Department of Campus Activities

Policy 13: Facilities Use

Definition

a. “Affiliated Group” means a group or entity that is directly or indirectly controlled by, controlling or under common control with the university.
b. “Contracted Non-University Group” is a group other than a University Group or Recognized Student Organization that is a legally separated entity from the university that contracts to use space and services for a fee, even though some of the members or participants may be university personnel, alumni, or students. A Contracted Non-University Group also may be a single individual.
c. “Non-University Group” is a group other than a University Group or Recognized Student Organization that is a legally separate entity from the university, even though some of the members or participants may be university personnel, alumni, or students. A Non-University Group also may be a single individual.
d. “Recognized Student Organization” means the Student Government Association and other student clubs and groups that have been officially recognized by the university. A Recognized Student Organization also may be considered an “affiliated group.”
e. “University Group” is an administrative or academic unit within the university, staffed by state employees acting within the scope of their employment. A University Group also may be considered an “affiliated group.” A University Group may also be a single university employee.

Guidelines

a. In accordance with University Policy 110 the Department of Campus Activities may directly schedule conferences and events in its operated facilities in accordance with its own facilities use agreement.
b. This policy applies to all of the Department of Campus Activities’ operated facilities/spaces.
c. This policy may be applied to the following programs/activities and groups: Any program or activity involving a minor, Affiliated Groups and Non-University Groups.

Priorities and Use and Scheduling

a. The Department of Campus Activities strives to accommodate as many user groups as possible. Because the Department of Campus Activities primarily receives all of its funding from student fees and room rentals, recognized student organizations and contracted groups are given a priority. The following order of priority will generally govern the scheduling and use of operated facilities.

1. Recognized Student Organizations and Contracted Non-University Groups
2. University Groups and University Activities
3. Non-University Groups and Non-University Activities

b. Organizations/Groups using space within the Department of Campus Activities’ operated facilities must adhere to departmental policies, university policies, state, local and federal laws (please review our website for departmental policies, http://dca.wcu.edu).
c. Use of the Department of Campus Activities operated facilities must comply with applicable provision of University Policy 114, “Solicitation, Assemblies, and Public Addresses,” and University Policy 110, “Conferences and Events.”
d. All minors (Non WCU students 17 years old or less) must be accompanied by an adult while visiting our facilities.
e. Activities in open areas or meeting rooms may not conflict with or disturb the general operation of the building or other scheduled activities. This includes academic buildings (i.e. scheduled classes).
f. Groups may not exceed the maximum capacity for each room.
g. Events will be scheduled based on space available, type of event, time of event, and university activities.
h. If the department or the university considers the event or activity to be high risk and appropriate safety measures are not in place then the department or the university reserves the right to immediately terminate the event or activity.
i. A budget code or other method of payment must be provided at the time of your reservation request. If you are not providing a budget code your payment must be received in full no later than 5:00pm the Monday prior to your event.
j. An event involving alcohol service must be approved by the Director of Campus Activities prior to event reservation.
k. Groups’ charges will be based on room type(s), days reserved, equipment used, and staff resources.
l. Groups may also be charged for damages, excessive trash, and meeting beyond their reserved time.
m. Groups canceling their events less than four business days of their actual event may be charged 50% of the total cost of the event.
n. Groups canceling their events less than two business days of their actual event may be charged 75% of the total cost of the event.
o. All applicable groups must fill out a Campus Activities Facilities Use Agreement in advance of scheduling their event.