


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 3:001	Supersedes Policy Number: 3:001
Date: June 1, 1991	Dated: August 13, 1990
Subject: Use of Campus Property and Facilities	
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference: 3:02:02:00
Approved:  President	

## I. PURPOSE

The purpose of this policy is to regulate the use of campus property and facilities by affiliated and non-affiliated groups, organizations and individuals. The policy is intended to provide a system of regulations to promote the orderly conduct of activities on campus property and in campus facilities; to prevent interruption of or interference with normal missions, processes and functions of APSU; to promote an educational rather than commercial atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquillity and to prevent use of campus property and facilities contrary to federal, state or local law or regulation, or policies or regulations of the Board of Regents or Austin Peay State University (APSU).

## II. DEFINITIONS

For the purposes of these regulations, the following definitions shall apply:

- (1) "Student" - A person who is registered for a credit course or courses, or a non-credit course or program at APSU, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

- (2) "Guest" - A person invited by a student, official or employee of APSU to visit the campus at a specific time and place.
- (3) "Affiliated Group or Organization" - An officially registered student group or organization, or a group or organization funded by and/or sponsored by APSU, or a group or organization of faculty or other employees of APSU approved by the president or his designee. The term shall include any alumni association, booster club, etc., which is organized and operated for the benefit of the APSU.
- (4) "Non-affiliated Group or Organization" - Any group or organization which is not an "affiliated group or organization."
- (5) "Affiliated Individual" - Persons connected with APSU including students, faculty, staff, guests, retirees, and invitees.
- (6) "Non-affiliated Individual" - Any person who is not an "affiliated individual."
- (7) "Approving Officer" - University Center Facilities Coordinator.
- (8) "Building Supervisor" - This person will be responsible for the building, locking and unlocking areas, getting special equipment, etc.
- (9) "Area Coordinator" - Some of the facilities require that all use of space be cleared through the area coordinator.
- (10) "Facilities Coordinator" - All use of space must be coordinated through the Facilities Scheduling Office. Marsha Reynolds is responsible for facilities scheduling.
- (11) "Final Approving Officer" - This will be the facilities coordinator, Marsha Reynolds, for affiliated groups; and the Vice President for Student Affairs for all non-affiliated groups.

### III. ACCESS TO CAMPUS

- (1) The campus and facilities of APSU are restricted to students, faculty, staff and guests of APSU, except when part or all of the buildings and facilities are open to the general public for a designated time and

purpose, or when use by non-affiliated groups, organizations or individuals has been granted or approved pursuant to the provisions of this policy.

- (2) All persons on the campus of APSU shall be subject to all rules and regulations of APSU and the Board which are applicable to the conduct of students on campus, and to all applicable federal and state laws and regulations. In addition, all persons who operate motor vehicles on the campus of APSU agree by such operation to be subject to APSU and Board rules, regulations, policies and procedures on traffic and parking.
- (3) All persons on the campus of APSU shall provide adequate identification upon request to appropriate officials and security personnel of APSU. Personnel and students of APSU who refuse to provide such identification may be subject to disciplinary action.

Other persons who refuse to provide such identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

#### IV. GENERAL CONDITIONS FOR USE OF PROPERTY OR FACILITIES

- (1) Use of campus property and facilities, pursuant to prior approval is hereinafter required for meetings or other activities, is subject to limitations on the number of persons who may attend in accordance with appropriate building and fire codes and safety standards.
- (2) Regulations of APSU which relate to the conduct of assemblies, meetings and demonstrations of affiliated groups, organizations and individuals shall apply to assemblies, meetings and demonstrations of non-affiliated groups, organizations and individuals.
- (3) Sound amplification equipment may be used by groups, organizations and individuals at assemblies, meetings and demonstrations only when prior approval has been granted by the appropriate official at APSU; provided, however, that such sound amplification is subject to reasonable regulation by APSU with respect to time, place, manner and volume.
- (4) Institution or school equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the

supervision of approved APSU personnel.

- (5) APSU shall establish a system whereby affiliated groups, organizations and individuals are given priority in the use of property and facilities. This system may result in a request for use submitted by a non-affiliated group, organization or individual being held in excess of the seven (7) day period referred to in Article V, Paragraph (3), page 5. Such requests will be held and considered in the order received. The decision to grant or deny the requests will be made at least ten (10) working days prior to the date of the requested use.

