

Internal Governing Policies

#142 - Use of University Facilities and Grounds

Approved: March 28, 2007

Monitor: Vice President for Student Affairs

The facilities and grounds comprising the campus of Eastern Illinois University are held in the name of the Board of Trustees for the people of the State of Illinois for the use of the University. The Board is required by [Illinois law](#) to operate, manage and control all such property for the purpose of fulfilling the University's mission. Accordingly, the use of University facilities and grounds is subject not only to applicable federal and state law, but to the lawfully prescribed policies of the Board of Trustees and of Eastern Illinois University.

The University endorses the principle of freedom of expression. This statement of policy supports that principle, recognizing both its legal and ethical obligations, and is established in accordance with [Board Regulations](#).

University facilities and premises are provided to permit the accomplishment of the University's educational, research and public service functions. The use of such facilities and grounds for any other purpose is not permitted except in accordance with the following regulations.

1. The Office of the Provost and Vice President for Academic Affairs is responsible for the scheduling and assignment of all credit instructional, research, and public service programs which are administered by academic departments and by the School of Continuing Education. The use of University facilities and grounds for such instructional, research and public service purposes shall have priority over use for any other purpose.
2. The Director of the Tarble Arts Center is responsible for the scheduling of the Center. The Center shall develop a scheduling policy for review and approval by the President, or designee.
3. The Dean of the College of Education and Professional Studies and the Director of Athletics are responsible for developing a scheduling policy for O'Brien Stadium for review and approval by the President.
4. The Office of Campus Scheduling is responsible for the scheduling and assignment of University facilities and grounds by individuals, groups, and organizations for any purpose other than those described in paragraphs 1 and 2 above. Applications for the use of University facilities and grounds for any purpose other than authorized credit, instructional, research and public service programs shall be filed with the Office of Campus Scheduling in accordance with these regulations.

The Office of Campus Scheduling shall process such applications and shall schedule the use of available facilities and grounds in accordance with these regulations and with all applicable federal and state laws. The Office of Campus Scheduling shall publish a prescribed form to be used by an applicant for the use of University facilities and grounds; make applicable laws,

policies and regulations known to any such applicant; and assist applicants in completing and filing the prescribed form.

5. The Office of Campus Scheduling is further authorized to issue such supplemental directions as it deems necessary for the implementation of these policies and regulations, provided that they are issued in writing, have the approval of the President (or designee), and are consistent with these regulations, all applicable policies, and with the instructional, research and public service requirements of the University.
6. Subject to the foregoing requirements, University facilities and grounds may be used by faculty, staff and recognized student organizations; and by related University organizations for other than University educational, research and public service programs.
7. Subject to the foregoing requirements, if the use of University facilities and grounds is not required for University educational, research and public service programs and has not been granted to a qualified applicant under the provisions of paragraph 6, such facilities and grounds may be used by non-University organizations if the proposed use involves a matter of some educational or public significance. In connection with an application for any such use and with such use itself, the following conditions and restrictions shall apply:
 - a. The use of University facilities and grounds shall not be permitted for any purpose that will interfere with any aspect of the functions and purposes of the University.
 - b. In no case may an admission or registration fee be charged or funds otherwise raised by non-University organizations, except upon prior permission from the Office of Campus Scheduling. In recognition of the fact that the University is State property, the University reserves the right to review all applications with regard to adherence to University and Board policy, as well as the laws of the State of Illinois.
 - c. Non-University groups and organizations or individuals are required to provide the University with a certificate of insurance including the Board of Trustees and Eastern Illinois University as an additional insured for no less than \$1,000,000 combined limits. As a convenience and courtesy to tenants, users, and renters of facilities, the University has arranged to make available at a nominal cost a tenant's insurance option. Limited exceptions to this requirement may be granted by the Vice President for Business Affairs. Adequacy of insurance coverage must be confirmed by the Office of the Vice President for Business Affairs prior to use of the facilities and/or grounds. Under exceptional conditions, an indemnification agreement may be accepted in lieu of the liability coverage requirement.
8. The University may, from time to time, establish a schedule of usage charges for the use of University facilities and grounds by any applicant. The purpose of these charges shall be to reimburse the University, in whole or in part, for general operational and maintenance costs associated with the scheduled use.
9. Direct and indirect costs incurred by the University in conjunction with any scheduled event may be charged whenever an admission fee or other funds are collected incident to such use. Any

such charges shall be paid in advance or satisfactory assurance be given that payment will be made.

10. The University requires evidence of purchase of insurance liability coverage for property damage, bodily injury, and personal injury. Adequacy of insurance coverage must be confirmed by the Office of the Vice President for Business Affairs prior to use of the facilities and/or grounds.
11. The organization shall assume full responsibility for the conduct of any patron, guest, or visitor who attends the event they are sponsoring. Eastern Illinois University assumes no responsibility for supervising and/or chaperoning any event scheduled in campus facilities or on campus grounds.
12. Any sponsoring organization or individual using University grounds and facilities assumes responsibility for maintaining the condition of the facilities during their use. The organization or individual shall be responsible for all damage or misappropriation of University facilities or equipment occurring as a result of the use of facilities. This responsibility includes damage or misappropriation by all non-University attendees. The organization or individual will be held liable for reimbursement to the University for any such damage or loss.
13. Any applicant whose request is denied may appeal the ruling of the Office of Campus Scheduling by filing a written appeal within five days. The appeal must set forth the reasons the applicant believes the ruling to be in violation of regulations. Such appeal should be filed with the Office of the Vice President for Student Affairs for a hearing by a committee of three--two teaching and/or administrative staff (appointed by the University President) and the President of the Student Body (or the Speaker of the Student Senate.) The committee shall hear the appeal, and on the basis of the information presented recommend an appropriate resolution to the Vice President for Student Affairs, whose decision shall be final.