

OREGON INSTITUTE OF TECHNOLOGY

Facilities Use

OIT-30-001

The Oregon Institute of Technology Facilities Use policy exists within the context that all institutional property is intended for institutional use and not for private purposes (IMD 7.155, OAR 580-50-035). Any other use must comply with the rules of the Oregon State Board of Higher Education Internal Management Directive IMD 6.500 relating to Education-related Business Activities.

Use of college facilities will, at all times, be consistent with OIT's primary purposes: instruction, research, and public service. The college will retain the right of determining which activities are consistent with its primary purposes.

All persons or groups using OIT facilities, including athletic and recreational facilities, will conform to the requirements of these rules and other OIT policies, as well as applicable Administrative Rules of the Oregon State Board of Higher Education, city, county, state, and federal ordinances and statutes.

The OIT facilities are provided primarily for the education of and use by the students. Faculty and staff use of facilities, on behalf of the campus mission, is also of primary importance. Other use by faculty, staff, or the community—on an individual or sponsored use basis—is secondary and the associated use cost will be recovered. Outside use by the community is intended to be only on a non-competitive basis; that is, OIT does not intend to compete against other providers of such facilities in the community. Outside use may be allowed when comparable facilities are not available in the community or by express permission of the president or his/her designated authority.

Procedure

1. The College Union staff is charged with coordinating all events on campus with the exception of academic programs.
2. Use of college facilities for events other than normal classroom/academic use by internal users will be arranged through the College Union. Normally, all event scheduling is arranged on a first-come, first-served basis. Internal users are considered faculty, staff and students.
3. Unless otherwise specified in this policy, use of college facilities by an external user will be arranged through the College Union staff. External users are the public at large and anyone not defined as an internal user.

In compliance with OUS Internal Management Directives (IMD 7.155), OIT normally will not make college facilities available for the following external activities:

- a. private, personal, or commercial interests operated primarily for profit;
 - b. sales, solicitation, advertising, or promotional activities, except as by Oregon Administrative Rule 578-45-010. Any person or group who wants to offer products or services for sale or trade on campus must gain approval from the President or his designated representative(s). The designated representatives are the Vice President for Student Affairs or the Vice President for Finance and Administration. The Vice President will confer with the department head for the affected areas. The department has the right of first refusal to offer the same product or services.
4. Internal users who intend to engage in sponsorships will comply with the following:
- a. student organizations must obtain the approval of the director of student activities and their faculty advisor;
 - b. internal sponsors must be present at, involved in, and significantly accountable for the event/activity in question; and
 - c. the activity in question must be of clear benefit to the college, the students, and/or staff. The activity must also be related to the normal function of the sponsoring individual or group.
5. OIT must fully recover college expenses incurred for non-college sponsored events, including group and individual activities from the community and from faculty and staff scheduling events outside the stated mission of the campus. Charges include direct and indirect costs such as those of heating, cooling, custodial support, building maintenance, electricity, supply materials, security, etc.

As provided in OUS Internal Management Directive 6.500, the college may make facilities available at its own discretion to non-profit or community organizations for community service functions when they are in the interest of the college without recovering any or all the direct costs noted in this paragraph.

Groups using OIT facilities for the sale of products or services will be charged a use fee. Rates for outdoor special use areas are determined by the college with consideration for the area in question, direct costs, and indirect costs incurred in support of the activity or use.

Staging fees vary with set up and application. Please contact the College Union for quotes to match a specific event and application.

All revenues will be distributed to the departments involved with the activity in accordance with the services/facilities provided.

OIT reserves the right to collect an advance deposit when scheduling any activity.

6. In most cases, a contract is required for use of OIT facilities. The contract will include the specifics of the use agreement: required insurance coverage; statement of facilities, services, and equipment to be used; specifics as to date, time, and location; assurances of nondiscrimination; adherence to workers' compensation laws; and any other information reflecting special conditions or responsibilities.

Authority to prepare routine contracts has been delegated to the College Union staff. Special contracts for non-routine activities/events (those which are of major consequence to the college, involve extensive use of facilities, or imply special risks to the college) will be drafted by the Vice President for Student Affairs and referred to the Vice President for Finance and Administration or designated authority for final approval.

7. External users, including those sponsored by internal organizations or departments, will be required to secure a \$1M general liability insurance policy. A certificate of insurance is required as proof of coverage and must be received in advance of the proposed event. This requirement may be modified by the Vice President for Student Affairs or the Vice President for Finance and Administration to reflect the risk to the institution. Normally, modifications that lower the required policy amount are granted only for non-profit activities consistent with the institution's instructional, research, and public service objectives that involve minimum exposure or low risk.

- a. Examples of minimal exposure or low risk, where reduced or no insurance would be appropriate include: use of College Union conference rooms or residence hall rooms.
 - b. Examples of more than normal exposure or potential risk are: the use of facilities for sports camps, outdoor concerts, or major conference activities.
 - c. All such special use will require policies including the following indemnity clause: “The contractor (user) will save, defend, indemnify, and hold harmless the state of Oregon, the State Board of Higher Education, the college, their officers, agents, employees, and members from all claims, suits, and actions of whatsoever nature resulting from or arising out of the activities of the contractors, agents, or employees acting under this agreement.”
8. The user is responsible for damages to the facilities used, except for normal wear and tear, as determined by OIT. Advance deposits for cleaning or risk of damage to OIT property may be required.
 9. Specific facilities may have additional restrictions and/or policies governing their use. The policy for public/private preparation of food served on campus must be followed. Any exemptions must be approved by the Vice President for Student Affairs and may require additional licensing and insurance requirements.
 10. Once an activity/event has been scheduled, every effort will be made to avoid last-minute changes to the reservation. However, the college reserves the right to re-assign or substitute facilities as it may deem necessary in the best interest of the college. Any group that does not follow the guidelines of this policy may lose their privilege to use the facility, or may incur additional charges.
 11. Appeals in the use of college facilities may be directed to the Vice President for Finance and Administration.
 12. OIT policy, (OIT-30-031) prohibits the use of alcohol on campus at outside, recreational, or athletic events. Alcohol may be served at dinners or socials, but only upon written approval. Whenever such permission is given, all applicable licenses, permits, and regulations apply.