Requests for use of any facility must have the approval of the Area Coordinator and the Building Security Coordinator (see PPM 4:006). Area Coordinators are listed below:

Trahern Art Gallery Art-related classrooms	Chairman, Art Department
Dunn Center classrooms Dunn Center fields Dunn Center property	Chairman, Health & PE  Facilities Manager
Clement Auditorium & related space	Facilities Scheduling Office, UC
Music/Mass Comm.	Technical Director
Trahern Theatre	Technical Director
Football practice field, baseball field, outside tennis courts, Tennis Center courts	Athletic Director
Memorial Health Pool, racquetball courts, gymnasium, weight training room, beach, and IM fields	Director of Intramural Recreation
University Center	Facilities Coordinator
Armory	Prof., Military Sci.
Kimbrough	Dean, College of Business
Residence Halls (including apts.)	Director of Housing/Residence Life

- (6) APSU property and facilities may not be used by any non-affiliated group, organization or individual for the conduct of profit-making activities except when a rental or lease agreement is negotiated and the institution or school receives a fair rental value for the property or facilities used. Rental or lease agreements may be required for non-profit activities of non-affiliated groups, organizations or individuals provided that rental charges for such use may be reduced or waived in the discretion of APSU depending upon the nature and extent of the proposed use.
- (7) Rental rates may include the fair market value of providing the property or facilities which may include overhead, depreciation, maintenance and security expenses. Rental charges may be based in part upon a fixed percentage of the gross receipts of the activity with a minimum rental charge for use of the facilities.
- (8) All rental or lease agreements between the University and non-affiliated groups, organizations, or individuals must be approved by the Chancellor of the Tennessee Board of Regents, or his/her designee if such agreement deviates from Guideline G-030.
- (9) In utilizing campus property or facilities, non-affiliated groups, organizations and individuals shall provide: 1) adequate bond or other security for damage to the property or facilities during the period of use; 2) personal injury and property damage insurance coverage; 3) a performance bond or insurance guaranteeing or insuring performance of its obligations under the contract; and, 4) other types of insurance in such amounts as are designated by APSU; provided, that APSU may waive the requirements of security, performance bond or insurance coverage.
- (10) All non-affiliated groups, organizations and individuals agree, by making application for registration of an activity and by subsequent use after approval by APSU, to indemnify APSU and hold it harmless from any and all liabilities arising out of such group's, organization's or individual's use of the property and/or facilities of APSU, including, but not limited to, personal injury, property damage, court costs and attorneys fees.
- (11) Affiliated groups, organizations and individuals may be assessed the cost of providing maintenance, custodial, building supervisor or security required as a result of their use of campus property or facilities.

V. GENERAL PROCEDURE - APPLICATION FOR USE OF PROPERTY OR FACILITIES

- (1) Regular or special meetings of affiliated groups or organizations may be planned and scheduled according to procedures established by this policy of APSU. All other gatherings at a central location on campus property which are sponsored or instigated by affiliated groups, organizations or individuals may be permitted without prior registration only at such times and locations as may be designated by the president or his or her designee.
- (2) Any affiliated group, organization or individual desiring to use campus property or facilities at any time, and/or location other than those designated pursuant to paragraph (1) above, and all non-affiliated groups, organizations or individuals desiring use of campus property or facilities must submit a written application for registration of the proposed activity at least fourteen (14) days in advance (excluding weekends and holidays) to the appropriate official at the institution or school; provided however, that the president or his or her designee, may approve applications for registration filed at a later time upon such official's determination that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for registration. Approval of late applications shall be within the sole discretion of the president of APSU or his or her designee.
- (3) With the exception of the provision found at Article IV, Paragraph (5), page 3, written notice of approval or disapproval of the proposed use of campus property or facilities shall be made available to the applicant group, organization or individual within seven (7) days (excluding weekends and holidays) from the time an application for registration is submitted at the office of the Facilities Coordinator. Notice of disapproval of the proposed use shall include the grounds for disapproval. Notices will not be mailed or delivered; it shall be the responsibility of the applicant to inquire at the office of the designated official as to the decision concerning the application, and the time and location in which the activity is authorized.
- (4) No assembly, meeting, demonstration or other activity shall be authorized or permitted on any property or

in any building or facility, and an application for registration may be denied when:

