

University Facilities Use Policy

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The primary purpose of the use of all buildings and grounds owned, leased, or operated by Washington and Lee University (hereinafter collectively referred to as "University Facilities") is to support the University's educational mission. University Facilities are primarily used for academic courses, educational and University-sponsored events, and programs or activities for University students. The use of University Facilities by external groups or for events that are not affiliated with a University department or group may also be permitted in accordance with this Policy.

This Policy is intended to set forth the processes, procedures, and requirements for the use of University Facilities and to facilitate the efficient, safe, and orderly use of such facilities and grounds, consistent with the University's educational mission. As a private university, Washington and Lee can and does impose conditions for the use of all University Facilities by individuals or groups not affiliated with "n armMaanM

Event means any planned gathering of individuals or groups, including, but not limited to, performances, forums, rallies, dances, speakers, conferences, concerts, lectures, social functions, celebrations, protests, tailgates, and other presentations. For purposes of this Policy, the term Event shall include Major Events, unless otherwise specified.

External Group means any group, organization, person, or program not directly affiliated with the University. For purposes of this Policy, individuals who are employed by or affiliated with the University (e.g., alumni) shall be considered External Groups if they seek to use the University's buildings or facilities in an individual capacity or as a representative of a third party organization. Additionally, student groups or organizations that are not Recognized Student Organizations shall be considered External Groups for purposes of this Policy.

Internal Group means any University department, program, or Recognized Student Organization requesting to use a University Facility for its own purposes. For purposes of clarification, a University department, program, or Recognized Student Organization is not considered an Internal Group if it is requesting the use of a University Facility on behalf of or for the use of an External Group.

Major Event means any Event where one or more of the following applies:

1. Over 100 people are anticipated to attend the Event;
2. Public Safety determines that the Event is likely to impact campus safety or security, or require coordination with local law enforcement or other external agencies;
3. The Event is likely to interfere with other University business, functions, and/or activities; or
4. Alcohol is intended to be served (other than strictly for religious purposes).

The following activities are expressly excluded from the definition of Major Event for purposes of this Policy:

1. Academic courses offered by the University;
2. Meetings of the Board of Trustees of the University;
3. NCAA-sanctioned athletic events and other University athletic team-related gatherings or events;
4. University intramural and club sports events;
5. Faculty meetings;
6. Student Body Hearings of the Executive Committee;
7. University Commencement, Baccalaureate, and Convocations;

University Facility	University Chapel (for weddings only)
Facility Contact	Denise Gorsky, Wedding Coordinator, dgorsky@wlu.edu , (540) 258-1252
University Facility	Athletics Facilities (for athletics events only)
Facility Contact	Wanda Scott, Administrative Assistant II, wrscott@wlu.edu , (540) 458-8672
University Facility	Belfield
Facility Contact	Sue Woodruff, Special Events Assistant/Guest House Coordinator, swoodruff@wlu.edu , (540) 458-8200
University Facility	Morris House
Facility Contact	Sue Woodruff, Special Events Assistant/Guest House Coordinator, swoodruff@wlu.edu , (540) 458-8200

2. Information Required for Requests

All requests to use University Facilities must be made in writing, accurately identify the individual or group making the request, provide an explicit description of the proposed Event, provide the expected number of Event attendees or participants, and provide information on any logistical needs required for the Event. For Internal Groups and Sponsored Groups, these requirements may be met by requesting the location through 25Live, the University's online space reservation system, if it is available for the requested location, and providing the required information within that system. For External Groups, requests should be directed to the Facility Contact for the specific University Facility being requested.

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A. For Internal Groups and Sponsored Groups

Requests made by an Internal Group or a Sponsored Group to use University Facilities for Major Events must be made at least four (4) weeks prior to the date of the Major Event. Requests made by an Internal Group or a Sponsored Group to use University Facilities for all other Events may be made at any time. Use of University Facilities by a Sponsored Group shall be limited to once per term except for routine meetings or small events that Public Safety has determined do not pose a health and safety risk or

disrupt operations, such as athletics, performing arts, or after-school programs, and club or board meetings of community or other groups.

