

# The University of North Carolina at Pembroke

## Facilities Use Policy for External Organizations Established by the Board of Trustees in January 1, 2009 Updated March 2011

- A. **Purpose:** To govern the use of facilities at The University of North Carolina at Pembroke campus or those facilities under the operating authority of the University.
- B. **Scope:** This policy applies to external groups and individuals. This policy imposes limits on the use of University facilities so that these facilities can fulfill their primary mission to serve the University in the areas of teaching, research, and extension.
- C. **Definitions:**
1. **External Groups:** groups other than recognized student and/or campus organizations which are legally separate from the University, even though some of the members or participants may be University personnel, alumni, or students. An external group may be an individual.
  2. **Affiliated Group:** any group established by the Chancellor or established by virtue of an explicit delegation of the Chancellor's authority to a particular administrator, faculty member, staff member or to the student body, the faculty, or the staff. These include officially recognized student organizations, departments, divisions, programs, committees, and the Alumni Association.
  3. **Sponsored External Group:** an external group sponsored by an affiliated group except with respect to rates charged for the use of University facilities and any additional set-up fees or labor costs, a sponsored external group shall enjoy the rights and obligations of an affiliated group under this policy. For the purposes of this policy, an affiliated group is considered to "sponsor" an external group only if the following conditions are met:
    - a. The affiliated group, and not merely a member of an affiliated group, determines to invite the external group to use the facilities for purposes:
      - i. consistent with the mission of the University, and
      - ii. consistent with the goals and objectives of the affiliated group, and
    - b. The affiliated group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned event or activity, and is not merely lending its endorsement to the external group. (See also "fronting" policy)
  4. **Non-University Function:** any event, function, or activity that is not a University sponsored function.
  5. **University Function:** an activity performed by the University or University group.
  6. **University Facility:** any outdoor space, building, or structure that is owned by the University or operated under University authority. This regulation does not apply to the scheduling of general use academic space (primarily classroom space) for UNCP academic purposes. This function is handled through Academic Affairs.
  7. **"Fronting" by University Groups:** The University of North Carolina at Pembroke faculty, staff, students, and student organizations may not reserve any facility on behalf of or for the use of an external group. The University of North Carolina at Pembroke faculty, staff, students, and student organizations also may not reserve publicly available facilities on behalf of or for the use of an external group so the external group can use the facility at a reduced rate. This conduct constitutes "fronting" and is prohibited. The facility manager may deny or rescind permission to use that facility if it is determined that the use is not primarily for the benefit of the faculty, staff, student, or student group making the reservation. The facility manager may apply the appropriate rate for use of the facility if it is determined that fronting has occurred. The University shall not be held liable or responsible for financial or other damages incurred by an individual or organization whose permission to use a facility is denied, rescinded, or modified (including a rate change) pursuant to this fronting policy.

**D. Policy: Terms and Conditions for the Use of University Facilities**

1. Applications for facility use must be submitted at least sixty (60) days prior to the date of requested use and not more than ninety (90) days in advance. Facility managers will confirm availability of the facility and that client meets all required criteria for facility usage. The Vice Chancellor for Student Affairs has final approval of facility requests.
2. All external groups, including Regional Center sponsored groups, using University facilities shall provide a **Certificate of General Liability Insurance** listing the University as an “additional insured.” Any exceptions must be approved by the University’s legal counsel.

**Coverage will not be less than:**

- a. **Bodily injury \$500,000 each person, \$1,000,000 each occurrence**
- b. **\$500,000 property damage each occurrence**

All agreements with external groups will include a section requiring that the University be indemnified and held harmless from all liability, loss, damage, costs, and all other claims for expenses asserted against the University that may arise during or resulting from approved use.

