FACILITIES RESERVATION POLICY

General eligibility

1. University facilities in all areas are reserved first for instructional activities. During the academic year all campus facilities are for the primary use and enjoyment of students, faculty, administration and staff. Scheduling of space during the academic year must be initiated by an academic department, administrative office, or recognized student organization.

2. When university facilities and grounds are not in use for instructional activities, they may be scheduled by university departments for campus events and activities that engage the Butler community and general public.

3. With the exception of private student study, all facilities must be reserved through the Office of Conferences and Special Events or the scheduler for that area, if not CSE.

4. When facilities are not in use for purposes listed above, these facilities may be made available on a rental basis, provided such rentals are for purposes in keeping with the educational mission of the University. These clients would represent either a not-for-profit or commercial group. The University reserves the right to determine the eligibility of a potential client in these categories.

5. The use of university facilities for non-instructional purposes is subject to approval of the Office of Conferences and Special Events. Consideration will always be given to the relation of such use to the University’s educational mission and purposes.

Scheduling

1. Instructional activities are scheduled before any facilities are scheduled for other purposes. Use of facilities and grounds for purposes other than instructional activities is subject to availability.

2. When there are multiple requests for the use of the same space, priorities are:

   - University instructional activities
   - Other activities sponsored by an academic department, administrative office or recognized student organization
   - Activities sponsored by an organization, group, or individual not affiliated with the University

3. Space use arranged by an organization, group, or individual not affiliated with Butler University is subject to:

   - a rental fee
   - a written agreement to use the facilities in an appropriate manner
   - a liability clause
   - a deposit to cover cleaning and other possible restoration charges
4. Scheduling of facilities for use during the academic year by organizations, groups, or individuals not formally affiliated with the University may not be done before April 15 for the following academic year. Procedures are outlined in a scheduling memo distributed campus-wide each Spring.

USER CATEGORIES

University instruction-related activities

Instructional activities in all areas, including but not limited to scheduled classes and University convocations, individual practice, ensemble rehearsals, concerts, theatre rehearsals and productions, tutorials, and independent study/research. During the academic year, all campus facilities are reserved for the primary use and enjoyment of students, faculty, administration, and staff. Scheduling during the academic year must be initiated by an academic department, administrative office or recognized student organizations.

Other University activities

When University facilities and grounds are not in use for instructional activities (see above), they may be scheduled for campus events and activities which engage the Butler community and general public. These events and activities must be initiated and supervised by persons affiliated with the University (i.e., students, faculty members, administrators, or staff members). Within this category an individual such as an employee, trustee or emeriti faculty or staff may request space for a non-educational event.

Butler Collaboratives

Use of facilities may be scheduled during the academic year and summer months with an established educational partner of the University. Classification as an educational partner is at the discretion of the Office of Conferences and Special Events, the Provost and the Office of the President. These partners will be subject to a rental fee, a written agreement to use the facilities in an appropriate manner, and a liability clause. Applicable fees are listed in the facility usage policy (or PU) which available from the Office of Conferences and Special Events.

Private non-profit organizations
Use of facilities may be scheduled during the academic year and summer months with non-profit organizations whose status of (501)(c)(3) is designated by the Internal Revenue Service. The organization requesting space rental must provide a copy of the IRS determination letter granting non-profit status. These private non-profit organizations are subject to a rental fee, a written agreement to use the facilities in an appropriate manner, a liability clause, and a deposit to cover cleaning and other possible restoration charges. Applicable fees are listed in the facility usage policy (or FU) which available from the Office of Conferences and Special Events.

Commercial Organizations

Any individual or organization not meeting the Butler Collaborative or the Non-profit Organization requirements will be considered a commercial organization and subject to a rental fee, a written agreement to use the facilities in an appropriate manner, a liability clause, a deposit to cover cleaning and other possible restoration charges. Applicable fees are listed in the facility usage policy (or FU) which available from the Office of Conferences and Special Events.
Butler University Facility Usage Policy

I. **Clients:** Students, Faculty, Staff, and Media  
**Fees:** Room Rental – 0%  
Media Services and additional needs as required – 100%  
**Details:** Current rates apply when utilizing university facilities for Butler University events. Outsourced equipment, overtime labor and extensive set-up requirements will be billed to the responsible organization or department.

IA. **Clients:** Butler Arts Collaborative Groups  
**Fees:** Room Rental – 25%  
Media Services and additional needs as required – 100%  
**Details:** Current rates apply when utilizing university facilities for Butler University events. Outsourced equipment, overtime labor and extensive set-up requirements will be billed to the responsible organization.

II. **Clients:** Butler sponsored events, Not-for-profits, and Partner Foundations and Corporations  
**Fees:** Room Rental – 50%  
Media Services and additional needs as required – 100%  
**Details:** Butler sponsored events involve the use of university facilities by external groups who are being sponsored by a member of the Butler community. To qualify for this designation, the event must relate to the university’s mission, approval must be given by budgetary officer and/or division head, any charges must be paid out of the sponsoring department’s budget, and a representative of the sponsoring department must be present for the entire event. Proof of insurance and a tax exemption form must be submitted with the contract. Outsourced equipment, overtime labor and extensive set-up requirements will be billed to the responsible organization or department.

III. **Clients:** External Individuals and Organizations (commercial)  
**Fees:** Room Rental - 100%  
Media Services and additional needs as required – 100%  
**Details:** External groups will be responsible for signing a contract prepared by Conferences and Special Events specifying the conditions for university facility use. Proof of insurance must be submitted. Outsourced equipment, overtime labor and extensive set-up requirements will be billed to the responsible organization or department.

Approved by VP group on Dec. 20, 2004