

Policy AD02 Non-University Groups Using University Facilities

Cancellation Fee and Security Deposit

(The University reserves the right to charge a security deposit for all events.)

The University reserves the right to require a 50% security deposit for multiple day facility use or if the University incurs event preparation expenses which exceed \$500.00. The University reserves the right to impose a 50% cancellation fee on facility use if a written cancellation notice is not provided within two work weeks prior to event.

Purpose:

The purpose of this policy is to define the responsibilities and limitations of the University in responding to request for use of facilities not related to an educational program of the University. The intent of the policy is to ensure optimum use of resources and develop and maintain good public relations with organized groups wishing to use these resources.

General:

Use of University facilities by non-University groups such as organized civic, cultural, service, religious, and industrial organizations, public school groups, and college and university groups with memberships not restricted to Penn State students, faculty, and staff may be approved subject to the guidelines established by this policy and other appropriate University regulations.

Priority:

University use of all facilities shall have absolute preemptive priority over all non-University groups. The University reserves the right to cancel, postpone, or alter arrangements for any event if necessary.

Aims and Purposes:

The use of facilities must be for purposes which do not conflict with the general aims and purposes of University regulations or local, state and federal laws. Approval to use facilities does not necessarily imply approval of the aims and purposes of neither the sponsoring organization nor the event being planned.

Non-Commercial Activities:

The use of the facility must be for noncommercial purposes.

Fundraising:

If any fundraising activity takes place, a detailed plan for the designation of funds must be specifically approved by the appropriate budget executive at the respective University location. No funds can be distributed to any organization or individual other than a tax-exempt organization.

Use of the University Name:

Any use of the name of the University, other than to indicate the location of the event, must be approved in advance by the University.

Provision of Food:

The provision of food and beverages by other than the authorized University agent operating or contracting for food and beverage services is specifically prohibited.

Posting of Material:

Individuals and groups may post commercial and noncommercial announcements on the University's general purpose bulletin boards.

No Poster, handbill, or any form of announcement or statement can be placed on, attached to, or written on any structure or natural feature of the campus such as doors, buildings, windows, the surface of walkways, roads, fountains, posts, waste receptacles, trees or stakes, or posted on motor vehicles.

Financial Activities:

Information must be provided in advanced to the University concerning any financial activities or transactions planned by the non-University group during its use of the facility.

Payment or Expenses Incurred:

The group will reimburse the University for Identifiable Increments to the University's operating or overhead expenses imposed by the use of the facility.

Physical Safety and General Welfare:

The group using the facilities must agree to take precautions to assure the physical safety of participants and University property, and to release the University from any liability in conjunction with the use of the facility. An Indemnification Agreement must be used for this purpose.

A copy of the completed Indemnification Agreement must be forwarded to Penn State New Kensington, Continuing Education Office.

The University reserves the right to require insurance coverage and may require the presence of University Safety personnel for any group requesting to use University facilities.