- (a) A determination by the appropriate official at APSU is made that the requested use would cause substantial disruption or interference with the normal activities of the institution or school conducted in the course of its lawful mission, processes and functions.
- (b) A determination is made that the requested use would be contrary to federal, state or local law or regulation, or policies or regulations of the Tennessee Board of Regents, APSU.
- (c) The applicant or sponsor of the activity has not fully provided accurate or complete information required on the application for registration.
- (d) The applicant or sponsor of the activity has been responsible for violation of subparagraphs (a), (b) or (c) above during a previously registered use of campus property or facilities, or has violated any conditions or assurances specified in a previous registration application and the institution or school has reasonable cause to believe such violation will reoccur.
- (e) Approval for use of the property or facilities has previously been given to another group, organization or individual for the time(s) and location(s) requested.
- (f) Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location immediately before and/or after requested use, or due to other extenuating circumstances.
- (g) The activity is of such nature or duration that it cannot reasonably be accommodated in the particular area for which application is made, provided that in such event, an alternative on-campus site, if available for the activity, shall be proposed by APSU;
- (h) The activity creates or would create a danger, or dangerous condition impacting on the health, safety, and welfare of others;
- (i) Such use conflicts or would conflict with existing

contractual obligations of APSU.

- (j) For events occurring outside normal working hours, affiliated and/or non-affiliated groups, organizations or individuals will be required to pay sufficient fees, before the event occurs, to cover expenses of clean-up, building supervision, building security and other out-of-pocket expenses which might be incurred by the University. University personnel required to work overtime will be paid at the rates stipulated in the pay scale for special events (see the Annual Rate Sheet). All deposits are to be made in the Business Office 72 hours prior to the event.
- (k) Non-affiliated groups or individuals may rent University facilities, provided that the use of such facilities are consistent with the conditions set forth in this policy. Rental rates are shown in Addendum 1. Costs/charges will be described on the contract between the user and the University. Since liability insurance is required of all non-affiliated groups, a copy of the policy coverage must be attached to the contract. All payments shall be made in the Business Office.
- (5) Any group, organization or individual whose timely application for registration for use of property or facilities of APSU is denied for reasons cited in subparagraphs (a), (b), (d), (g), (h) or (i) of paragraph (4) above shall have the right to appeal that denial to the president or his or her designee. Notice of appeal shall be made in writing during normal business hours of APSU no later than five (5) days (excluding weekends and holidays) prior to the time of the proposed event. The decision of the president or his or her designee, shall be made at least four (4) days before the time of the event.
- (6) Affiliated and non-affiliated groups, organizations, or individuals may sell or distribute literature only in conjunction with their authorized presence on campus after such proposed sale or distribution has been registered with and approved by the appropriate official of the institution or school as specified in paragraph (2) above. Any application for registration shall include, but not be limited to the name of the applicant; the name of the organization, if any; the date, time, duration and location of the proposed sale or distribution; and, the number of participants, and shall be on a form which has been designated by the Chancellor of the Board of Regents,



or his or her designee.

- (7) Applications for registration by affiliated and non-affiliated groups, organizations or individuals required in paragraph (6) above to distribute or sell literature shall be denied in the event that: 1) a prior application for registration for the same time and location has been made which has been or will be granted; 2) the location is or will be in use for the same time by an affiliated group, organization or individual; 3) the activities would not reasonably permit multiple occupancy of the particular area; 4) the sale or distribution will present a clear and present danger to the public health or safety; 5) the number of persons engaged in the sale or distribution exceeds the number that can reasonably be accommodated in the particular location applied for; or, 6) the activity would constitute a violation of applicable law or regulation, or any other provision of this policy.
- (8) No demonstration, distribution or sale of literature, or solicitation unless otherwise permitted elsewhere by this policy shall be permitted within: (1) classroom, library or other academic buildings or facilities; (2) administrative and employee offices and work areas; or, (3) student residence halls, dormitories or apartment buildings. However, APSU may permit distribution or sale of literature in designated locations within the lobbies or other general use areas of the above buildings or other campus facilities designated for the placement of literature for distribution or sale.
- (9) Any group, organization or individual whose application for registration required by paragraph (6) above is denied shall have the right to appeal that denial to the president or his or her designee. Notice of appeal shall be made in writing during normal business hours no later than five (5) days (excluding weekends and holidays) prior to the time of the proposed sale or distribution. The decision of the president or his or her designee shall be made at least four (4) days before the time of the proposed sale or distribution.
- (10) Non-Affiliated Use
  - (a) Use of the University facilities by non-affiliated groups is limited to activities which are consistent with the mission of the University. Any use of the University facilities by non-affiliated

groups requires signatures by: Vice President for Student Affairs, Vice President for Finance and Administration, Vice President for Development and others as required for special services. A confirmation of the activity must be received by the applicant before any advertising or announcement of the activity. Financial arrangements must be approved by the Vice President for Finance and Administration and the President. The following types of programs sponsored by the non-affiliated groups will be considered if there is no conflict with a University function:

