

Facilities Use Policy

Authority: President

Date Enacted or Revised: Revised June 2015; September 2019; March 2020; March 15, 2022

Part 1: Definitions

- A campus facility, also referred to as a venue, is any indoor or outdoor space, which is operated, managed, and maintained where an event can be held; off-campus venues are not operated by McNeese but may require resources to be provided but not just limited to rooms; they can also be industry-modeled areas designed for hands-on training.
- Utilization refers to how a campus facility is being used and by whom.
- An event, also known as a special event, is any activity, occasion, reception, performance, special meal, conference, training, or other activity thereof that does not appear in a published class schedule. Appointments are excluded. All events, activities, and meetings must be scheduled using the Facilities Use Request Form which is accessed online through the MyMcNeese portal. An event may be held in a well.
- A venue coordinator is a designated faculty or staff member who is assigned the task of keeping a schedule of classes and events in a facility; facilities like, but not limited to, auditoria, gymnasias, theaters, model plants, clinics, etc., can have greater utilization and may require more data collection than current event management software can offer. In certain situations, data may have to be collected manually.
- An event coordinator or organizer is the person who is in charge of originating, organizing, and producing an event. As a representative on behalf of an organization and is the primary point of contact. There are several types of organizations defined for the purpose of this policy:
 - A student group (a club, fraternity, sorority, etc., officially recognized by the Office of Student Services and bound by the University's policies)
 - A University college, division, department, or office (made up of active University employees).
 - Booster groups (groups that exist for the sole purpose of advancing a McNeese program directly through fundraising efforts)
 - Corporate camps (active University employees who run an independent operation during the summer for athletic scholarship campers are potential students, this collaboration allows for McNeese to serve an additional audience in the community)
 - External groups (businesses, civic organizations, corporations, and other entities that do not fit into any of the types listed above but have past and present relationships with the University).
 - An individual student of McNeese State University or a group of students who have not obtained official recognition from the University.

Part 2: General

- Campus facilities exist to provide the spaces in which the University's primary mission can be carried out. Any activity occurring in a facility must be an appropriate use of that facility. At all times, McNeese State University maintains the right:
 - to scrutinize all utilization of space;

of this policy (see below).

- Campus facilities serve primarily the educational mission of the University and are open to students and employees during operation. Guests of students and employees are welcome by invitation; however, students and employees hosting guests their guests at all times. Members of the general public may attend campus functions to which the general public has been and facilities to conduct necessary business during normal hours of business operation. No person—whether student, employee or public—may engage in conduct that interferes with the educational mission of the University or that violates any University policy.
- The University reserves the right to restrict access to any facility for reasons appropriate to the intended use of the facility, function, personnel or equipment therein. For example, residence halls may be restricted to use by residents, residents' guests, classrooms and laboratories may be restricted to use by students and faculty registered for respective classes or conducting research, and access to rooms housing sophisticated equipment or fragile items may be restricted to those with appropriate knowledge and training. Such equipment or items; entry to rooms containing financial instruments, employee information, student records, or confidential information may be restricted to those with special authorization to enter. The preceding examples are intended for purposes of illustration only, and should not be construed as a limitation on the University's right to restrict access to particular facilities in order to ensure the orderly functioning of University operations.
- At any time or for any reason, in order to maintain campus order and safety, the University president or the president's designee may remove occupants from a campus facility and reassign them to different areas on campus.
- At any time in order to maintain campus order and safety, the University president or the president's designee may close a campus facility. Reasons for closure may include, but are not limited to: closure of buildings after normal business operation hours each day; closure of buildings during emergencies, disruptions, etc.; closure for reason of localized severe weather, environmental hazards and/or safety concerns; and closure of buildings during a severe weather event. During a closure, no one is permitted inside the closed area(s) unless special arrangements are made with the Plant Operations or University Police.
- Campus facilities are strictly governed by all applicable Louisiana Revised Statutes, building and fire safety codes, policies of the Board of Regents, policies of the NCAA where applicable, and the internal policies of McNeese State University.
- All campus facilities are subject to the University [Tobacco Use Policy](#).
- All campus facilities are subject to the University [Alcohol and Other Drug Policy](#).
- Revised statutes in State of Louisiana Constitution (see Article 7, Section 14(A)) prohibit the use of public facilities for private assessment of a use fee. Free use for personal gain is against State law.
- Booster groups, corporate camps, and external groups must provide a certificate of commercial general liability insurance and a liability agreement prior to their events.
- Any service contractor engaged by an organizer must provide a certificate of commercial general liability insurance and sign a liability agreement to the associated event. See "Insurance Requirements" at <http://www.mcneese.edu/facilities/insurance> for scope of coverage. A copy of the agreement is available at <http://doa.louisiana.gov/orm/pdf/uwcontr.pdf>

Part 3: Academic and Academic Support Functions

- Activities that include instruction, research, public service, academic support, student services, institutional support, operational support, and auxiliary programs are mission-critical programs made possible by the collection of tuition and fees and state and federal funding.