**3. Considerations of application are restricted to:**

- a. Groups involved in academic programs and/or programs promoting the understanding of the arts and sciences and/or economic development.
  - b. Local, state, and federal governmental agencies.
  - c. Organizations established by and/or financially supported by governmental entities.
  - d. Private organizations providing programs that are consistent with the educational, research, and public service missions of the University and that are co-sponsored by the University.
  - e. Nonprofit organizations whose purpose is of a charitable nature. A letter of exemption from the IRS with an employer identification number must be attached to the application when submitted.
4. Under no circumstances will University facilities be used for personal gain or commercial use.
  5. University programs will take precedence and no external group program will conflict with any campus function.
  6. The rights to all concessions are reserved by the University and the group or individual will not be permitted to sell any soft drinks, confections, tobacco, or food for consumption on the premises. If souvenirs, records, programs, etc. are sold, the external group must obtain permission in writing from the University and the University will receive 15% of all gross sales.
  7. External groups who plan to include vendors as part of the event must receive written permission to do so and must provide a list of participating vendors at least ten (10) days prior to the event.
  8. The Chancellor, Vice Chancellor for Student Affairs, Vice Chancellor for Business Affairs, Facilities Manager, or other delegated University official(s) shall have free access at all times to all space occupied by the external group.
  9. The external group shall not sell more tickets or seat more spectators than provided by the facility (see attached list).
  10. All equipment, materials, props, etc., brought to the facility shall be removed immediately after the program unless prior arrangement has been made in writing. All above equipment, etc., not removed at the scheduled time will be removed by employees of The University of North Carolina at Pembroke at the expense of the external group.
  11. The University reserves the right to deny use of its facilities to any applicant when in the judgment of a University official such use is not in the best interest of the University.

12. The individual representing the organization or group whose signature appears on the contract must be present for the entire event(s) and is financially liable for all costs associated with the signed contract.
13. Each facility may have additional requirements, terms, conditions and specific costs associated with the use of those facilities.
14. External groups may not use University phone numbers as a contact number for any event without expressed written authorization from The University of North Carolina at Pembroke.
15. External groups requiring audio/visual equipment must contact the University Division of Information Technology to make appropriate arrangements for the use of such equipment. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required.
16. External groups may not appropriate or make use of the University's name or any of the University's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested and prior written authorization must be given before any use of such material regardless of the mode of transmission.
17. All University visitors must abide by the rules, regulations and policies of the University as well as all federal, state and local laws.
18. The use of alcohol is prohibited.
19. Sodexo Dining Services, as per University contract, has the exclusive privilege of first right of refusal to perform food service on or from the premises of The University of North Carolina at Pembroke; therefore, if food items are to be served at an event, Sodexo must be asked to cater it. Sodexo requires fourteen (14) days notice for planning and preparation. Catering information may be found on the University web site: [www.uncp.edu/dining](http://www.uncp.edu/dining). NOTE: Should you receive written documentation from Sodexo that states they cannot cater the event, external caterers may be allowed.
20. Parking – If you have special parking needs or requests, please contact University Police at 521-6235.

**E. Procedures:** Applications for the use of any University facility must be made through the Event Management System (EMS) and approved by the appropriate facilities manager (see Section H). The Event Management System (EMS) can be accessed as follows:

1. Log onto UNCP's online reservation site at <http://reservations.uncp.edu>.
2. Hover over the "Reservations" button.
3. Click on Non-University Facility Request.
4. Click on and review the Facilities Use Policy for External Organizations prior to submitting a request. The policy may also be viewed online at <http://www.uncp.edu/sa/forms/facilityusepolicy.pdf>.
5. Upon review of the policy, if you feel the requesting organization meets the guidelines for application consideration, complete and submit the Facility Request Form.
6. The Event Management System (EMS) administrator will review the request to confirm that the request meets the guidelines of the Facilities Use Policy and will submit the request to the appropriate facility manager and the Vice Chancellor for Student Affairs for final review and approval.
7. The requestor will be notified of the status of the request within three business days.

**F. Usage Fees:**

1. The actual cost of use by an external group must be borne by that group or individual rather than paid by student fees or other University (state) funds. Rental fees will be charged to external groups or individuals to cover the direct as well as indirect costs of operating the facilities and services supporting the rental activity.

