current event and any future events; college employees that have engaged in fronting may face discipline.

4.4. Use of College Facilities by College Groups

4.4.1. College department or state entities may be required to pay expenses including, but not limited to staffing, custodial, sound and lighting, piano tuning and moving, security, etc. An estimate of these expenses will be provided before entering the required use agreement. An estimate is not binding; other costs that may arise will be billed.

4.4.2. Scheduling requests for college-chartered clubs must be made by the club officer or club advisor.

5.0 POLICY REGARDING COMPETITION WITH PRIVATE ENTERPRISE

5.1. In accord with Board of Regents Rule R555, this Policy also serves as the Policy Regarding Competition with Private Enterprise.

5.2. It is not the intent of the College to compete with private enterprise for the rental of space or in other areas. The College's provision of space, facilities, goods and services to persons other than members of the campus community is intended to comply with state law and Board of Regents Policy R555. The College intends only to offer the use of Spaces and other services and goods where:

5.2.1. The service offers a substantial and valuable educational or research experience for registered students and faculty;

5.2.2. The service fulfills the institution's public service mission;

5.2.3. The service is incidental to the ordinary and authorized function of a campus entity, i.e., occasional sales by bookstores, food service, etc., to campus visitors;

5.2.4. The service consists of recreational, cultural, and athletic events; health services and medical treatment; public service radio and TV broadcasting; events of functions which have as their principal purposes the improvement of relations between the institutions and the general public; and sales of contributed services, if related to fund raising activities;

5.2.5. The equivalent service is not available in the local area; or

5.2.6. The service to persons not members of the campus community has been specifically authorized by the State Board of Regents.

4-5-5.3. Any person or business that perceives the College is operating in competition with a privately owned business may make a complaint to Campus Services at 435 283-7220 or by email at facilities@snow.edu. The complaint will be promptly considered and an opportunity for hearing will be provided with the Vice President for Finance and Administrative Services or designee. If resolution is not reached as a result of the institutional grievance hearing process, appeal may be made to the Board of Trustees of the College.

4.6. Use of College Facilities by Non-College Groups

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~~4.7.0. For non-college groups requesting space for the sole purpose of hosting a meal fully catered by Snow Food Services, no insurance is required.~~

~~4.8.0. All non-college groups and department co-sponsored groups are required subject to pay a rental fee and expenses.~~

~~4.9.0. Non-profit organizations will be charged half-price rental for all college facilities. Documentation is required as proof of IRS501C3 and 170B1A status.~~

~~4.10.0. Only the Campus Scheduling is authorized to schedule department labs, fields, etc., for non-credit events and/or to non-college entities. College groups or non-college groups that wish to schedule these college facilities for non-credit events must do so through Campus Scheduling the Scheduling Office when a financial transaction is involved.~~

**4.11.5.4. Requests to Film or to Perform Photo-shoots on Snow Campus**

**4.11.5.4.1.** Requests to film or perform photo-shoots on campus shall not interfere with any previously scheduled events.

**4.11.5.4.2.** The scheduling of all non-college groups requests for filming (which also includes the filming of conference and workshop sections) or performing photo-shoots requires the following approvals.

**4.11.5.4.2.1.** The scheduling office must approve the filming or photo-shoot date and time.

**4.11.5.4.2.2.** The scheduling office will send the film script or photo-shoot description to the Public Relations Director and Assistant to the President for review and approval. This approval must be obtained at least five (5) business days prior to the requested date of filming or shooting.

**4.11.5.4.3.** The scheduling of filming for academic classes must have the approval of the Institutional Research Director at least five (5) business days prior to the requested date of filming. Class instructors shall review and approve the topics covered by student filming. Instructors are required to submit scheduling requests on behalf of their students.

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Guidelines:

**1.0 GENERAL USE GUIDELINES**

- 1.1 The use must be appropriate for the nature and purpose of the facility.
- 1.2 The use must not interrupt or interfere with College teaching, administration, programs or events.
- 1.3 The use must not place facilities, property, participants or spectators at undue risk. The College may impose rules, restrictions and guidelines on a space use to limit risk.
- 1.4 The use must not violate any applicable law, regulation or College policy or rule.
- 1.5 The use of the facility or property must be clearly defined. If use differs from the provided description College reserves the right to cancel the event at any stage of the activity.
- 1.6 Snow College will not discriminate against potential College Space users based on content but may impose reasonable time, place and manner restrictions.
- 1.7 The use of space by College Groups must be for the use and benefit of the College Group. College Groups may not reserve or use space which primarily benefits or is for the use of another group. Where a College Group co-sponsors an event the College may prioritize the event and charge a rate consistent with the nature of the co-sponsor.
- 1.8 Details regarding food to be sold or served at events must be specifically approved in writing. Generally, food service must be scheduled through Snow Food Services.
- 1.9 Users of Space are responsible for all costs and expenses of an event. Insurance and indemnification may be required.

**2.0 PRIORITIES**

- 2.1 Requests for use of College Spaces are considered in the following priority.
- 2.2 Priority 1: Regularly scheduled College classes, other institutional functions and events, or meetings of the College.
- 2.3 Priority 2: Use by College Departments for College activities other than classes, including, but not limited to, administration, scholarship, fund-raising, training, outreach and development.
- 2.4 Priority 3: Events of the College Community including College Groups.
- 2.5 Priority 4: Events of local, regional, national academic or professional organizations with an established relationship to the College.
- 2.6 Priority 5: Events of Community Groups.



Policy #  
Date Approved:  
Date Amended:  
Responsible Office:

2.7 Priority 6: Events of commercial groups or non-College related uses where the event is shown to have a connection with or benefit to the College.

**3.0 FEES**

**3.1 [To be filled in.]**

**4.0**