- (b) Community Concert Association program (all full-time students are members of the CCA). State-wide, regional or local meetings of the Tennessee educational organizations. State-wide, regional or local programs sponsored by a person or group with a specific public service function and/or is not for profit (i.e. a non-profit organization).
- (c) State-wide, regional or educational programs of other groups or associations of an inservice or educational nature.
- (d) Concerts and other programs sponsored by private teachers of music, dance, etc.
- (e) Non-regularly scheduled meetings, banquets, and programs sponsored by groups and/or organizations that routinely contribute financially or in kind to the advancement of the University.

(11) Procedures For Reserving Facilities

- (a) Groups, organizations or individuals seeking to use University facilities should contact the Campus Facilities Coordinator. A temporary reservation may be accepted by telephone but must be confirmed with the properly completed and signed reservation form(s) within three (3) work days of the initial telephone contact. A reservation not confirmed using this procedure will become invalid.
- (b) Charges for facility use will be assessed and payments made in accordance with other sections of this policy. For University groups, payment may be made immediately following the event.
- (c) Organizations will be liable for damages and for extraordinary cleaning which is required arising

from the activity or event that is beyond normal wear. For affiliated groups, reports of this type will be reviewed by the Vice President for Student Affairs prior to charges being assessed. For non-affiliated groups, reports of this type will be reviewed by the Vice President for Development prior to charges being assessed.

- (d) With regard to prohibiting access to facilities, only a sanction as a result of disciplinary action under the Student Code of Conduct will apply for affiliated groups, organizations or individuals. The Facilities Coordinator will receive written notice from the Associate Dean of Students of affiliated groups, organizations or individuals being under disciplinary sanctions or other grounds particular to the individual situation prohibiting their use of University facilities. Only action by the President based upon recommendations from his staff will apply to non-affiliated groups, organizations or individuals.

## VI. PARTICULAR USES

### (1) Political Use

- (a) The use of campus property or facilities for speaking engagements by candidates for political office or for other political activities whether at the request of an affiliated or non-affiliated group, organization or individual shall be subject to the registration requirements and procedures specified above and shall be subject to the regulations of APSU concerning other types of meeting or activities on campus property or in campus facilities.
- (b) When campus property or facilities are used for political purposes, reasonably equal opportunity shall be provided for presentation of all sides or views or reasonably equal access to the property or facilities shall be provided all sides.
- (c) No campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities, except as specified in subparagraphs (d) and (e) below.
- (d) Students may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election within

his/her dormitory residence provided such placement is made in such a way as to not damage or destroy campus property.

- (e) Affiliated and non-affiliated groups, organizations or individuals, with the exception of state employees, may place posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election, on bulletin boards or other locations on campus specifically designated for such use by APSU. Any distribution of such material may be made only subsequent to the registration and approval process (see University Center Facilities Coordinator).

(2) Religious Use

- (a) Campus property and facilities may be utilized by affiliated groups or organizations for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.
- (b) Non-affiliated groups, organizations and individuals may utilize campus property and facilities on a temporary basis for the purpose of religious worship or evangelical activities subject to the specified registration requirements and procedures.

(3) Literature Distribution or Sale

- (a) Any proposed distribution or sale of literature by an affiliated or non-affiliated group, organization or individual is subject to the specified registration requirements and procedures.
- (b) Any literature which is, or which is proposed to be, distributed or sold shall comply with all applicable federal, state and local laws and regulations, and with the regulations and policies of APSU, and the Board of Regents. No obscene literature or material shall be distributed on any property owned or used by APSU.
- (c) No literature, material or other printed matter shall be sold or distributed within: (1) classroom, library or other academic building or facilities; (2) administrative and employee offices and work areas; or, (3) student residence halls, dormitories or apartment buildings. However, APSU

may permit such sale or distribution in designated locations within the lobbies or other general use areas of the above-noted buildings or other campus facilities designated for placement of literature for distribution or sale. Further, this shall not restrict a faculty member from distributing within the classroom non-commercial material related to the particular course or subject matter.