2. Specific costs for space, equipment rental, and other costs associated with facilities use can be provided by the appropriate facility manager.
3. All necessary UNCP security costs will be assumed by the external organization or group. The facilities manager will determine the security requirements of the event. It is the organization or group's responsibility to coordinate with the UNCP Police and Public Safety Department to arrange appropriate security. Charges for security are \$20 per hour, per officer excluding holidays (premium pay for police officers will be charged on all holidays). All events must be staffed with appropriate security. **Note: In the event the organization or group does not contact the UNCP Police and Public Safety Department, security will be assigned based on maximum capacity of the facility (indoor and/or outdoor) and high risk. Charges will be assessed accordingly.**
4. With the exception of the Givens Performing Arts Center, which requires a nonrefundable facility use deposit of 50% or more of the total estimated charges, all facilities are subject to payment in full 10 days prior to the event according to the schedule of fees for each facility (See Section H of the policy). Fees are subject to change without notice.
5. At the discretion of the facility manager, a damage deposit and/or breakage deposit may also be required before the facility is used.
6. The facility manager is responsible for preparing a usage invoice to include rental, setup, personnel, security and audio-visual fees.
7. Items left after an event will be stored by the University at a daily rate of \$100.

**G. Event Setup Fees:** This pertains to all external requests for University setups for events or activities that require specific manpower/assistance from the Facility Operations Department. All requests for event support should be made on a facility request form, which requires the authorization signature approval from the appropriate facility administrator and Vice Chancellor for Student Affairs. Request for services should be received in the Facility Operation Department office a minimum of one week prior to the event. All information must be present on the facility request form including the payment information. External setup fees will be charged to cover Facility Operation's labor cost. Events requiring services outside the normal 8:00 a.m. – 5:00 p.m. Monday-Friday time period will be charged 1.5 times the basic rate. Facility Operations has established rate fees and will assume the responsibility for labor inefficiencies associated with event setups. Exceptions to this include: actual trade labor hours will be charged for events requiring monitoring services during an event such as electrical support for sound systems or housekeeping services. A \$50 minimum will be charged for each setup. All payments are to be deposited into 180860-14190. The following fees apply:

	<u>*Regular Work Hours</u>	<u>Non-Regular Work Hours</u>
Departmental Labor Rate	\$25.00 p/hr	\$37.50 p/hr
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Chairs	\$1.00 ea	\$1.50
Tables	\$1.50 ea	\$2.25
Podium	\$20.00	\$30.00
Staging 4/8 sections/steps included	\$20.00 ea	\$30.00
Sound system	\$20.00	\$30.00
Tent with Trash/Recycling Receptacles	\$100.00	\$150.00
Tarp / Main Gym	\$70.00	\$105.00

\*Monday – Friday 8am-5pm

All other services will be charged actual labor cost. Examples include: Electrical support for sound systems, carpentry requirements, housekeeping, or grounds services during events.

- H. Holidays:** Increased rates for holiday rentals will apply for any facility usage during holidays. Rates are available from the facility managers. For the purpose of this policy, holidays include:

New Year's Day  
 Martin Luther King Jr. Day  
 George Washington Day  
 Good Friday (Friday, Saturday & Sunday)  
 Easter (Saturday & Sunday)  
 Memorial Day (observed day plus Saturday & Sunday)  
 Independence Day  
 Labor Day (observed day plus Saturday & Sunday)  
 Columbus Day  
 Veterans Day  
 Thanksgiving Day (observed day plus Friday, Saturday & Sunday)  
 Christmas Day (including all days the University is closed for employees)

**Note: All holidays falling on a Monday or Friday will include Saturday and Sunday as part of that holiday. Example: If Independence Day (July 4<sup>th</sup>) falls on a Monday, the Saturday and Sunday prior to Independence Day will be considered part of the holiday weekend and pricing for facilities and staff will be billed at the holiday rate.**

- I. Facilities:** Facilities are defined as buildings and grounds owned or controlled by the University. The following facilities are available for use by external groups.

