



University of Pittsburgh Extracurricular Use of University Facilities Policy Committee Charter

I. Preamble

This body is called the Extracurricular Use of University Facilities Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Business and Operations (SVC-BO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01 (formerly 01-01-01), Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of proposing substantial revisions to the existing University Policy on Extracurricular Use of University Facilities, as well as documents that will support its implementation, which will establish the administrative responsibilities, priorities, and requirements governing the use of facilities owned, occupied, and operated by the University, including University grounds, for extracurricular activities. This new Policy will update and replace the current University Policy on Extracurricular Use of University Facilities Policy AO 17 (formerly 04-01-01).

III. Background

The University's Policy governing Extracurricular Use of University Facilities (AO 17) was last reviewed in August 2016. The Office of Policy Development and Management (Policy Office), in consultation with the SVC-BO, as well as staff in the Office of University Counsel, Department of Public Safety and Emergency Management, University Registrar, Office of the Provost, and Facilities Management, identified administrative issues related to the responsibilities, priorities, and requirements governing the use of facilities owned, occupied, and operated by the University, including University grounds, for extracurricular activities.

A new Policy is necessary to address these issues. Specifically, a new Policy on this matter can address such matters as how University spaces are used, who can make reservation requests to use/occupy University spaces, and how such requests are reviewed and approved.

IV. Scope and Authority

The Committee will recommend a revised Extracurricular Use of University Facilities Policy and supporting documents, which will replace the current Policy and Procedure found at AO 17. In doing so, the Committee's deliberations must address the following topics:

- **Compliance.** Ensuring a new Policy and associated procedures comply with relevant federal/state/local laws (e.g., First Amendment) and implementing regulations.
- **Security.** Establishing a security fee assessment process that is objective and viewpoint/content neutral that also ensures appropriate security measures for the safe operation of University spaces.
- **Clarity.** Clarifying the reservation process requirements for University spaces, including University grounds, and including those requirements applicable to non-University members (e.g., outside speakers). This includes providing clarity in which spaces may be used for what purposes (e.g., academic vs. extracurricular use).
- **Process.** Establishing a central University mechanism (e.g., reservation system/platform) and consistent procedures for the review, approval, and vetting of all reservation requests. This includes addressing the need to clarify who has the authority to approve requests to use University spaces, including University grounds, as well as establishing transparent processes to proactively assess and standardize fees and payment in a viewpoint neutral manner.
- **Consistency.** Ensuring the revised Policy and its associated documents are consistent with other relevant University Policies (e.g., Policy AO 08, formerly 04-01-02, Charges for Use of University Facilities; Policy CS 10, formerly 02-03-09, Participation in Political Campaigns; and Policy AO 09, formerly 04-01-03, Classroom Facilities).
- **Policy Consolidation.** Recommending to the Policy Office other University Policies that may be decommissioned if the scopes of those Policies will be adequately addressed or superseded in a revised Policy AO 17.

V. Responsibilities

As provided above, the Committee is created to propose a revised Policy on Extracurricular Use of University Facilities. To perform this function, the Committee has the responsibility to:

- Review and consider the current policy and related documents (e.g., procedures) on Extracurricular Use of University Facilities (AO 17).
- Consult with University staff who are currently responsible for the administration of University spaces that may be managed by an outside company, shared with another party, or regularly rented/used by non-University members (e.g., Petersen Event

- Center, UPMC facilities, Heinz Chapel, University Club) and consider whether and how a new Policy should appropriately incorporate such scenarios.
- Research and discuss best practices for extracurricular use of university facilities and grounds, including a benchmarking of peer universities' respective policies and procedures.
 - Consult with the Office of Risk Management, Insurance, and Workers' Compensation during the drafting stages of the Policy and associated procedures to ensure areas of institutional risk and reputation are considered.
 - Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review.
 - Recommend a draft procedure, and other relevant documents, for review pursuant to the process described in Section VIII needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee, at the direction of the SVC-BO, will be chaired by **Daniel Fisher**, Assistant Vice Chancellor for Operations and Maintenance. The Committee will include the following members:

1. **David Beck**, Director and Assistant Professor, School of Health and Rehabilitation Sciences; Co-Chair, University Senate's Committee on Plant Utilization and Planning
2. **Chris Coat**, Associate University Registrar for Academic Support Services
3. **Allie Chornick**, Facility Manager, William Pitt Union
4. **Brendan Fouracre**, Executive Associate Athletic Director for Capital Planning & Projects and Facility & Event Operations
5. **Kristin Gusten**, Senior Director of Capital Planning and Physical Resources, Office of the Provost
6. **Bryan Luczak**, Lieutenant, Public Safety
7. **Susan Mesick**, Executive Assistant, Office of the Senior Vice Chancellor for Business and Operations
8. **Will Mitchell**, Director of Facility Services
9. **Matthew Niedoba**, Student Government Board Representative; Chair of Facilities, Technology, and Transportation Committee
10. **Kevin Sheehy**, Assistant Vice Chancellor for Auxiliary Operations and Finance
11. **Paul Supowitz**, Vice Chancellor for Community and Governmental Relations

Stephen Gilson, Associate Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Brittany Conner, Policy Specialist, will help facilitate and support the Committee on behalf of the Policy Office.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Policy and related procedures to replace Policy AO 17, Extracurricular Use of University Facilities, should be submitted to the SVC-BO no later than Fall 2020. The SVC-BO may ask for interim status reports.

After the SVC-BO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Proposed Policy Review Process

The review process for the Committee's recommended Policy is as follows:

- University comment period;
- University Senate's Committee on Plant Utilization and Planning;
- Faculty Assembly;
- Staff Council;
- Council of Deans;
- University Senate Council; and
- Administrative leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Extracurricular Use of University Facilities, unless otherwise directed by the Chancellor.