

Policy Title: Use of University Facilities Policy	Effective Date: 4/25/2018
Policy Number: FA PO 1209	Date of Last Review: 08/26/2024
Oversight Department: University Services	Next Review Date: 5/1/2026

1. PURPOSE

The *Use of University Facilities Policy* for Radford University (University) governs the extracurricular use and scheduling of University facilities to ensure the facilities are used in a manner consistent with the mission of the University and with their intended purpose.

2. APPLICABILITY

The *Use of University Facilities Policy* applies to all University facilities available for extracurricular use and to the sponsors that use such facilities for extracurricular events and activities.

3. DEFINITIONS

Academic Facilities: University facilities designed and assigned for use by academic units for the purpose of instruction, research, and/or public service either permanently or temporarily. These spaces include, but are not limited to, classrooms, laboratories, or special function facilities (e.g. planetarium).

Administrative Use: A type of extracurricular use, which is related to the general administration or management of the University or any organizational unit thereof, including academic departments (e.g. departmental meetings).

Auxiliary Operation: A University entity that exists to furnish goods and services to students, faculty, or staff, and that charges a fee for providing the goods and services. An auxiliary operation is generally required to generate revenue sufficient to offset the cost of providing the goods and services.

Building Steward (see Appendix D): A person designated by a Division Head, Dean, Director, or designee, to coordinate scheduling of assigned University

University Scheduling System: The software package used for scheduling the extracurricular use of University facilities.

4. POLICY

- A. Curricular activities of the University must be given top priority in the use of University facilities designed and intended for that purpose.
- B. University facilities must be used in a manner consistent with the mission of the University and with the intended purpose of the specific facility. The University Scheduling Office is the final authority on scheduling extracurricular events and activities in compliance with this policy.
- C. A division, college, or department may not restrict access to University facilities for extracurricular events and activities that the University Scheduling Office has determined to be consistent with the mission of the University and with the facility's intended purpose. Extracurricular events and activities must not hinder or disrupt curricular or other University events or activities.
- D. The University's Dining Services contractor has exclusive rights to provide food and beverages for extracurricular events and activities held in all University facilities unless otherwise exempted (see the [Food and Beverage Policy](#)).
- E. Alcohol is not permitted at any event or activity where students are in attendance unless prior written approval is obtained from the Vice President for Student Affairs. At any event where alcohol is permitted, the sponsor must ensure that security is provided by the Radford University Police Department.
- F. All extracurricular use of University facilities must comply with federal, state, and local laws and regulations as well as other University policies and procedures. The University Scheduling Office is authorized to deny, alter, or cancel any extracurricular use of University facilities for safety concerns or for violations of laws, regulations, and/or University policies and procedures.
- G. Smoking in University facilities is governed by the University's t 6 ° Dining Hall 1040

apply to University events being held at Selu, as long as such activity is otherwise consistent with the

appropriate academic unit's budget at the beginning of each fiscal year based upon the

the applicable University facility.

7. Open flames (e.g. bonfires, candles, oil lamps, lanterns, barbecue grills, special effects, etc.) are not permitted in any University facility without the prior written approval of the Office of Environmental Health and Safety. Battery operated devices are permitted.
8. In University facilities where poor lighting is a safety issue, events and activities will not be permitted after dusk without sufficient portable lighting approved by the Office of Environmental Health and Safety. Such University facilities include, but are not limited to, Heth lawn and plazas, Muse lawn, and Moffett Quad.

G. Sound Amplification

1. Sound amplification in any University facility must be approved in advance through the University Scheduling Office and must not disrupt curricular or other University business, events, and activities.
2. Sound amplification in and around academic facilities and residence halls is not allowed between 8 a.m. and 5 p.m. Monday through Friday. Sound amplification may only be used between 5 p.m. and 8 p.m. Monday through Thursday, between 5 p.m. and 12 a.m. (midnight) on Friday, between 9 a.m. and 12 a.m. (midnight) on Saturday, and between 9 a.m. and 8 p.m. on Sunday.
3. The restrictions above do not apply to the performance venues and dining facilities approved through the University Scheduling Office. Additionally, the restrictions do not apply to certain University wide and special events as determined through the University Scheduling Office.
4. In all cases, the University Scheduling Office is authorized to determine where and when sound amplification may be used and the appropriate level of amplification.

H. Decorating for Events

Event decorating restrictions are listed in detail in Appendix F and must be adhered to by all sponsors and for all extracurricular events.

I. Table Reservations for Sale of Goods or Distribution of Informational Materials

Tables for the sale of goods or distribution of informational materials in accordance with the [*Posting, Chalking, and Distribution of Informational Materials Policy*](#) may be reserved with the University Scheduling Office. **Tables must be reserved using the Space Event Request Form (see Appendix A) and must follow these additional requirements:**

1. Table reservations must be made five (5) business days in advance through the University Scheduling Office.
2. A maximum of two (2) six (6) foot tables and two (2) chairs may be reserved per sponsor. Additional chairs cannot be pulled from other areas for use with tables.
3. Tables must

7. Sound amplification is not allowed. Music may be played on laptops, but without additional speakers. Noise levels must not be audible beyond the perimeters of the table.

J. After Hours Use

6. EXCLUSIONS

This policy does not apply to the assignment and

