

Arkansas State University - Jonesboro

Effective Date: 01/01/95

Number: 04-30

Section: Facilities and Services

Subject: Facilities - Use of Academic Facilities

1. Deans and directors are responsible for approving all activities held within space allocated to their college or department (note exception in No. 6). Additional use of facilities outside normal service or curricular activities adds significantly to the maintenance, custodial, and utility requirements of facilities. Approval should be granted only after consultation with Facilities Management support services on availability of support, additional costs, and possible conflicts with scheduled maintenance. Any observable damage to the facility and/or additional cleaning required will be charged to the department or unit.
2. No activity that interferes with the normal educational activities, that competes with the approved offerings or activities of any other University unit, or that could involve a conflict of interest can be approved.
3. Generally, use of academic facilities is limited to ASU student, faculty, or staff organizations. Other individuals and groups will be expected to pay for the privilege of using University facilities before approving a request to use a facility. The ASU Business Manager must be contacted to establish an appropriate use fee and to ensure that payment is received and properly credited. In those infrequent and clearly defined cases where outside individuals or groups would be providing a direct benefit to the University and the activity would be compatible with the University's mission, deans and directors may request approval for uncompensated use of the spaces which they are allocated.
4. Individuals, groups or organizations using an academic facility are responsible for setup and take down and responsible for cleaning up the area used. Any request for Facilities Management services in conjunction with such use must be made by the dean or director to whom the space is allocated. The cost will be charged to the department or college.
5. The dean or director will refuse the organization's future requests to use academic facilities if an organization abuses its privilege in any way.
6. Use of the 8th Floor Board Room in the Dean B. Ellis Library is restricted to meetings of the Board of Trustees, the Arkansas State University Foundation, Inc. Board of Directors, and the AAR Council. Other special meetings and events may be authorized by the Chancellor of the University.

The use of this room generally will be restricted to special meetings which will further University-wide interests, and which involve a significant number of off-campus participants. All requests should be made in writing and must receive the approval of the appropriate Vice Chancellor or Provost before the request is made to the Chancellor.

Revised on 11/15/2011.