

# Facilities Use Policy

**Authority:** President

**Date Enacted or Revised:** Revised June 2015; September 2019; March 2020; March 15, 2022; March 8, 2023; May 30, 2023

McNeese State University realizes the importance of its role in the community and the audiences it serves. When available, the University may provide facilities and resources to its students and employees as well as the community for events.

## Definitions

- A **campus facility or venue** is an indoor or outdoor space for events that is operated by McNeese State University.
- An **event** is an activity, reception, training, meeting, etc., that does not appear in the class schedule.
- A **venue coordinator** is a designated faculty or staff member who keeps the schedule of classes and activities for a facility.
- An **event coordinator** is the primary point of contact for an organization and is in charge of organizing an event.
- Types of organizations:
  - **Student organizations** are officially recognized by the Office of Student Services and bound by the [Student Organizations Handbook](#).
  - **Administrative units** include colleges, divisions, departments, and offices.
  - **Booster groups** support McNeese programs through fundraising.
  - **Corporate camps** are independent operations managed by University employees during the summer for athletic skills development.
  - **External groups** include businesses, civic organizations, and other entities that do not fit into the other types of organizations.
  - An **individual student or a group of students** at McNeese State University is unaffiliated with an organization and does not have official recognition from the Office of Student Services.

## General

Campus facilities are governed by Louisiana Revised Statutes; building and fire safety codes; and policies of the Board of Regents, University of Louisiana System, NCAA, and McNeese State University. Campus facilities provide spaces for fulfilling the University's mission, which encompasses instruction, research, public service, academic support, student services, institutional support, operation and maintenance of facilities, and auxiliary programs.

The University reserves the right to restrict access to any facility for reasons related to its function, personnel, or contents. For example, residence halls may be restricted to residents, their guests, and housing employees; classrooms may be restricted to faculty and registered students; laboratories may be restricted to students and faculty conducting research; rooms with equipment or fragile items may be restricted to those who have relevant knowledge and permission for their use; and rooms containing confidential information may be limited to authorized personnel.

The needs of students and employees have priority, and external groups will not receive approval for their events until all other University functions have been scheduled. Venue coordinators follow these guidelines when approving requests for facilities:

- University-sponsored activities that support student recruiting, fundraising, and community engagement initiatives are high priorities. Efforts should be made to minimize fees assessed to University departments conducting these activities and to make campus resources and equipment available to support such initiatives.
- Instruction has priority in all teaching spaces.
- Student groups have priority for venues in the Student Union Complex.
- Student-athletes and athletic events have priority in all athletic venues.
- McNeese performing arts productions have priority in all performance areas in the Shearman Fine Arts Center.

The president may reassign events to different campus venues or close campus facilities for reasons including, but not limited to, renovations, repairs, utility disruptions, etc.; safety concerns; and severe weather. No one may enter a closed facility unless they make arrangements with the Office of Facilities and Plant Operations or University Police.

# Responsibilities

## Venue Coordinators

McNeese assigns campus facilities to administrative units, and designated employees within those units are venue coordinators for those assigned facilities. Venue coordinators and administrative units are responsible for the effective, efficient, and respectful use of their assigned facilities.

Some campus facilities have additional policies and procedures regarding their use, which may not contradict this policy. Those additional policies must include all possible charges that may be assessed and what services are provided at that facility. Some venues have additional rules for managing risks associated with technology or special equipment.

Employees may not lease or modify facilities without the approval of the president. The Office of Facilities and Plant Operations administers all maintenance, repairs, and other modifications. Unapproved modifications will result in the venue coordinator and/or the administrative unit bearing the cost for repairs.

## Event Coordinators

An event coordinator must receive approval prior to starting publicity or advertising for events held in McNeese facilities. Unapproved events will be shut down and the organization will be sanctioned.

The University has resources and equipment for events (e.g., tables, chairs, etc.). However, when those resources are unavailable, the event coordinator must provide those items and remove them after the event. Contact the facility's venue coordinator for detailed information about available technology, equipment, and other resources.

Whether or not the event is on-campus, the event coordinator is responsible for the security and behavior of children at an event, including procedures for checking them in and out and monitoring their transportation and activities during the event.

The organization is financially responsible for damages caused during the event. The organization is financially responsible for keys temporarily issued to the event coordinator as described in the University's [Key Control Policy](#).

McNeese State University is not responsible for loss of revenue sustained by the organization if the University cancels the event. The event coordinator may purchase event insurance with coverage for loss of revenue.

## Fees

Events may require payment of a facility use fee. McNeese State University reserves the right to assess fees for services and equipment and to retroactively assess fees for an event that was unclear in its original description and required additional planning and coordination by the University. Event coordinators may still be charged fees retroactively, even if the event did not happen as planned.

Additional fees for custodial service and security personnel may be charged for a last-minute cancellation. Fees will vary according to the amount of preparation already made and if any setup has been completed.

