

Policies and Procedures

The University of North Carolina at Asheville recognizes and is committed to the benefits of an orderly process of inquiry and to the presentation of differing ideas and issues.

Meetings of student and faculty groups are vital to the educational process, and campus affiliated groups are encouraged to use University facilities when their meetings are a part of their University work or an outgrowth of it.

To the extent that space is available, and subject to reasonable procedures for reservations, the University welcomes off-campus groups when their work is compatible with or supplementary to the educational mission of the University. However, the University reserves the right to deny the use of its facilities for any meeting or program which threatens to endanger or disrupt the educational activity of the institution.

A. General Policies and Procedures

1. Space Management

In order to assure that needed space and other resources will be available for meetings and special events, it is necessary that all buildings, classrooms, lecture halls, conference rooms, and exterior space be properly scheduled. This is the only way to prevent confusion and conflicts. In order to provide for proper space scheduling, the following people are designated as area/space coordinators in the Justice and HFC Buildings:

Mike Gore Department of Athletics 828-251-6923

- Justice Gym Court
- Training Room
- Varsity Weight Room
- Tennis Courts
- Soccer Field House
- Karl Strauss Track
- Baseball Field
- Offices
- Upper Soccer Field
- Varsity Locker Rooms

Dominique Ennis Campus Recreation 828-232-2881

- Multipurpose Courts 1-3
- Racquetball Courts A-C Rosie Palmisano – 828-232-5106
- Laundry Room
- Weight Room
- Pool
- Dance Studio (after academic courses have been satisfied)
- Storage Areas
- Ropes Course Nolan LaVoie – 828-251-6368
- Offices 201, 202, 107, and 108

- Classroom 203
- Classrooms
- Biometric Lab
- Biofeedback Lab
- Faculty Offices

Instances where space is requested in facilities that require dual schedulers and that may affect more than one department must be approved among all organizations involved. Shared spaces include, but are not limited to:

- Indoor Track
- Intramural Field
- Dance Studio
- Classrooms

2. Priorities

Priority for scheduling shared space is listed below and must be enforced by all three organizations and their designees:

- Academic Classes/Independent studies/Labs
 - Policy: Academic spaces are assigned by the Provost or his/her designee after evaluation of the needs of academic departments and programs. On occasion, space may be reallocated to meet the changing needs of academic departments/programs. In this context, allocation of academic spaces cannot be viewed as permanent. Changes may be initiated by the Provost/designee or by a department chair/program director. In the latter case, changes must be approved by the Provost. All changes in allocations will be communicated in writing to the chair/director of the affected academic units.
 - Every effort will be made to provide offices for all faculty members and department/program support staff. However, when offices are in short supply, assignments will be made in the following order of priority: full time tenure track faculty, other full time faculty, full time department/program support staff, part time faculty, part time department/program support staff.
 - Every effort will be made to allow outside community members access to space if the use of said space directly benefits the academic unit and it's students. This will be determined by the Director of Campus Recreation.
 - Definitions: **Academic spaces** include offices, classrooms, laboratories, workrooms, and storage rooms used by faculty members, administrative assistants, office support staff, and academic departments or programs. **Department/program support staff** includes office assistants, administrative assistants, lab managers, guest speakers for classes, visiting professors, and/or performance pieces open to the community, etc.
 - Procedure: I. Changes initiated by department chairs/program directors: Department chairs/program directors interested in acquiring new academic space should file a written request with their supervising Associate Vice Chancellor. Requests should provide a rationale for the

space requested and make clear why reallocation of their existing spaces cannot address the need. The request will be evaluated and a decision communicated in writing.

- II. Changes initiated by the Provost or his/her designee: When the Provost or designee has reason to believe that a reallocation of space is necessary, he/she will communicate this information in writing to the parties involved. A department/program notified about the potential loss of space may submit a written statement to the Provost/designee that details the potential adverse impact of the reallocation and if possible, presents an alternate plan for addressing the space need. Although alternate plans will be considered, the decision of the Provost is final.
- Campus Recreation/Athletics: Decisions regarding which events take precedent will be determined by the Directors/Designees of the involved parties. Decisions will be mutual and each designee will help develop alternate solutions for any party being displaced by the event requested, so that all individuals work together to help each area reach goals and satisfy constituent needs.
 - It is understood by all parties that there will be times when Athletics has priority scheduling for an event based on organizational goals and needs. Examples of such times include, but are not limited to:
 - Bulldog Club Events in the Dance Studio
 - Big South Conference Tournaments and Events sanctioned by the NCAA
 - Special Events and Community Service projects endorsed by the Department of Athletics
 - It is understood by all parties that there will be times when Campus Recreation has priority scheduling for an event based on organizational goals and needs. Examples of such times include, but are not limited to:
 - Special Events sponsored or co-sponsored by the Campus Recreation Department to advance the Division of Student Affairs through collaborative efforts with other departments on campus or in the community
 - Health promotion and wellness seminars, workshops or activities that progress the goals of the department and the larger institutional strategic plan
 - Student staff training, leadership development, and outcomes assessment for UNC Asheville students employed by the department
- Student and Campus Organizations
 - The University recognizes its primary responsibility is to provide space and resources to campus groups. Therefore, campus groups have the next level of priority in scheduling use of space. In order to make space available to campus groups and to assure reasonable order and availability, the following procedures are to be followed.
 - Campus groups must schedule space with the appropriate coordinator at least two weeks before the event.

