



## RUTGERS POLICY

**Section:** 20.1.9

**Section Title:** Administrative Policies, Procedures, and Services

**Policy Name:** Facilities Use and Scheduling

**Formerly Book:** 6.3.7, Scheduling and Use of University Facilities

**Approval Authority:** Executive Vice President for Academic Affairs

**Responsible Executive:** Executive Vice President for Academic Affairs

**Responsible Office:** Office of Scheduling and Space Management

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**Errors or changes?** For assistance, please contact the Office of Scheduling and Space Management at [sched@rci.rutgers.edu](mailto:sched@rci.rutgers.edu) or 848-932-2572.

1. **Policy Statement**

The properties and facilities of Rutgers, The State University of New Jersey are impressed with a public trust for higher education of the people of the State of New Jersey. Under this trust, it is the obligation of the university to make efficient and effective use of all available resources for the furtherance of the university's mission of teaching, research and public service. The allocation and the utilization of academic facilities, auxiliary and support facilities, and all other university resources shall be conducted in accordance with this obligation.

2. **Reason for Policy**

To ensure that the allocation and the utilization of academic facilities, auxiliary and support facilities as well as outdoor space and all other university resources by internal and external parties shall be conducted in accordance with this policy.

3. **Who Should Read This Policy**

Department Heads should read this policy.

4. **Related Documents**

5. **Contacts**

Office of Scheduling and Space Management at [sched@rci.rutgers.edu](mailto:sched@rci.rutgers.edu) or 848-932-2572.

6. **The Policy**

### 20.1.9 FACILITIES USE AND SCHEDULING

A. General Policy - Scheduling and Use of University Facilities

The properties and facilities of Rutgers, The State University of New Jersey are impressed with a public trust for higher education of the people of the State of New Jersey. Under this trust, it is the obligation of the university to make efficient and effective use of all available resources for the furtherance of the university's mission of teaching, research and public service. The allocation and the utilization of academic facilities, auxiliary and support facilities, and all other university resources shall be conducted in accordance with this obligation.

B. Internal Allocation of Space

1. Space Allocation: The allocation of physical space within the university among the units and divisions of the university shall be determined according to guidelines established by the University Space Allocation Policy Committee, a universitywide committee of faculty and administrators appointed by the President. Division and department administrators are responsible for effective use of all space assigned to them. They must submit requests for changes, including physical alterations and relocations, changes in space capacities (e.g., the addition or removal of furniture), room function changes, and accountability changes, in accordance with the procedure outlined in Section B.2 below.
2. Space Allocation Procedure:
  - a. Space assignments and reassignments will be made upon request.
  - b. Space requests will come from the units to the appropriate senior campus administrator (Chancellor in Camden and Newark, and the Executive Vice President for Academic Affairs in New Brunswick).
  - c. Each senior campus administrator will be responsible for the assignment of space in the area under his or her jurisdiction. The Executive Vice President for Academic Affairs, in consultation with the Vice President of University Facilities & Capital Planning will be responsible for space assignments or reassignments in New Brunswick, including research space and central administrative space, with the exception of auxiliary services facilities.
  - d. Decisions made by the senior campus administrator must be made known to the Office of Scheduling and Space Management prior to their implementation and copies of all decisions should be forwarded to the Executive Vice President for Academic Affairs.
3. Auxiliary Services Facilities: Auxiliary services facilities (e.g., dining halls, residence halls, bookstores) are not subject to the space allocation procedure because of their specialized nature. These facilities are under the jurisdiction of the respective auxiliary services directors, and shall be administered in accordance with university facilities policies, including policies regulating the use of facilities by non-university groups and policies regulating summer use of facilities.
4. Space Inventory Procedures:
  - a. The Office of Scheduling and Space Management shall maintain a space inventory with data for each room on the campus. All work orders and periodic reports of the Facilities Maintenance Services shall be referred to this office for the up-dating of the space inventory.
  - b. Biannually, the Office of Scheduling and Space Management will conduct a physical audit of space assigned to each department. Such audits are arranged with departments and are intended to maintain the accuracy of the space inventory data.