- McNeese State University is not responsible for any loss of revenue sustained by the organizer in the case of a cancellation. The organizer must purchase, and bear the cost of, specialized event insurance with coverages for loss of revenue if loss occurs.
- To schedule an event, the event coordinator must submit a Facilities Use Request which is accessed online through the M...
 - The information provided in the request must be made in good faith; to the best of the event coordinator’s knowledge, truthful and thorough. The event coordinator must be available to answer questions for the review process if the information review process takes time. Delays in providing information lengthen the amount of review time and delay a response.
 - An event coordinator may be charged retroactively for changes made at the last minute or as a result of insufficient information.
 - Cancellation fees for custodial service and security personnel may be charged for a last-minute cancellation. Fees cover preparation already made and if any setup has been completed.
- The request should be made a minimum of three weeks prior to the event or prior to the expected start date for publicity for...
 - The three-week period can be altered due to extenuating circumstances; poor planning is not considered an extenuating circumstance. Public relations and University events and the venue coordinator will have decision-making authority in these circumstances during the three-week period. In case of a tie, the director of public relations and University events will settle all ties.
- An event coordinator must have an approved request prior to starting any publicity or advertising. All publicity and advertising must be approved by the Office of Public Relations and University Events.
- Events with no approval will be shut down and the organization will be sanctioned. Event coordinators may still be charged for additional fees, even if the event did not happen as planned or scheduled.
 - Incidental meetings that were not formally scheduled will always be bumped by formally scheduled events and scheduled events.
- Special events may require payment of a facility use fee. The use fee simply grants use of a campus facility to an organization (including setup and take down) and is waived or reduced only under certain circumstances. See use fee schedule located at [venue pricing](#). Rates cannot be reset or negotiated by the venue coordinators.

The main test for determining whether or not the use fee is assessed comes from the State of Louisiana Constitution (mentioned earlier); it prohibits the use of public facilities for private or personal gains without the assessment of a fee.

Table 1: How Facilities Use Fees are Implemented

Find your organization type in the left column, then move across and find the scenario that fits.

For this type of organization...	Use fee is assessed if...	Use fee is not assessed if...
<i>Student Group (must comply with the Student Organization Handbook)</i>	The special event generates revenue but not all of the revenue is deposited into a University account (i.e., some portion of the revenue becomes a personal monetary gain).	<ul style="list-style-type: none"> • The special event generates revenue but not all of the revenue is deposited into a University account. • The special event generates revenue but not all of the revenue is deposited into a University account. • The special event is a full event and all proceeds are received by the University.
<i>College, Division, Department, or</i>	The special event generates revenue but not all of the revenue is deposited into a University account (i.e., some portion of the revenue	<ul style="list-style-type: none"> • The special event is in s...

- All other fees (security, custodial, equipment, etc.) may still be assessed. Read further for information about these fees.
- Employment, enrollment, or other relationship with the University cannot be used to waive use fees and/or other charges.
- Hosting an external group, likewise, cannot be used to waive the use fee and/or other charges associated with an event. An external group may be invited to a University event by an organizational unit (student or staff) that acts as the liaison between the University and an external group, usually through the University's Office of External Relations and University Events so that a request is properly submitted on behalf of an external organizer.
- The University through various departments does have resources and equipment that can be used for special events (e.g. audio/visual equipment, etc.). If those resources are not available, it will be the responsibility of the organizer to provide those items needed and remove them after the event.
- Most special events will require security. Whether the use fee has been waived or not, charges for security personnel will be assessed. A security schedule for security located at www.mcneese.edu/facilities. The University Police chief, or his designee, will determine how many officers will be needed. The University will arrange for additional security staffing when University Police has reached its capacity. Security fees will be assessed based on the University's neutral guidelines.
 - At the discretion of the University Police chief, security needs for an event may be outsourced to an external security company. The University Police chief or his designee will assess these costs. The University Police chief or his designee will assess these costs.
- The University's current food service provider has the right of first refusal on all events held on campus that will include catering. This includes all groups in general and to external groups in particular. Catering contractors cannot be approached and/or engaged until the University's food service provider has been contacted by the organizer and rejects the opportunity.
 - The current food service provider holds the liquor license for the campus. Any alcoholic beverages that are served at any University events, whether by the food service provider, or sold at any University events, must be dispensed by the University's food service provider.
 - Donated alcohol can only be served at an open bar. State law prohibits donated alcohol from being sold.
 - In order to ensure guests are of appropriate age and no one is over-served, the University's food service provider must be present to serve the donated alcohol. If the University's food service provider cannot accommodate the request, the event coordinator must hire an appropriately licensed person with the approval of the University's official food service provider. If the University's official food service provider is not present, a bartender must be hired and does not approve the credentials of a proposed bartender, then no alcoholic beverages will be allowed to be served. No alcohol be served in a self-serve setting.
 - The University's official food service provider will determine the appropriate personnel needed based on the number of guests. The charge for a bartender is \$25 per hour with a three-hour minimum.
 - Additional charges may be assessed for mixers, garnishes, glassware, ice and napkins.
 - All donated products must be provided in original, unopened containers.
 - Prior written approval from the University president is required before any event that includes selling or serving alcoholic beverages.
- Additional charges will be assessed to the organizer on a case-by-case basis for facility preparations that are beyond a request for a room and associated costs will vary depending on the level of University services provided.
- Sound and lighting services, as well as merchandise and food vendors, contracted by the organizer are considered third party contractors. All third party contractors must submit proof of general liability insurance and sign an indemnification agreement with the University before entering any University facility to take place. See the addenda for detailed information about technology in specific venues. All third party sub-contractors must submit proof of general liability insurance and sign an indemnification agreement with the University before entering any University facility to take place.

