

EDINBORO UNIVERSITY OF PENNSYLVANIA

USE OF PORRECO EXTENSION CENTER BY INDIVIDUALS AND GROUPS-Policy No. D018

Supersedes Policy No. D018, Dated 8/8/90 and 10/1/92

Recommended for Approval By John F. Fleischauer, Provost and Vice President for Academic and Student Affairs

Approved By Foster F. Diebold, President on October 2, 1995

Review Date: As Required

INTENT

This policy is established to assure the orderly utilization of the Porreco Extension Center buildings and grounds by internal and external groups.

POLICY

Credit course offerings must be scheduled through the Assistant Vice President for Academic Administration, located in Hamilton Hall on the main campus. Continuing education activities will be scheduled by the Director of the Institute for Research and Community Service in coordination with Academic Administration and the coordinator of the Porreco Extension Center. The Director of IRCS is located in Taylor House, 139 Meadville St., Edinboro. The use of the Porreco Center facilities and grounds for other activities is based on the following priorities:

1. Credit courses
2. Non-credit continuing education courses
3. University activities
4. Activities and services related to Edinboro University
5. Others

The use of the Porreco Center facilities and grounds is limited to the following categories:

I. University Groups

This category consists of groups conducting university business under the supervision of a manager or faculty advisor, who use the facilities for a university function or professional affiliation activity. (Deans' Council, department retreats, student society meetings, etc.)

II. Visiting Groups

This category consists of guests or clients of the University usually housed on the main campus, who will be subject to established procedures and costs as arranged through the Conference and Convention Center. (Summer camps, workshops, etc.)

III. University Service Affiliates

This category consists of groups that provide any direct or indirect service or benefit to the University. (Campus Ministry, Intermediate Unit, School Districts, etc.)

IV. Non-Profit Organizations

This category consists of groups which may not provide any direct service or benefit to the University but which share a mission of public service with the University. (Boys Scouts, Girl Scouts, etc.)

V. Profit-Making Organizations

This category consists of profit-making businesses or industrial organizations; goals must not conflict with the University's mission or activities. Facilities are not available for, nor may they be sub-contracted for commercial ventures.

All groups that wish to utilize the Porreco Extension Center and any of its facilities for their scheduled events must have university approval and cannot be in direct or indirect conflict with any of the University's own scheduled events. Individual staff members may schedule special events other than those in categories I-V only with special permission of the Provost or President.

The Coordinator of the Porreco Extension Center provides on-site supervision for all activities and uses of the Center's facilities and should be contacted for any information regarding availability. All activities must be approved and scheduled well in advance through the Coordinator's office. A detailed description of proposed activities will be required.

Uses of the Porreco Extension Center Grounds and Facilities

The use of the Porreco Extension Center shall be limited to the following types of functions:

Mary Porreco Hall: Small executive conferences, seminars, receptions, meetings, and cultural activities. The number of participants should not exceed 40.

Grounds: Concerts, art shows, and cultural activities.

Other buildings: Conferences, seminars, professional meetings of a size appropriate to the rooms engaged.

LIMITATIONS:

Food service must be arranged through the University's food service vendor. No other food may be brought onto the grounds without special permission. Banquet and other food service options are available.

Listed fees are subject to adjustment by advance agreement for special services such as extra custodial service, audio-visual equipment, etc.

Any activity which poses a risk to the grounds, plantings or physical facilities of the Center, such as erection of tents, platforms, running of cables, etc., must be explicitly approved in advance. Notwithstanding such approval, the group using the facility is responsible for the cost of repairs for damage occurring because of use of the Porreco Extension Center. A damage deposit may be required.

Ample parking is available in the designated lot adjacent to the center. Vehicular traffic is prohibited on the grounds without special permission. Violations may result in a fine, restriction, or removal of the vehicle at the owner's expense.

Liability coverage for accidents, injuries, or damages is the responsibility of the group using the facility and not Edinboro University or the Commonwealth of Pennsylvania, except in the case of duly authorized University groups.

Edinboro University reserves the right to reject, cancel, postpone, or adjust any activity or event scheduled at the Porreco Extension Center.

FEES:

The fees for using the Porreco Extension Center relate to the categories listed in this Policy. These rates are identified in a price list available from the Center Coordinator. Fees are subject to change without notice.

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APPENDIX TO PORRECO EXTENSION CENTER USE POLICY

FEES

Group Type	Mary Porreco Hall	Large Meeting Rooms	Small Meeting Rooms	Guest House	Grounds
Group I	NC	NC	NC	NC	NC
Group II	N	N	N	N	N
Group III	DC, N	DC, N	DC, N	DC, N	DC, N
Group IV	\$150-\$250	\$35-\$70	\$35-\$70	\$50-\$100	RU
Group V	\$250-\$350	\$50-\$100	\$35-\$70	\$75-\$100	RU

KEY:

N = Negotiable

NC = No Charge

RU = Restricted Use

DC = Direct Cost

Fees subject to change