- c. Annually, an instructional space analysis report will be prepared by the Office of Scheduling and Space Management.

C. Use of University Facilities by Non-University Groups

1. General Policy and Guidelines: To encourage the free exchange of ideas, the policy of Rutgers, The State University of New Jersey, is to make maximum use of its facilities and services for the citizens of the State of New Jersey. To that end, the university will provide access to its facilities for non-university groups on a space-available basis. The following policies and guidelines shall govern access to university facilities:

- a. All facilities and services shall be made available on a uniform, non-discriminatory basis.
- b. All groups making use of university facilities shall abide by university policies and regulations.
- c. A non-university group shall not advertise or announce an event held in university facilities in any manner that would suggest that the event is endorsed or sponsored by the university.
- d. Non-university groups shall be required to demonstrate financial responsibility including, as required, the posting of damage deposits and satisfaction of insurance requirements.
- e. Events of a commercial, private, profit-making or fundraising nature are prohibited at all university facilities. Exceptions to this policy shall require the approval of the senior campus administrator and the Office of the President.
- f. In scheduling of all university facilities, including auxiliary service facilities and student centers, first priority shall be given to university programs and activities. To the extent that facilities are available after instructional, research, and public service needs have been satisfied, such facilities shall be considered for use for events sponsored by various categories of users, in the following priority order:
  - (1) A division or department of the university
  - (2) Recognized student groups
  - (3) Academic or professional associations
  - (4) Alumni, parent or booster groups
  - (5) Agencies of government
  - (6) Groups other than the above

In scheduling events sponsored by non-university groups, university personnel shall make a reasonable effort to avoid the commitment of facilities until it is reasonably certain that higher priority, university-related need for the same facilities will not arise.

- g. Use of University Facilities for Political Activities (See Policy Section 50.3.4).

2. Summer Scheduling Policy - The Conference Center: Priority in use of academic facilities during summer months will be given to the needs of the Summer Session and other academic units that conduct summer courses. Summer scheduling of college student centers and athletic facilities shall be conducted in accordance with guidelines established by the colleges. Scheduling of auxiliary service facilities shall be conducted

by the University Conference Center, a unit of the Division of Auxiliary Services. The Conference Center shall observe the foregoing general policies affecting use of all university facilities. It shall also be guided by the recommendations of a Conference Center Guidance Board which shall meet regularly to review major requests for use of university facilities. The membership of the Guidance Board shall include one or more representatives of the faculty or administration appointed by the Executive Vice President for Academic Affairs.

3. Procedure for Requesting Use of University Facilities:

- a. Administration: The Office of Scheduling and Space Management is responsible for authorizing the use of space in New Brunswick except for the use of auxiliary services facilities and special purpose buildings. These facilities, such as Kirkpatrick Chapel, the Continuing Education Center, the Labor Education Center, Nicholas Music Center, the student centers, gymnasiums, dining halls and Voorhees Chapel, and all Administration and Public Safety training facilities shall be administered by officials responsible for arranging events in these special purpose facilities. On the Camden campus, the Campus Reservationist shall be responsible for the scheduling of university facilities. On the Newark campus, the Registrar and Scheduling Office shall schedule use of university facilities.
- b. Application: Non-university organizations and divisions/departments of the university who wish to sponsor an event shall submit a written application to the appropriate scheduling office or to the relevant office administering a special purpose facility. The office shall advise the applicant if the requested facility is available, determine the eligibility of the non-university group and specify the applicable charges and fees and other requirements that must be satisfied. Non-university groups will be required to meet insurance requirements (e.g., certification of insurance coverage) and will normally pay charges in advance. In addition, representatives of the organization must contact the Division of Administration and Public Safety's Emergency Services and Police Department to develop plans for public safety requirements associated with the event and to confirm funding sources.
- c. University Student Groups: Recognized student organizations that seek the use of university facilities other than those normally assigned for student use shall submit a written application to the appropriate dean of students. A copy of the application will be sent to the Office of Scheduling and Space Management, which will notify the dean of the availability of the requested facility. Once the event has been scheduled, the dean of students is responsible for handling the arrangements, including the determination of applicable charges. Recognized student organizations are normally exempt from facility use fees and insurance requirements, but they will be responsible for payment of the direct charges associated with the event and for conforming with guidelines on the conduct of student events established by the dean of students. In addition, representatives of the organization must meet with the Division of Administration and Public Safety's Police Department and Emergency Services to develop service requirements, code compliance, and confirm funding sources.
- d. Authorization and Notification: After all conditions of an application have been satisfied, the administering office will issue a permit authorizing the use of a university facility at the specified date and location and identify any organized support services that may be requested by the applicant. To achieve proper notification, the Office of Scheduling and Space Management, as well as the other offices responsible for authorizing the use of auxiliary and special purpose facilities, shall distribute copies of the permit to the university's Division of Administration and Public Safety; the Assistant Director, Facilities Administration; and to Dining Services (if appropriate) prior to the date of the scheduled event.