- (d) APSU shall designate the locations on campus which are available for the sale or distribution of literature. In addition to those areas designated in subparagraph (c) above, APSU shall prohibit the sale or distribution of literature in all areas where such would: 1) cause injury or damage to campus resources; 2) unreasonably impair the academic atmosphere of the campus; 3) unreasonably interfere with the academic program and other activities of APSU or with the administrative functions of APSU; or, 4) substantially impair the use of facilities or services on the campus, or the flow of vehicular or pedestrian traffic.
- (e) No person, whether distributor or recipient of literature shall cause any litter to occur on the campus of an institution or school, and literature shall only be discarded in trash receptacles on campus.
- (f) Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or misrepresent whether the printed matter is available without cost or donation.
- (g) APSU shall have the right to terminate the distribution or sale of literature by any group, organization or individual which violates the provisions of this policy.

(4) Solicitations

- (a) Except as is otherwise permitted in this provision, solicitation for purely commercial purposes is prohibited on all property owned or used by APSU, provided that solicitations by APSU and solicitations by vendors incidental to the vendor providing services on behalf of APSU pursuant to a contract between APSU and the vendor are

permissible. "Solicitation" will not be considered to include activities or events engaged in by affiliated groups, organizations or individuals for the purpose of raising funds to meet expenses of the group, organization or individual. The funds raised by such activities or events shall be used for the benefit of the group, organization or individual, or for charity and no funds shall be distributed to the officers, members, or any individual for personal profit or use. For purposes of this provision the following activities are not prohibited:

- i. Advertising, as permitted by this policy;
  - ii. Sale or distribution of commercial literature as permitted by this policy;
  - iii. Conversations or communications between dorm resident and a properly admitted guest notwithstanding the commercial content of the conversation or communication; provided, however, other dorm residents may not be solicited for the purposes of selling a product or service or enrolling the individual in a contest, program or other commercial venture; or
  - iv. Conversations or communications between a resident of University owned apartments and a properly admitted guest notwithstanding the commercial content of the conversation or communication, provided the conversations or communications are confined to the specific unit of the resident inviting the guest or other area properly reserved by the resident for such purposes.
- (b) Solicitation and fund-raising activities other than for purely commercial purposes may be conducted on property owned and used by APSU by affiliated groups, organizations or individuals, charitable organizations holding such activities with the sponsorship of APSU or the State of Tennessee, or non-affiliated groups, organizations or individuals subject to the specified registration requirements and procedures of Article V, paragraphs (2) through (5).
- (c) No solicitation of charitable funds shall be permitted unless the group, organization or individual provides evidence to APSU demonstrating that the proposed activity is in accordance with, or exempt from, the provisions of TCA Sections 48-13-501 through 48-3-518.

- (d) Solicitation in conjunction with the distribution of literature is subject to the provisions of Article VI, paragraph (3).
  - (e) Solicitation of dues and/or membership in an organization is permissible only by affiliated groups, organizations or individuals.
  - (f) Solicitations shall only be permitted in those areas designated by APSU pursuant to the conditions of Article VI, paragraph (3), subparagraphs (c) and (d); application for registration of a solicitation may be denied for any of the reasons set forth in Article V, paragraphs (4) and (7); and persons engaged in solicitation shall comply with the provisions of Article VI, paragraph (3), subparagraph (f).
  - (g) No funds solicited on campus property shall inure to the benefit of any individual unless contributions are requested for the relief of an individual specified by name at the time of solicitations, and all funds contributed are turned over to the named beneficiary for his or her use without any deductions whatsoever.
  - (h) APSU may require any group, organization or individual to verify the use, application or disposition of funds solicited on campus property.
- (5) Advertising
- (a) No advertising signs, posters, or other material may be placed on any campus property or facility by any non-affiliated group, organization or individual; except that APSU may permit advertising on specifically designated bulletin boards and other designated locations on campus. Affiliated groups, organizations and individuals may place advertising materials on campus property but only in such places as are designated by APSU.
  - (b) APSU may authorize the inclusion of advertisements in appropriate campus publications for a reasonable fee.
  - (c) APSU may permit limited advertising by groups, organizations or individuals when incidental to a donation of property or services to APSU, or pursuant to a contract with APSU.