B. For External Groups

Requests to use University Facilities by External Groups for Major Events must be made at least six (6) weeks prior to the date of the Major Event. Requests to use University Facilities by External Groups for all other Events must be made at least two (2) weeks prior to the date of the Event. Use of University Facilities by an External Group shall be limited to once per term except for routine meetings or small events that Public Safety has determined do not pose a health and safety risk or disrupt operations, such as athletics, performing arts, or after-school programs, and club or board meetings of community or other groups.

Additionally, the schedule below sets forth the earliest dates for External Groups to request to use University Facilities other than University Chapel and the Lenfest Center for the Arts:

- For Events during Fall Term – April 15
- For Events during Winter Term – November 15
- For Events during Spring Term – February 15
- For Events during the summer or during other breaks/periods while classes are not in session – no earlier than one (1) year prior to the date of the Event

Requests by External Groups to use University Chapel may be made no earlier than two (2) years prior to the date of the Event for which use of University Chapel is being requested. Additionally, requests by External Groups to use the Lenfest Center for the Arts may be made no earlier than January 1 prior to the academic year in which the Event subject to the request would take place if the request is approved by the University.

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In scheduling the use of University Facilities, academic courses shall be given the highest priority. Once academic courses have been accommodated, the use of University Facilities shall be prioritized as follows:

- Internal Groups seeking to use University Facilities for the purposes of carrying out University business;
- Internal Groups seeking to use University Facilities for a purpose consistent with the mission of the University;

- Internal Groups seeking to use University Facilities for any other legitimate purpose;
- Sponsored Groups seeking to use University Facilities for a purpose consistent with the mission of the University;
- Sponsored Groups seeking to use University Facilities for any other legitimate purpose;
- External Groups seeking to use University Facilities for purposes consistent with the mission of the University; and
- External Groups seeking to use University Facilities for any other legitimate purpose.

The University will evaluate all requests to use University Facilities received by External Groups based on the following criteria:

- Compatibility with the University's mission;
- Potential for economic enhancement;
- Opportunity to support University alumni and friends;
- Development of community relations;
- Compatibility with maintenance and construction requirements; and
- Potential for disruption to University operations.

There is no set timeline for the evaluation of requests to use University Facilities. The University will evaluate and respond to requests in its sole discretion. Pending requests may be deferred for any length of time or for any reason.

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All reservations for the Use of University Facilities must be made using 25Live, the University's online space reservation system, when available. For specific locations that do not use 25Live, reservations must be made in accordance with the policies, procedures, and practices applicable to the specific location. External Groups must contact the Facility Contact listed in Section 1 of this Policy for the specific University Facility being requested in order to request a reservation.

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The facility usage fees for University Facilities will vary by the specific Facility being used. Internal Groups and Sponsored Groups will not generally be charged a facility usage fee, but may be responsible for other costs associated with the Event, as determined by the University in its sole discretion. External Groups using University Facilities may be charged a facility usage fee depending on the type or nature of the

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<http://go.wid.edu/policies>. Such policies and procedures include, but are not limited to, the following:

- [Alcohol Service Guidelines](#)
- [Computing Resources, Network and Email Use Policy](#)
- [Confidentiality Policy](#)
- [Copyright Guidelines for Showing Movies and Other Audiovisual Works](#)
- [Sexual Discrimination and Misconduct Policy](#)
- [Smoking Policy](#)
- [.....](#)

employees, agents, and volunteers as Additional Insured. In the application for the Special Event Liability Insurance, External Groups **MUST** complete this section where prompted. The address for the University that should be used on the additional insured page is: Washington and Lee University, 204 W. Washington Street, Lexington, VA 24450.

Proof of insurance, as well as a certificate of insurance naming the University as Additional Insured, must be submitted to the University at least ten (10) calendar days prior to the Event.

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Portions of this Policy were adapted from the following policies of other institutions, which served as valuable resources in the development of this Policy:

- Davidson College's Facility Use Policy for Non-College Groups
- Haverford College's Facility Use Policy

- Ohio Wesleyan University's Facilities Use Policy
- University of California, Berkeley's Major Events Hosted by Non-Departmental Users (Interim)
- University of North Carolina Wilmington's Facilities Use Policy