The Office of Scheduling and Space Management must receive copies of all permits for the use of university facilities in New Brunswick and will maintain a calendar of all scheduled events. The officials responsible for arranging events in auxiliary services and special purpose facilities will be expected to coordinate the planning and support services involved. Non-university groups should be informed of the telephone extensions of the Division of Administration and Public Safety's Dispatch Center in case of an emergency.

- e. Fees and Charges for Use of University Facilities: To cover direct and indirect costs of facilities use, a schedule of charges shall be maintained for all facilities regularly used for non-academic purposes. These charges shall be reviewed annually by appropriate university divisions (e.g., housing, dining services, student centers, university police, facilities maintenance services, risk management, and Rutgers Environment Health & Safety (REHS) to insure that user charges reflect the actual costs to the university of facilities and services provided, including indirect costs arising from interruption of established work schedules to meet the needs of non-university groups.
- (1) A unit or division of the university, recognized student organizations and government agencies sponsoring an event shall be exempt from payment of the facilities use fee.
  - (2) The charge schedule of facilities use fees shall be applied equitably to all other groups authorized to sponsor an event in a university facility.

D. Administration and Scheduling of Outdoor Space

1. Drill areas, athletic fields, gardens, and similar spaces used regularly by units or departments are subject to assignment and reassignment and governed by internal allocation procedures and this Facilities Use Policy.
2. The Executive Director of Facilities Planning & Development must be consulted on the location of each new building, building addition, parking lot, street or road, dump area, or other outdoor facility or project that might substantially affect the future appearance or development of the campus or that might in any way conflict with the interests of any other department or agency of the university.
3. The physical characteristics of outdoor space are considered in the assignment process in the same manner as data about indoor space in determining the appropriateness of requested space for the intended use. Alteration or removal of any major physical feature of assigned outdoor space is not an authorized activity. If certain physical features of an outdoor space are inappropriate to or impede the intended use, the Executive Director of Facilities Planning & Development must be consulted prior to any change in usage.
4. The Office of the Senior Dean of Students in New Brunswick is responsible for approving the use of outdoor areas in New Brunswick, such as Athlete's Glen and Voorhees Mall. The Office of Scheduling and Space Management will maintain the schedule for all such spaces.
5. Event organizers shall contact the Division of Administration and Public Safety's Police Department and Emergency Services Department to determine if a public safety plan will be required for the event. A public safety plan would be required if the Fire Official determines that an indoor or outdoor gathering of people has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads, or where the gathering adversely affects public safety services of any kind.

6. The Division of Administration and Public Safety's Department of Transportation Services is responsible for administering and assigning all parking areas on university property.
7. Indoor and outdoor space under the jurisdiction of the Division of Intercollegiate Athletics (e.g., the Rutgers Stadium and the Louis Brown Athletic Center) are special purpose facilities for holding large, organized events scheduled by the athletics division, which is responsible for coordinating the required support services.