## VII. MISCELLANEOUS

## (1) Bulletin Boards

- (a) Bulletin boards may be designated for use by specific groups or individuals. Those groups, organizations or individuals authorized to use a bulletin board, the types of materials which may be posted on a board, the maximum size and duration of any notice, and any other special conditions on use shall be conspicuously posted on each board, and shall control the use of the board when posted.
  - (b) APSU will require prior approval for the use of any or all bulletin boards on campus, and the name of the official authorized to approve use of the board shall be posted on the board. Use of a board may be denied on the basis of one or more of the following: 1) the person or group is not authorized to use the board in question; 2) the material is not type authorized for the board in question, or fails to meet any special conditions as posted on the board; 3) the material is obscene or otherwise violates any federal or state law or regulation of APSU; or 4) there is insufficient space available for the material on the board in question due to the previous posting of other materials.
- (2) The office of the official at APSU who is responsible for receiving and processing applications and registrations pursuant to this policy shall maintain a copy of the policy for inspection by groups, organizations, and individuals interested in the use of campus property and/or facilities and shall provide a copy of such policy upon request and payment of a reasonable charge.
  - (3) Exceptions to this policy can be made upon approval of the Chancellor of the Tennessee Board of Regents.



## ADDENDUM 1

## Facility Rental Fees for Non-University Functions

## UNIVERSITY CENTER

Room	2-5 Hours 2-hour Min.	1/2 Day 5-7 Hours	Whole Day 8 Hours Min.
Whole Ballroom			
Meeting	\$ 20	\$ 60	\$ 100
Banquet	15	50	75
1/3 Ballroom			
Meeting	10	30	50
Banquet	5	20	40
2/3 Ballroom			
Meeting	15	40	75
Banquet	10	25	50
Conference Room 313			
Meeting	10	30	50
Banquet	5	20	40
Conference Room 320 (Cumberland Room)			
Meeting ONLY	5	20	40
Room 201 (Faculty Lounge)			
Meeting	5	20	40

## MEMORIAL HEALTH BUILDING

(Available only when classes and/or Intramural activities are not scheduled)

Entire Building (excluding Racquetball)	25	75	125
Gym Floor -- Flooring	250	250	250
Swimming Pool	15	40	75
Racquetball			
Weight Room	10	30	60

## CLEMENT AUDITORIUM

(Includes use of 1 microphone and podium. Stage lighting and/or projection facilities will be additional at a rate of \$8 per hour, 2-hour minimum.)

CLAXTON 103	15	40	75
ARMORY	15	40	75
DUNN CENTER--Flooring	250	250	250
TRAHERN THEATRE--			
CLASSROOMS	5	20	40

Addendum 1

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Facility charges include set-up fees. The rates quoted apply to normal operating hours only.

Use of facilities at other than normal working hours will be charged hourly building supervisor fees, lifeguard fees, custodial fees, security fees. If rehearsal or setup times are required, the user will also be charged for the additional hours for building supervisor and other necessary costs.

## ADDENDUM 2

PAY SCALE FOR UNIVERSITY EMPLOYEES USED BY ORGANIZATIONS  
INDEPENDENT OF THE UNIVERSITY AND OTHER NON-AFFILIATED GROUPS AND  
AFFILIATED GROUPS:

Policeman	1.5 x regular hourly pay
Building Supervisor	\$8 per hour
Lifeguard	\$5 per hour
Custodian	1.5 x regular hourly pay
Lighting and Sound Crew	\$8 per hour

ADDENDUM 3  
Solicitation Form

Name of Group: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

Product: \_\_\_\_\_ Price: \_\_\_\_\_

Funds to be used for (be specific): \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date

( ) Approved

( ) Not Approved

\_\_\_\_\_  
Signature of Approving Authority\_\_\_\_\_  
Date

POLICY  
SOLICITATION/LITERATURE DISTRIBUTION

Solicitation and distribution of literature may only take place at locations inside or outside the University Center or at sporting events upon approval by the facility coordinator in the University Center and the area coordinator or the building coordinator at the location of the sporting event. Special exceptions may be granted under certain circumstances upon receipt of the request. SOLICITATION AND DISTRIBUTION OF LITERATURE IN CLASSROOMS AND DOOR-TO-DOOR SOLICITATION ARE PROHIBITED.

## ADDENDUM 4

## Fee Structure

## Affiliated Groups

Rent-- You are exempt from paying any rental charges.

Security-- If your event requires security because of its very nature, (dances, step shows, block parties) will be required to pay for security officers needed.

