

USE OF UNIVERSITY FACILITIES AND GROUNDS  
USAGE CHARGES

Users of University facilities and grounds shall be charged a usage fee as set forth in the schedule of charges, available in the Campus Scheduling Office, with the exceptions set forth below:

1. Programs and activities organized and scheduled through the School of Adult and Continuing Education and the Office of Camps and Conferences Housing shall be charged a negotiated rate between \$0 and the amount set forth in the [Schedule of Charges](#), depending upon the desirability of the program and its ability to pay.

The Campus Scheduling Office shall be responsible for negotiating rates with the Office of Camps and Conference Housing for all usage charges and with the Office of Continuing Education for rooms in the University Union and other general facilities-- auditoriums, gymnasiums, *etc.*

All charges are to be collected by the Campus Scheduling Office. Charges collected for use of University Union facilities shall be deposited in a University Union account. Charges collected for the use of other institutional facilities and space shall be deposited in the Physical Plant Maintenance Account, with the income to be used to offset standard maintenance expenses.

Overtime and extra help expenses associated with events will continue to be charged to an account in the University Union. Any supplies and special equipment expenses will also be charged to the account.

2. Official University users (offices, councils, committees, boards, Faculty Senate, Student Government, and University Board) shall not be charged a usage fee even if an admission or registration fee is charged for a scheduled event or activity.
3. Other institutional users (approved student organizations, Parents Club, Alumni Association, Panther Club, EIU Foundation, University Club, *etc.*) shall be charged the scheduled usage fee only if an admission or registration fee is charged. Departments shall be charged for conferences to offset set-up and cleaning expenses.
4. Usage fees may be waived or reduced for programs other than those scheduled by the Office of Camps and Conferences Housing and the School of Adult and Continuing Education provided the President of the University determines (1) that the program is important to the University, (2) that the proposal to bring the program to the University must be competitive, or (3) that the activity or the scheduling organization has a special relationship to the University.

5. Contracts involving obligations for space and facilities shall be signed by the appropriate agent of the University only after certification by the Campus Scheduling Office that all facilities and space have been properly scheduled.

Approved:  
President  
August 7, 1996

Monitor: Vice President for Student Affairs

SUPERSEDED