- Space will be scheduled for campus groups on a first-come, first-served basis.
- Generally, the use of campus facilities is available to recognized student groups without charge. However, recognized student groups may be charged a fee for the use of campus facilities if they plan to charge a fee for entry to their activities, or solicit donations from participants. They may also be charged for facility use if their activity results in extraordinary expenses to the University. The process for assessing fees will be in accordance with and consistent with those applicable to off-campus groups.
- Outside Organizations
 - Groups from off campus may use University space from time to time, but scheduling of off-campus groups must be secondary to the University's responsibility to provide space and resources to the regular University community.
 - Off-campus groups may not schedule at one time a series of regular meetings throughout the year or semester. This practice limits access to space by other groups.
 - Most spaces require payment of a rental fee. Each coordinator will be responsible for negotiations with off-campus groups. Off-campus groups will be required to demonstrate proof of insurance as outlined in Section H of this policy. Approval of rentals to off-campus groups and collection and dispersal of all funds is the responsibility of the building coordinator who is expected to consult with the appropriate person regarding a fee structure.
 - Where appropriate the coordinator shall notify the Campus Police Department and the Director of Facilities Management that an off-campus group is using university space. Reserved parking shall be kept to a minimum. The coordinator is responsible for communicating special parking needs to the Director of Campus Police several days in advance of the scheduled event.

Disclaimer: The University of North Carolina at Asheville is committed to the community partnerships that it has created. Organizations that are UNC Asheville partners may have priority over other organizations given the type of event, the purpose, and the timing. Campus Recreation reserves the right to determine if partnerships will have precedence over other groups based on the needs of the institution.

3. Political Meetings

The University is a publicly owned institution and its space and resources are open to persons and groups involved in the political process. Appropriate scheduling is necessary, particularly so as to prevent interference with the normal processes of the institution. In all matters political, the University is neutral. Space and resources are available to persons and groups involved in politics without preference.

4. Animals

Animals are not permitted inside any University building. Seeing Eye dogs and laboratory animals are exceptions to this rule.

B. Event Guidelines

- All events must meet guidelines established by Campus Recreation and the UNC Asheville.
- Any event considered being potentially harmful to the public image of either the Department of Campus Recreation or the UNC Asheville will be rejected.
- Any event considered to be potentially harmful to the facility will be rejected.
- All events will be negotiated through the Campus Recreation Department, which will determine the extent of the University personnel required to safeguard the event and the act in the best interest of the University. The amount of personnel assigned to an event will be based on the nature and size of the event.
- Campus Recreation requires a signed contract for any event.
- Campus Recreation requires a mandatory deposit of 50% of the total anticipated cost for the fee that must be paid three weeks prior to the event date.
- The HFC weight room may not be rented or reserved for any activity other than Health and Wellness Department courses.
- No person under the age of 16 is allowed to utilize the weight room for any event, group, organization, or special program regardless of campus connection.
- Consideration will always be given to informal recreational use of facilities when making reservations.
- If you wish to reserve the Ropes Course, please note that different policies and procedures may be necessary given the nature of the facility and its needs.

C. Distribution of Written Material

1. Hand Distributions

Campus groups may distribute by hand such announcements and written information as they may choose. University supplies and secretarial time will not be used for non-university functions.

Off-campus persons and groups must have approval of the appropriate coordinator before distributing by hand any written material. The purpose of the procedure is not to prevent or restrict freedom of speech or assembly but to insure the orderly process of the University's activities.

2. Mail Distribution

Off-campus groups may not use the campus mail system or the University bulk mail stamp except when service is coordinated with the United States Postal Service. Campus groups wishing to distribute items in student mailboxes must contact the Director of Housing for approval. The Housing Office is not responsible for placing flyers in student mailboxes.