Building Supervisor-- If your event takes place outside normal working hours, you will be required to have a building supervisor present and pay for his/her services. This person will be responsible for the building, locking and unlocking areas, getting special equipment as required.

Custodial-- You will be charged a deposit for custodial services. In most cases, if you clean up the facility after your event, you will be refunded the amount of deposit. This deposit is usually around \$50.

Flooring-- Due to the nature of several facilities on campus, Memorial Health Gym and Dunn Center, events held in these buildings require that a special covering be put on the floors to protect them. You will be responsible for covering the cost of labor, tape, and possibly rental for this flooring.

Grounds-- If your event has been rather large and people have taken litter outside, or the trash dumpsters need to be emptied at times other than the regularly scheduled pickups, you will be charged for this service.

Other-- This is the category that covers all other costs not outlined on the use of facilities form. Examples for this would include, but are not limited to lifeguards, lighting or sound experts, etc.

## ADDENDUM 5

## Fee Structure

## Non-Affiliated Groups

Rent-- Rental of university facilities will be according to a predetermined scale for use of those facilities and approved by the Vice President for Finance and Administration.

Security-- If it is determined that your event, because of its particular nature requires security officers present, the number and fees will be determined by the Chief of Campus Police.

Building Supervisor-- A building supervisor will be designated to work your particular event. This person will be responsible for the building, locking and unlocking areas, getting special equipment as required, and is your contact person during your event. This person's fees will be charged according to the pay chart established for this policy.

Custodial-- You will be charged for the setup and cleanup of the facility you have contracted to use.

Flooring-- Due to the nature of several facilities on campus, Memorial Health Gym and Dunn Center, events held in these buildings will require that a special covering be put on the floors to protect them. You will be responsible for covering the cost of labor, tape, and rental of the flooring surfaces.

Grounds-- Some events will draw large crowds and the outside areas will need extra cleanup or the dumpsters will need emptying outside their normal schedule. You will be charged for these expenses.

Other-- This is the category that covers all other costs not outlined on the use of facilities form and contract. Examples for this would include, but are not limited to lifeguards, lighting personnel, sound operators, etc.

Profit-making use-- If the activity you propose will be profit-making, the Tennessee Board of Regents lawyers propose that the University enjoy some benefit financially; perhaps a percent of ticket sales or a discount for students would be acceptable.

**APSU USE OF CAMPUS PROPERTY AND FACILITIES**

This form must be completed 10 days in advance of the proposed event. Please attach a diagram for any setup requirements in the University Center or attach a work order for other buildings.

Building name \_\_\_\_\_ Room \_\_\_\_\_ Date of Event \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_ Other times: \_\_\_\_\_  
(rehearsal, setup, decorating)

Program/activity Title: \_\_\_\_\_ # Expected: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_ (affiliated/non-affiliated)

Applicant Name: \_\_\_\_\_ Sponsor: \_\_\_\_\_

Applicant agrees to indemnify the institution and hold it harmless from all liabilities arising out of the applicant's use of institution property and/or facilities, including, but not limited to personal injury, property damage, court costs, or attorney's fees.

Date submitted \_\_\_\_\_ PO Box \_\_\_\_\_ Phone Number \_\_\_\_\_

**SERVICES NEEDED**

Public Safety to open doors \_\_\_ Yes \_\_\_ No Date/Time \_\_\_\_\_  
(If no time specified, then open doors 1/2 hour prior to event.)

#Chairs \_\_\_\_\_ #Tables \_\_\_\_\_ Podium \_\_\_\_\_ PA \_\_\_\_\_ Other \_\_\_\_\_

**SIGNATURES FOR AVAILABILITY/APPROVAL**

Catering \_\_\_\_\_ Police \_\_\_\_\_ Housing \_\_\_\_\_ Custodial \_\_\_\_\_ Climate \_\_\_\_\_

Area Coordinator  
Avail \_\_\_ Not Avail \_\_\_  
Date \_\_\_\_\_

Building Security Coordinator  
Avail \_\_\_ Not Avail \_\_\_  
Date \_\_\_\_\_

Facilities Coordinator  
Approved \_\_\_\_\_  
Not Approved \_\_\_\_\_  
Date \_\_\_\_\_

rent \_\_\_\_\_

security \_\_\_\_\_

bldg. super. \_\_\_\_\_

custodial \_\_\_\_\_

other \_\_\_\_\_

TOTAL\* \_\_\_\_\_

\*The group is liable for any damages and/or extraordinary maintenance fees incurred with event.