

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
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Date:	Dated:
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Subject:	
Off-Campus Radio Stations Use of Facilities	
Initiating Authority:	SBR Policy/Guideline Reference:
Dean of Students	3:02:02:00
Approved:	
 President	

PURPOSE

The purpose of this policy is to provide uniform guidelines for access to the campus by private, off-campus radio stations for all promotional events except athletic events (Athletic events are covered by General Athletic PPM 99:010). These guidelines are intended to provide orderly conduct of the on-campus operations of the radio stations and to prevent interruption of University functions.

GENERAL GUIDELINES

A. Formal Request

1. A request for use of facilities may be submitted to the University Center Director through an academic or administrative department sponsoring a promotional event, e.g., Senior Day, APSU Week, Parents' Day, etc. This request will be processed according to the procedures in the "Use of Facilities," PPM 3:001.
2. A request for use of facilities may be submitted to the University Center Director by the off-campus radio station wishing to use facilities during certain periods (Registration, Fiddlers Convention, etc.). This request will be processed according to procedures in the "Use of Facilities," PPM 3:001.

B. Allocation of Space

1. There are two general areas that will be assigned to the radio stations for their remote broadcasts: (1) the University Center Lobby and (2) the Plaza/Bowl area outside the University Center. Other areas may be assigned, if warranted.

C. Request Procedures

1. It is the responsibility of the radio station to submit the Use of Facilities request form (PPM Form 3:001:a) ten (10) working days prior to event.
2. Permission for use of facilities will be granted on a first-come, first-served basis. No more than two (2) stations will be given permission to use space at the same time. A determination of which stations will be authorized will be made according to the date requests are received by the University Center Director.
3. The University will provide chairs and tables if requested on the Use of Facilities request form. The off-campus radio station will provide all other equipment and services it needs.