- The organizer is financially responsible for all keys temporarily issued to the event coordinator for the duration of the event. The [Control Policy](#) will be strictly followed and applied to any keys lost by the event coordinator/organizer.
- Some venue coordinators require additional rules and regulations for their venues due to technology or special equipment (e.g., stage lighting, etc.) (Some venues are also used for other large assembly spaces where entertainment can be presented.) The purpose is to manage risk and avoid misuse of the facility. All addenda must be reviewed and approved by the Facilities Use Committee; once approved, they are considered part of the Facilities Use Policy. See Section 6 below for further explanation.
 - All approved addenda will be listed at www.mcneese.edu/facilities.
- Booster groups, corporate camps, and external groups must provide a certificate of commercial general liability insurance and a release of liability agreement prior to their events.

Section B: Special Events at an Off-Campus Venue

- To further its educational, cultural, and recreational initiatives beyond its campus, McNeese will occasionally ask to use facilities off-campus. In such instances, the University becomes the external user at the host facility and must adhere to the host's policies and procedures.
- An event request is still required because the University may have to provide resources and personnel at the off-campus facility. The University also needs to ensure that the activity is insured by the Office of Risk Management. University personnel who are organizing the event must also ensure that its host to minimize any adverse impacts to the daily functions at the host's facility that the special event might impose.
- Regardless of the fact that the event is scheduled to occur off-campus, the event coordinator shall be responsible for the safety of all participants present at any event, including the establishment and utilization of procedures for checking-in, checking-out, and monitoring the behavior of children throughout the course of the event.

Section C: Request Process

- To make a request, log on to your MyMcNeese Portal account.
- Click on the Facilities Use Request link.
- Answer all questions fully and be as specific as you can. Do not be afraid to enter too much information! Remember: a lack of information may result in charges being assessed.
- Print or download a copy for yourself.
- Submit the request. DO NOT proceed any further until you receive a response.
- Any changes after submission may further delay a response.
- The request will move electronically through the approval process. You may be contacted to clarify or provide additional information.
- You will be notified of the decision after the request has been reviewed. If approved, a confirmation will be sent back to you.

Part 5: Leases/Rentals

Leases of Space in Immovable Property

- University of Louisiana System Policy FP-VI.IV.-1a establishes the general guidelines and procedures for leases (among other things, for the use of space in immovable property). Dependent on the action involved, additional approval from the Board of Regents, the Division of Administration (Office of Planning and Control, Office of State Purchasing), the Department of Natural Resources, and the House and Senate Natural Resources

- An addendum cannot contradict the University's Facilities Use Policy; it must work within the framework of the University's procedures outlined in an addendum must be articulated well so that the management and operation decisions can always
- Each addendum must provide all additional rules for use, a restatement of the fee structure specific to it with additional info may change the use fee if certain criteria are met, a list of said criteria, a list of all possible charges that may be assessed, assessed each time a facility is used. Most importantly, the addendum must be very clear about what services are provided responsibility of the user. Services brought in by the user will need prior approval of the University before the facility can be
- Addenda will be strictly enforced.
- Please see [Additional Charges](#) for more information.

Related Information

[List of Building Coordinators/Venue Coordinators](#)

[McNeese State University Student Organization Handbook](#)

[McNeese State University Tobacco Use Policy](#)

[McNeese State University Alcohol and Other Drug Policy](#)

[Policy FP-VI.IV.-1a from the University of Louisiana System \(on leases\)](#)

[Insurance Requirements](#) See also: <http://doa.louisiana.gov/orm/pdf/uwcontr.pdf>

[Rate Schedule](#)

[Southwest Economic Alliance, Incubator Program](#)