The Office of Administrative Accounting will invoice any fees assessed by McNeese. Payment is due upon receipt of the invoice. If the invoice remains unpaid after 30 days, the account becomes delinquent, and a \$50 late fee may be added. The late fee can be applied to each 30-day period that lapses. A delinquent account will prohibit the organization from future use of campus facilities for events.

Revised statutes in the Louisiana Constitution (see Article 7, Section 14(A)) prohibit the use of public facilities for personal gain without the assessment of a use fee. Venue coordinators use the following guidelines to determine whether to assess fees.

For this type of organization...	Use fee is assessed if...	Use fee is not assessed if...
<i>Student Group (must comply with the <a href="#">Student Organizations Handbook</a>)</i>	The special event generates revenue but not all the revenue is deposited into a University account (i.e., some portion of the revenue becomes a personal monetary gain).	The special event generates no revenue; or
		The special event generates revenue, and all revenue is deposited into a University account; or
		The special event is a fundraiser for a bona fide charity, and all proceeds are received by the charity.

For this type of organization...	Use fee is assessed if...	Use fee is not assessed if...
<i>College, Division, Department, or Office</i>	The special event generates revenue but not all the revenue is deposited into a University account (i.e., some portion of the revenue becomes a personal monetary gain).	The special event is in support of an academic program or the University's mission and generates no revenue; or
		The special event supports an academic program or the University's mission and generates revenue, but all revenue is deposited into a University account.
<i>Booster Groups</i>	Not all the revenue generated is deposited into an account specifically setup for the program (i.e., some portion of the revenue becomes a personal monetary gain).	All revenue generated is deposited into an account specifically set up for the program.
<i>Corporate Camps</i>	This type of group exists for employees who are supplementing personal income while using campus facilities.	The use fee is never waived for this type of group.
<i>External Groups</i>	Non-public entities that customarily rent venues for their events; this group catches all others who do not fit into any of the four groups above.	The group is a federal or state agency which needs to disseminate information or aid in times of crisis; or
		The University through its president enters into a collaborative agreement and provides one or multiple venues as part of its agreement (rare).

## Insurance Requirements

Booster groups, corporate camps, and external groups must provide a certificate of commercial general liability insurance and sign an indemnification agreement prior to their events.

Third-party sub-contractors such as sound and lighting services and food vendors must receive approval, submit proof of general liability insurance, and sign an indemnification agreement with the University before entering the venue. See [Insurance Requirements](#) for scope of coverage.

## Event Services

The organization or event coordinator must ensure payment for security, if required. The University police chief or a designee will determine how many officers will be required and arrange for additional security if necessary.

The University's food service provider has the right of first refusal on events that include catering. Event coordinators may not engage outside caterers unless the University's food service provider is unavailable.

The University's food service provider holds the liquor license for the campus and is responsible for providing a trained bartender to dispense any alcohol served at events. If they cannot provide a bartender, the event coordinator may use a licensed person with the approval of the food service provider. If the food service provider does not approve the proposed bartender, then no alcoholic beverages will be allowed during the event. At no time will event attendees self-serve alcohol.

Organizations may be charged for mixers, garnishes, glassware, ice, and napkins.

Donated alcohol can only be served at an open bar. State law prohibits donated alcohol from being sold. All donated products must be in original, unopened containers.

## Events at Off-Campus Venues

McNeese occasionally requests to use facilities that are not on campus, in which case the University must adhere to the host's policies and procedures for use of space.

Off-campus events still require approval since the University may need to provide resources and personnel. The University may also need to verify that the event has coverage from the Office of Risk Management.

## Leases/Rentals

McNeese State University's policies and procedures align with [University of Louisiana System Policy FP-VI.IV.-1a](#), which establishes guidelines for leases at its campuses. Depending on the situation, leases may require additional approval from the Board of Regents, the Division of Administration (Office of Contractual Review, Office of Facilities Planning and Control, and/or Office of State Purchasing), the Department of Natural Resources, and the House and Senate Natural Resources Committees.

All long-term leases for space (other than at the SEED Center) are executed and managed by the president. SEED Center leases are part of the business development and economic incubator program for Southwest Louisiana. Rules and regulations set by the Southwest Louisiana Economic Development Alliance apply only to the SEED Center.

Contracted services (housing, food service, and custodial) require the leasing of space according to the terms of their contracts.

Lessees are financially responsible for damages to the facility being used for the lease.

## Committee

The [Facilities Use Committee](#) is responsible for setting these guidelines and updating them periodically.

## Communication

This policy is distributed via the University Policies webpage.

## Related Information

- [Acceptable Use of Information Technology Resources Policy](#)
- [Alcohol and Other Drug Policy](#)
- [Candles/Open Flame Devices Policy](#)
- [Insurance Requirements](#)
- [Public Forum Policy](#)
- [Student Organizations Handbook](#)
- [Tobacco Use Policy](#)
- [University of Louisiana System Policy FP-VI.IV.-1a Immovable Property and Associated Guidelines](#)
- [Venue Coordinators](#)
- [Videography and Photography Policy](#)
- [Violence-Free Workplace and Campus Violence Prevention Policy](#)