



University of Nebraska Policies Committed to Excellence

Policy Governing the Use of UNL Facilities

The highest priority for use of all UNL facilities (buildings and grounds) is assigned to those functions necessary to carry out the basic missions of the University of teaching, research, and public service.

Use of UNL facilities for any purpose other than teaching, research, or public service functions is restricted to:

1. Recognized student organizations.
2. Recognized faculty and/or staff organizations.
3. Other organizations where such use does not conflict with state statutes, University regulations, and the basic mission or programs of the University.

The individual in charge of the facility involved has discretion to make specific assignments, subject to the approval of the cognizant vice chancellor, after the basic missions of UNL are covered.

This policy is not intended to eliminate certain traditional faculty functions that include minimum use of University facilities. Any functions to the contrary or that exceed normal or traditional use must be accompanied by a completed contract signed by the client and approved by the Facilities Management Business Office.

Professional Liability Insurance

Any professional activity that involves the use of human subjects must be covered by adequate professional liability insurance which includes the University as an additional named insured and which has been approved by the Facilities Management Business Office.

Services Which Must Receive Prior Approval

The following services must be approved in advance by the University official responsible for that area:

1. Selling of any type of goods or services.
2. Solicitation of funds for any purpose.
3. Free distribution of goods or services of any type.
4. Posting of printed materials by any University or non University organization or individual (excluding departments of the University) on any and all University property.

Scheduling and Authorizing Use of Facilities

The person responsible for special use facilities will schedule and authorize their use under the direction of the cognizant Vice Chancellor. Use of all other facilities will be authorized under the cognizance of the Facilities Management Business Office. A list of special use facilities follows in this section.

Any use of University facilities or property (whether approved or unapproved) may be terminated by University officials when these activities interfere with:

1. The educational and public service programs of the University.
2. The rights of other groups within the University community.

When the actual usage exceeds the scope of the permission granted, the organization will be notified of the violation and will be requested to take appropriate remedial steps.

Failure on the part of the responsible organization to bring the activity into compliance as requested will result in the activity being terminated by University officials.

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