

Edinboro University of Pennsylvania

**Policy: Use of University Facilities By External Individuals or Groups Policy
No. D024**

Recommended for Approval: James P. Sheehan, Vice President for Finance and Administration

Approved by Frank G. Pogue, President Effective Date: August 30, 1999

Review Date: As required

INTENT

The facilities of Edinboro University of Pennsylvania exist primarily to support approved academic, extended learning and/or extracurricular programs and events. However, because we are a public institution, we believe it appropriate to share these facilities for legitimate community and outside group use in an effort to allow for continued exposure of the citizens of the Commonwealth to the University. This policy is established to state the position of the University with respect to the use of facilities by external groups and includes use of facilities by external vendors and groups for sales.

POLICY

All activities involving use of University facilities by external groups shall be coordinated and scheduled through the Director of the Conference and Convention Center. The University reserves the right to decide which activities may or may not be held on campus and to establish fair and reasonable charges for said use of facilities (contact Conference and Convention for fee information). External groups may be charged a fee for rooms, meals, facility usage and any direct costs incurred for the set up and/or tear down of an event. Additionally, this policy applies to individuals who are not employed by or currently enrolled as a student at Edinboro University or those employees or students who, for the purpose of the facilities request, represent entities other than those related to their affiliation with Edinboro University.

In all instances, priorities for the use of University facilities will be given to the approved academic, extended learning and extracurricular activities related to the overall mission of the University. The University will review all external facility requests based on the established class schedule and University sponsored and/or related activities. Requests for continuing/long-term use of the facilities will not be considered if similar facilities exist in our community and are reasonably available for rent.

Any group or individual that wishes to secure University facilities must do so through the Conference and Convention Center, 208 McNerney Hall, by submitting a Facilities Request Form (attached). A completed Facilities Request Form must be received at least thirty (30) days in advance of any event.