E. The Public Forum: Public Access to Outdoor Space

1. General Policies and Guidelines: Rutgers, The State University of New Jersey, is committed to the principle of free inquiry through the full discussion and exchange of ideas on a non-discriminatory basis. Freedom of communication and inquiry is consistent with the role of a public university and with constitutional principles. It is a basic element of the mission of Rutgers University to encourage a broad educational forum in an open and free society. While the freedom of expression will be protected, public access to outdoor property of the university will be regulated to insure that activities of non-members of the university community will adhere to university procedures and abide by state and municipal laws. Access to university outdoor property by those who are not members of the university community shall be subject to the procedures and regulations listed below in Section E.2.
2. Procedures:
  - a. Non-members of the university community who wish to use university property for the purpose of speaking and distributing printed literature shall apply in writing to the appropriate dean of students on the campus where designated outdoor areas are available for this purpose. At the Newark Campus, apply to the Vice Chancellor for Student Affairs.
  - b. The applicant should be informed that the name of the university shall not be used to sponsor or endorse the activity at the designated campus site or in the literature or announcement of the event.
  - c. The dean of students shall advise the applicant of university regulations pertaining to the use of university property and that approved use would be immediately revoked if any regulation is violated.
  - d. The dean of students shall issue a registration permit approving the use of university property by non-members of the university community and identifying the specific time and location of the approved activity. Copies of the permit shall be circulated to the Office of Scheduling and Space Management, the Division of Administration and Public Safety's Emergency Services, and to the Assistant Director of Facilities Administration. The office of the dean of students will maintain an up-to-date record of all requested and approved activities.
  - e. Applications shall be processed on a first-come, first-served basis, and should normally be scheduled at least ten days prior to the date of the event.
  - f. Non-members of the university community shall be permitted to speak and/or distribute printed literature at the following locations:

In New Brunswick

- |                       |   |                    |
|-----------------------|---|--------------------|
| Busch Campus          | - | Mall Plaza         |
| College Avenue Campus | - | Records Hall Plaza |

- Cook Campus - Outdoor Center at the Newell Apt. Complex
- Douglass Campus - College Center Plaza  
(Nichol Avenue Entrance)
- Livingston Campus - Portico of Tillett Hall  
(Facing the Kilmer Library)

In Camden

College Center Mall  
Gymnasium Entrance  
Law School Entrance  
Fine Arts Center Mall

In Newark

The Plaza Entrance to the Robeson Campus Center  
University Avenue between Conklin and Boyden Halls  
Entrance to the S. I. Newhouse Center  
Entrance to Engelhard Hall

- g. The use of university property shall be limited to the hours between 9:00 a.m. to 4:00 p.m., Monday through Friday.
- h. The sale of printed literature shall be permitted so long as the material is an expression of the views of the individual or organization responsible for the event and not intended as a commercial or profit-making venture. Sales shall be limited to brochures, flyers, books, CDs, pamphlets and similar items only.
- i. The number of occasions that individuals or groups will be permitted to speak or sell/distribute literature at a designated location will be limited normally to six visits during a given month.
- j. The use of bullhorns or other loudspeaker systems shall be prohibited.
- k. Non-university individuals and groups will be required to provide certification of insurance coverage and will be responsible for payment of any established fee for the use of outdoor space and for all expenses for services furnished by the university.
- l. Decisions regarding requests under these regulations shall need to take into account any special circumstances that may relate to safeguarding the integrity of the academic process and the burden that permission to use university property may place on institutional resources.

F. Use of University Facilities by Professors Emeriti

- 1. It is the policy of the university to provide appropriate facilities to professors emeriti for the conduct of specific and continuing research projects of academic significance (including such activities as editorship of a learned journal, service as an officer or chairman of a learned society) on a space-available basis. In most cases, this need can be best met by applying for a faculty study carrel in the university's library. Requests for use of university facilities should be made by the dean of the professor emeritus' academic unit to the Chancellor (Camden and Newark) or the Executive Vice President for Academic Affairs (New Brunswick).

G. The University Calendar

- 1. All events held on university campuses which may be of interest to members of the university community or to members of university organizations should be placed on the University Calendar, published weekly during the academic year as part of the Rutgers

Newsletter. Written notices should be provided to the Calendar Editor, Alexander Johnston Hall, College Avenue Campus, New Brunswick, at least three weeks in advance of the event. Notices should include time, date, location, sponsoring group, whether the event is open to the public, and admission fee (if any).