

BUSINESS POLICY LETTER

TO: All Members of the University Community

2004:08

DATE: October 1, 2004

USE, RENTAL, AND LEASE OF UNIVERSITY FACILITIES (Supersedes 95:4 and 97:36)

I. POLICY. This policy is applicable to all recognized student organizations, faculty organizations, and other University-affiliated or sponsored groups. It also applies to non-University groups that desire the use of University facilities provided they meet the requirements for usage, and there is no likelihood that such use may interfere with University use.

A. All use, rental and/or lease of University facilities, except as specifically provided herein, shall be made in accordance with this policy. This policy shall not apply to regular University academic instruction, student housing, the Holiday Inn Hotel & Conference Center, and scheduled events by the University, and other University activity.

B. The Vice President for Administration and Finance (hereinafter "Vice President"), or his/her designated representative or representatives, shall have authority to rent or furnish University facilities in accordance with this policy and such rules and regulations as said Vice President shall adopt, with the approval of the President, for the internal management and operation of this policy within the University.

C. The Vice President shall adopt, with approval of the President, a rental schedule for each facility that is available for rental and a schedule of additional charges. The Vice President shall furnish the Board with said schedules on an annual basis and advise the Board of any changes to the schedules. The Vice President shall furnish the Board with an annual report indicating all rentals which exceed \$200 under this policy.

D. Lease of University facilities, upon the recommendation of the President, shall be submitted to the Board for approval.

E. As used in this policy:

1. Rent—means a stated payment for the use of University facilities for a period of not more than 12 months.
2. Lease—means a stated payment for the use of University facilities for a period of 12 months or more.
3. Facilities—means University-owned buildings, portions of buildings or land.
4. Board—refers to the Board of Trustees of Ferris State University.
5. University—means Ferris State University.
6. University groups--mean:

a) Ferris State University Recognized Student Organizations (RSOs) that satisfy the requirements of recognition as delineated in the **"Student Organization Handbook."**

b) An organization whose membership is limited to University faculty or staff.

c) Instruction-oriented groups whose program has an educational objective and is under control of a department or unit for curriculum, staffing, and financing.

d) Board of Trustees and/or University administration sponsored groups.

7. Non-University Groups--means a group, individual or other entity not falling within the definition of a University group.

F. The programs and activities of University groups shall take precedence, in all instances, in the use of University facilities over non-University groups.

G. Facilities may be made available by the Vice President of Administration & Finance to University groups and non-University groups for functions after adequate review by the Vice President or his/her designee and prior approval within a sufficient time interval; scheduled use commitments will not be made in advance if there is a likelihood that such use may interfere with University use.

H. The request for the approval of lease or rental and/or use of University facilities shall, in all instances, be initially directed, in written application, to the Office of the Vice President for Administration and Finance or his/her designated representative.

I. Facilities may be made available to non-University groups who are nonprofit such as civic, charitable, governmental, public service, and professional organizations within the community, including churches, for programs of a nonprofit nature where no admission is charged or fundraising is involved for the benefit of such organization or agency. No rental fee will be charged for said use except that a fee will be charged, as determined by the Vice President, to defray any expense or cost incident to such usage. The use of University facilities by such non-University groups for nonprofit purposes wherein there is an admission charge, or wherein there is any form of fundraising associated with the programmed use of the facilities for the benefit of the non-University group, shall be on the basis of a flat rental fee and the payment of all costs incident to such usage.

J. Facilities may be made available on a rental basis to non-University groups for personal or commercial purposes on the following basis:

1. The activity will not interfere with any scheduled University activity;
2. The conduct of the activity will not have an adverse effect upon the mission of the University and shall be in the best interests of the University as determined by the Vice President for Administration & Finance;

3. A flat rental fee will be charged by the University for rental of the facilities together with a charge for all costs incurred by the University incident to such usage.

K. The Vice President for Administration & Finance may require renters and/or users of the University facilities to provide public liability and property damage insurance in amounts determined appropriate by the Vice President; and the Vice President may require that the Board, its officers, and agents be endorsed as co-insureds on any such policy. The Vice President may require additional requirements for any rental or use of University facilities that he/she deems expedient to protect the best interests of the University.

L. There will be no rental charges at any time for any regularly approved activity of a recognized University group for use of University facilities. Such groups, however, may be charged for expenses incurred by the University in connection with such use beyond those generally provided for in the University's normal operating commitments.

M. From time to time the University receives requests for the use of University facilities for the advancement of political interests of candidates for public office or groups supporting candidates for public office. Such requested usage will be granted only upon prior written application to the Vice President for Administration & Finance and prior to any public announcement pertaining thereto. The proposed use will be clearly defined and interpreted as being apart from a University sponsored activity, and the name of the sponsoring organization shall appear in the announcement or advertisement of such use. The use of University facilities for such purposes and rental charges and other fees for such use shall otherwise be on the same basis as set forth in this policy.

N. In the event that a non-State-supported function is conducted in a State-appropriated building or a State-supported function is conducted in a non-State-appropriated building, a record of the amount of space so utilized shall be made and an equitable square foot charge shall be assessed and collected by the Vice President for Administration and Finance against the other for the rental use of such space.

Cross Reference

Board Policy, Subpart 4-4, *Use, Rental and Lease of University Facilities*

Richard P. Duffett
Vice President for Administration
and Finance

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