3. Bulletin Boards

Off-campus groups may post notices on bulletin boards only after approval of the appropriate coordinator and must bear the name, address and telephone number of the group.

No notice, advertisement or document of any kind may be attached to any wall, glass doors, windows or other such surface. Bulletin boards are provided for such purposes. Items attached to other surfaces will be removed. Damage to walls or other surfaces resulting from violation of this policy will require that the individual or group be responsible for repair, and may subject individuals to penalties under North Carolina General Statute 14-132.

D. Services

Food Services: The food company having current contract will have right of first refusal on all food served on campus by on-campus or off-campus groups. All exceptions must be approved in advance by the Vice Chancellor for Financial Affairs. On or off-campus groups who use UNCA facilities and serve food at their functions or activities are expected to use the University food service contractor for food service. If the food service contractor cannot or elects not to provide this service, the group may petition the Vice Chancellor for Financial Affairs through the building coordinator to use an off-campus caterer for food service. Catering and food service needs should be communicated to the Campus Recreation designee so that appropriate arrangements can be made for the party. There is a fee for this service that will be charged in addition to the cost of the food.

No food is permitted in the Classrooms and Labs for any department or group.
No food is permitted in the Multipurpose Courts, Indoor Track, Pool, Racquetball Courts, or Fitness Center for any department or group.

Parking Services: Parking for all events on campus are handled through the Campus Police. Any parking needs should be communicated to the Campus Recreation designee so that adequate arrangements can be made on the party's behalf. There is a fee for this service in addition to the cost of any additional staffing that the event may require from parking services.

Police Services: Police services can provide extra support and service for events when required and/or requested. Depending on the scope of the services needed, a fee for staffing, supplies and coordination fees may be assessed.

Operation Expenses: For each facility rental the lessee shall be charged the facility rental fee and event operation expenses. Event operation expenses include, but are not limited to, set-up, tear-down, security, ushers, staffing, EMS, Red Cross, traffic and parking, housekeeping, food services, physical plant services, and administration fees.

E. Alcohol Consumption

The consumption of alcoholic beverages by off-campus groups using UNCA facilities is generally prohibited. Exceptions for off-campus groups wanting to serve beverages with less than 14 percent alcohol by volume may be made by the Chancellor upon petition by the building coordinators.

Requests for exceptions to serve alcoholic beverages in the Owen Conference Center must be submitted in writing to the Vice Chancellor for University Relations. Such written requests must state the reason for requesting the exception, the area of the Conference Center to be utilized, the hours of use, the name of the individual responsible and food items to be served. The responsible individual must ensure that no alcohol will be consumed by minors and that amounts consumed by those present will reflect concerns for safety and the law. In addition, an ABC permit may be required for all events where alcoholic beverages are requested to be served.

On-campus groups must adhere to the alcoholic beverage policy as set forth and outlined in the Student Guide, the Faculty handbook and Policy 26, Alcoholic Beverage Policy, of the UNCA Policy and Procedures Manual.

F. Procedures for Requesting Space in HFC areas coordinated by Campus Recreation

1. Requesting Space

- Any party wishing to request space that is managed by Campus Recreation in the HFC must submit a Facility Rental Request Form. This form is available online at <http://www.unca.edu/recreation> and must be submitted one month prior to the date of the event.

2. Confirmation of Space Request

- Written confirmation that the request was received will be provided to the party via electronic mail. At that time it will be communicated that Campus Recreation is reviewing the request and identifying the availability of space and resources to service the request. This confirmation is not a confirmation that space is reserved, only that the request has been received.
- Upon appropriate identification of available space and resources, the party will receive written confirmation via electronic mail that confirms the event. This communication will include the specifics of the event needs, the expected charges of hosting the event, and a contract.

3. Rental Contract with Fees

- Parties will need to review, sign, and return the contract with a deposit no less than 50% of the expected cost. This amount will go toward the total cost of the event. It is understood by the party that should additional charges be incurred due to changes in the event plans; the party will be expected to pay for those expenses after the event, even if the total amount exceeds the expected amount listed in the original contract. Additional charges include, but are not limited to, damaged equipment, using facilities and equipment for longer than expected, and/or additional staff requirements.

4. Coordination of requested needs/set up/special items

- Once contracts have been received and monies secured, Campus Recreation will set up a meeting with the party to discuss the details of the event and coordinate any work-orders or special requests that are essential to the success of the event.
- At that time, any changes to the initial contract will be made and the party will not be expected to pay additional monies based on those changes at that time. Again, final payment for the total cost of the event will be due upon conclusion of the event.