Facility	Facility Manager	Capacity	Rental Fees (daily)
Caton Field House Conference Room 139	Mr. Freddie Bell	15	
Caton Field House Conference Room 141	Mr. Freddie Bell	12	\$125
Caton Field House Conference Room 148	Mr. Freddie Bell	10	\$125
Caton Field House Meeting Room 140	Mr. Freddie Bell	120	\$150
Dial A/V Theatre	Dr. Mark Canada	40	None
Football Field	Mr. Dan Kenney		TBD
Football Practice Field	Mr. Dan Kenney	1,636	\$150
Grace P. Johnson Stadium Field Seating (Special Request)	Mr. Dan Kenney	3,000	
Grace P. Johnson Stadium Permanent Seats	Mr. Dan Kenney	2,500	
Grace P. Johnson Stadium Standing Room	Mr. Dan Kenney	1,500	
Intramurals Field Single Day Use Events	Mr. Justin Winans		None
Intramurals Field Multiple Day Use Events	Mr. Justin Winans		TBD
JAC (Jones Athletic Complex) Main Gym	Dr. Tommy Thompson/ Mr. Tony Chavis	3,000	\$350
JAC Auxiliary Gym	Dr. Tommy Thompson/ Mr. Tony Chavis		\$250
JAC Classroom 1166	Dr. Tommy Thompson/ Mr. Tony Chavis	40	\$75
JAC Classroom 1167	Dr. Tommy Thompson/ Mr. Tony Chavis	40	\$75
JAC Classroom 1168	Dr. Tommy Thompson/ Mr. Tony Chavis	40	\$75
JAC Classroom 1192	Dr. Tommy Thompson/ Mr. Tony Chavis	40	\$75
JAC Classroom 1194	Dr. Tommy Thompson/ Mr. Tony Chavis	40	\$75
JAC Dance Room 1165	Dr. Tommy Thompson/ Mr. Tony Chavis	15	\$75

JAC Dobbs Enterprise Lobby	Dr. Tommy Thompson/ Mr. Tony Chavis	300	\$125
JAC Mac & Sylvia Campbell Wellness Center	Dr. Tommy Thompson/ Mr. Tony Chavis		TBD
JAC Native Angels Homecare & Hospice Braves Club Room/Conference Room 1106		40	\$75
JAC Racquetball Court	Mr. Tony Chavis		\$75
JAC Swimming Pool	Mr. Tony Chavis		\$35
JAC Tennis Court	Mr. Tony Chavis		
Daily Rate			\$100
Per Court Rate			\$25
JBC (James B. Chavis) University Center Conference Room 213	Ms. Cynthia Oxendine	46	\$75
JBC University Center Cafeteria	Ms. Cassandra Oxendine	390	TBD
JBC University Center Chancellor's Dining Room	Mr. Joshua Malcolm	48	TBD
JBC University Center Conference Room 233	Ms. Cynthia Oxendine	42	\$75
JBC University Center Conference Room 251	Ms. Cynthia Oxendine	45	\$75
JBC University Center Faculty Lounge	Ms. Cynthia Oxendine	42	\$75
JBC University Center Mall	Ms. Cynthia Oxendine		\$50
Lumbree Practice Field	Mr. Dan Kenney	216	\$175
Lumberton Radiological Association Softball Field	Mr. Dan Kenney	106	\$175
Moore Hall Auditorium	Dr. Tim Altman		
Per Performance			\$125
Per Rehearsal			\$50
Native American Resource Center	Dr. Stanley Knick	45	None
Paul R. Givens Performing Arts Center	Ms. Patricia Fields/ Mr. David Thaggard	1636	
Per Program (up to six hours per day)			\$500
Per Rehearsal (up to three hours per day)			\$250
Sammy Cox Baseball Field	Mr. Dan Kenney	250	\$175
University Center Annex Assembly Room Banquet Style	Ms. Cynthia Oxendine	240	\$250
University Center Annex Assembly Room Theatre Style	Ms. Cynthia Oxendine	440	\$250
University Center Conference Room 203	Ms. Cynthia Oxendine	24	\$75
University Center Conference Room 206	Ms. Cynthia Oxendine	8	\$75
University Center Conference Room 217	Ms. Cynthia Oxendine	24	\$75
Varsity Grounds Soccer Field	Mr. Dan Kenney		\$250
Water Feature/Amphitheatre	Mr. Larry Freeman		None

**Notes:**

**If no capacity is listed, the capacity will be determined by the set-up of the area or type of event sponsored. Fees are subject to change as needed by University personnel and will supersede the listed prices.**

**For facilities that don't list a rental fee, the requestor must contact the facility manager.**

**Additional fees for set-up may be required and other services will be charged at actual labor cost (examples include, but are not limited to: electrical support for sound systems, carpentry requirements, and housekeeping or grounds services during events).**



