

# ***Policies and Procedures***

<i>SECTION:</i> <b>Administration</b>	<i>NO.</i> <b>2.1.6.</b>		
<i>CHAPTER:</i> <b>General</b>	<i>ISSUED:</i> 4/20/88	<i>REV. A</i> 7/22/94	<i>REV. B</i>
<i>POLICY:</i> <b>Use of University Facilities by Non-University Groups</b>	<i>PAGE 1 OF 2</i>		

## **PURPOSE**

Creighton's policy on the use of Creighton University facilities by non-university groups was designed to support the mission of the University, to give students, employees, and official University functions highest priority in the use of University facilities, to guard the University against undue liability, and to protect the University's non-profit tax exemption status.

## **POLICY**

1. In considering any request to use Creighton University facilities, the University's purpose and needs must be kept in mind. Ordinarily, only requests from nonprofit organizations which enhance or promote activities consistent with Creighton's goals and traditions will be considered. University facilities may be made available only to organizations which will not use such facilities for immediate financial gain or profit. This is essential in order to maintain Creighton University's stated charter and tax exemption status.
2. Creighton University will not consider applications for use of its facilities when to do so would compete with similar facilities operated by private enterprise or under government authority.
3. No admission or other charges shall be made by the applying organization for any event which will exceed the reasonable expenses incurred by the organization in sponsoring and holding such event, except when all proceeds are committed to charity. An event budget, including income and expenses, may be required if admission charges appear to exceed a reasonable rate.
4. Organizations sponsoring an event for which University facilities will be used shall agree to indemnify and hold harmless Creighton University for and from any claim or loss to the University by reason of any damages resulting in any manner from such use of Creighton's facilities, including damages to Creighton's property, and injuries to any person or persons, including injuries resulting in death.

If extraordinary risk appears to be involved, the sponsoring organization may be required to supply the University with a Certificate of Public Liability insurance naming Creighton University as additional insured in the amount of no less than \$300,000 for bodily injury per occurrence and \$100,000 property damage per occurrence. This would insure Creighton against claims of any persons arising out of the use of the premises or facilities.

5. In addition to the applicable laws and public regulations, Creighton shall have the right and authority to specify such further reasonable regulations as regarded necessary for the proper use of its facilities to any sponsor.

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## **SCOPE**

This policy applies to all non-University groups seeking to use Creighton University facilities.

## **PROCEDURES**

Each Vice President and his or her Deans or Directors are in charge of University space assigned to them and have policies and procedures relating to the frequency and type of activities for which they allow the space to be used. The office in charge is responsible for the good name of the University and the safety of its property, and should therefore scrutinize all requests carefully. All requests for use of University facilities must be made through the office responsible for each individual area.

The office in charge of each specific area of the University has developed fee structures governing the use of the facilities for which they are responsible. These fees are to be collected prior to actual use of the facilities. The office in charge of an area may waive some or all of the fees depending on the specific policies and procedures governing their area.

Additional charges may be assessed depending on the specific nature of the event. If an event requires any type of special arrangements, these need to be made through the appropriate departments. For example, security guard service may be required, in which case special arrangements need to be made through the Creighton University Department of Public Safety.

If food is to be served, the sponsor must contract with the University's food service contractor. Exceptions must be cleared through the Office of the Vice President for Student Life or that of the Director or Dean responsible for the area.

## **ADMINISTRATION AND INTERPRETATIONS**

Questions about the use of University facilities may be directed to any of the offices responsible for reserving facilities. In addition, the Office of the Vice President for Student Life may be a helpful resource.

## **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend, or terminate this policy at any time.