5. Final confirmation sent

- Final confirmation of the event date and time, the event needs, and rental fees will be sent via electronic mail one week prior to the event date.
- Once final confirmation of the event is sent to the party, refund requests are subject to the guidelines listed below.
 - **No refunds for events cancelled without 48 hour notice will be granted**
 - **Cancellations given 48 hours – 72 hours will result in a loss of the entire deposit.**
 - **Cancellations given 72 or more hours in advance will result in a refund of the deposit amount less the administrative fee**

The Department of Athletics and the Health and Wellness Department may have separate procedures for scheduling space. Parties interested in reserving areas managed by those organizations will need to contact the appropriate coordinator and follow guidelines and policies specific to those areas. Contact information for those areas is listed in Section A of this policy.

F. Rental Fees and Payment

Rental fees and operation expenses vary depending on the group or organization requesting space.

Group A: Events run by a campus department that are specifically designed for the campus community

Group B: Educational events not specifically designed for the campus community, but run by a campus organization or department

Group C: Educational events run by a nonprofit school or government agency

Group D: Non-educational events or any event run by a for-profit company and summer camps

RENTAL RATES:

Facility	Group A	Group B	Group C	Group D
Classrooms	No Charge	\$25hr-\$150/day	\$30hr-\$180/day	\$40hr-\$200/day
Multipurpose	No Charge	\$25hr-\$150/day	\$40hr-\$200/day	\$50hr-\$300/day
Courts (each)				

Pool	No Charge	\$40hr-\$200/day	\$50hr-\$300/day	\$60hr-\$375/day
Dance Studio	No Charge	\$40hr-\$200/day	\$50hr-\$300/day	\$60hr-\$375/day
Recreation Field	No Charge	\$40hr-\$200/day	\$50hr-\$300/day	\$60hr-\$375/day
Indoor Track	No Charge	\$30hr-\$180/day	\$40hr-\$200/day	\$50hr-\$300/day
Racquetball Courts (each)	No Charge	\$20hr-\$100/day	\$30hr-\$180/day	\$40hr-\$200/day

Potential Operational Needs and Expense Formulas:

Service	Group A	Group B	Group C	Group D
Set-up/Tear Down	\$30.00/hour	\$30.00/hour	\$35.00/hour	\$40.00/hour
Staffing	\$15.00/hour	\$15.00/hour	\$20.00/hour	\$25.00/hour
Police Services	\$25.00/hour	\$25.00/hour	\$35.00/hour	\$45.00/hour
Dining Services	Cost of food	Cost of food	Cost of food	Cost of food
Media Services/Equip	\$30.00/day	\$30.00/day	\$45.00/day	\$60.00/day
Staging/Chairs/Tables, etc.	Delivery fee	Delivery fee	Delivery Fee	Delivery Fee
Administrative Fee	\$25.00	\$25.00	\$25.00	\$25.00
Equipment usage	\$20.00	\$20.00	\$20.00	\$20.00

G. Rules of Use/ Room Use Policies by Space

- Organizations using the rented facilities must follow the rules and guidelines of each facility
- General rules for each area rented, will be included in the final contract, and are to be followed and enforced by the lessee at all times
- Violation of the rules of use for each area may exclude the organization from future consideration of scheduling facilities' regardless of what group the organization is categorized as
- Damaged rooms and or property will result in an additional assessment that includes the full cost to replace the equipment or repair the damages
- Organizations found to be negligent of the rules or found to have been the source of damage beyond reasonable wear and tear will be required to pay damages within one week of the end of the event or will forfeit any right to hold future events at the UNC Asheville Health and Fitness Center

H. Insurance requirements for Off-campus Groups

The lessee shall obtain a policy or policies of general liability insurance in the state of North Carolina providing coverage for personal injury and property damage. This shall be in the amount, not less than \$2,000,000 for each person or occurrence and \$1,000,000 in aggregate for personal injuries or death and property damage suffered by any person or persons arising out of the use of the Facility or the services provided with its use. The lessee shall name the University of North Carolina at Asheville and its Board of Trustees as named insured. The lessee shall also provide notice to the leaser of proof of insurance coverage in the form of a certificate of

insurance, not less than fourteen days in advance of commencing of the lease term. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by leaser.

(Approved September 2008)

By signing below, I acknowledge on behalf of _____,
(Organization)

that I have read and understand the polices above on _____.
(Date)

I further acknowledge that a designee of Campus Recreation has reviewed these policies with me and answered any and all questions I had regarding said polices.

Signature _____

Campus Recreation Designee Signature: _____

Date _____ Time _____