

## UNIVERSITY OF PITTSBURGH POLICY 04-01-01

**CATEGORY:** FACILITIES  
**SECTION:** Control and Assignment  
**SUBJECT:** Extracurricular Use of University Facilities  
**EFFECTIVE DATE:** August 10, 2016 Revised  
**PAGE(S):** 4

### I. SCOPE

This revision supersedes all previous University policies. This policy establishes the administrative responsibilities, priorities, and general guidelines for the use of facilities owned, occupied, and operated by the University, including University grounds, for extracurricular activities.

Assignment of classroom facilities for teaching, and use of University athletic facilities are excluded from this policy. See Policy 04-01-03, Classroom Facilities, and Policy 04-01-04, Use of University Athletic Facilities.

### II. POLICY

University facilities may be reserved for extracurricular or temporary use only when such proposed use does not conflict with scheduled teaching assignments or other properly scheduled events. The priorities for the use of University facilities are:

- Teaching
- Related internal University uses
- Sponsored external groups

Intended use must be related, both in theory and in practice, to the educational and public service mission of the University.

Certain facilities have specific program related priorities, which take precedence over other uses.

Organizations requesting use of University facilities must be nonprofit, and preference will be given to those that are educational, charitable, cultural, or service.

The use of University facilities for events that are primarily designed to raise funds for organizations and which are not sponsored by an officially recognized University group is not permitted.

#### Administration

Requests for the use of University facilities for extracurricular events will be processed through the Office of the Senior Vice Chancellor for Business and Operations, the Office of the University Registrar, the Office of Special Events, or the Division of Student Affairs, depending upon the facility to be used. See the attached list for the names of contacts for all facilities.

#### Regional Campuses

The Regional Campus Presidents are responsible for regulating the use of regional campus facilities consistent with this policy.

#### Restrictions

No University facility can be used for personal use (i.e., no weddings, bar mitzvahs, high school reunions, etc.).

## Insurance Requirements for Sponsored External Groups

**Workers' Compensation:** Statutory

**Employer's Liability:** \$100,000 each accident, \$500,000 disease - policy limit, \$100,000 disease - each employee

**Comprehensive General Liability:** including but not limited to contractual, products, broad form property damage, personal injury, host liquor, and independent contractors liability \$1,000,000 combined single limit for bodily injury and property damage per occurrence

OR

**Commercial General Liability:** \$1,000,000 each occurrence \$2,000,000 general aggregate \$1,000,000 products/completed operations \$1,000,000 personal and advertising injury \$50,000 fire damage (any fire) \$5,000 medical expense (any one person)

**Automobile Liability:** including hired car and non-owned automobile \$1,000,000 combined single limit for bodily injury and property damage per accident

### Costs

There are no refunds for cancellations of requests to use University facilities.

For specific information related to the costs incurred when using University facilities, see Policy 04-01-02, Charges for Use of University Facilities.

### Admission Charge

Organizations charging admission must disclose this fact, along with the admission fee structure, when completing the "Request for Use of University Facilities" form.

### University Sponsor Responsibilities

Groups and organizations that are not officially recognized or affiliated with the University require a University sponsor. Any regular faculty or staff member who is willing to assume responsibility for an individual or group may request use of a facility with the concurrence of the appropriate senior administrator.

University sponsors are responsible for ensuring that facilities users adhere to the policies and procedures established for the use of University facilities for extracurricular activities. Failure to do so will result in the sponsor's loss of scheduling privileges in all University facilities.

The University sponsor is responsible for payment for all damages to University property, furnishings, or equipment that occurs as a result of their program. Absent proof to the contrary, it will be assumed that any damages (as determined by the University) were the result of the sponsored program and charges will be assessed accordingly.

The University sponsor is responsible for any labor costs accrued, beyond those routinely provided, that are essential to their program. Overtime is charged when required.

The University sponsor must attend the scheduled event, must be in possession of the approved "Request for Use of University Facilities" form, and must show it, upon request, to any authorized University official.

### Requests for Multiple Sites

Requests for the use of multiple sites must be submitted at the same time. The University

reserves the right to limit the number of sites approved for all requests.

### Food, Alcohol, Tobacco

University Food Services must be consulted in advance for on campus events that require food service and must approve any third party catering service.

Alcohol may not be served at extracurricular events unless expressly approved by the appropriate reservation center. Alcohol may not be served under any circumstances, except by University Food Services, which is licensed by the Liquor Control Board of the Commonwealth of Pennsylvania. The University sponsor assumes direct responsibility for compliance with the laws of the Commonwealth of Pennsylvania and University Policy 04-05- 02, Use of Alcohol.

The use of tobacco in University facilities is regulated by Policy 04-05- 03, Smoking.

### Security

The University and/or the sponsor may require security services at any extracurricular event, at the expense of the sponsor.

### Reservations

No space will be held for any organization until a reservation form is completed and approved. See Procedure 04-01-01, Extracurricular Use of University Facilities.

The reservation centers and the administrators through whom facilities are reserved may rescind confirmation of a program or may relocate a confirmed program without advance notice.

Confirmed reservations may not be transferred to another group, or used for purposes other than those for which the request was issued.

Confirmation of a reservation may be rescinded due to violations of law, policy, or procedure, or as a result of unexpected or changed circumstances.

## **III. REFERENCES**

[Procedure AO 17, Extracurricular Use of University Facilities](#) (formerly 04-01-01)

[Policy CS 10, Participation in Political Campaigns](#) (formerly 02-03-09)

[Policy AO 08, Charges for Use of University Facilities](#) (formerly 04-01-02)

[Policy AO 09, Classroom Facilities](#) (formerly 04-01-03)

[Policy AO 42, Use of University Athletic Facilities](#) (formerly 04-01-04)

[Policy AO 19, Facility Passes](#) (formerly 04-1-05)

[Policy CS 24, Use of Alcohol](#) (formerly 04-05-02)

[Policy CS 21, Smoking](#) (formerly 04-05-03)