



Colorado State University

CAMPUS FACILITY USE
POLICY AND PROCEDURE MANUAL

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DIRECTORY

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Colorado State University Police Department	491-6425, 911 (Emergencies)
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Environmental Health Services.....	491-6745
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I. INTRODUCTION AND PURPOSE

A. INTRODUCTION

University facilities are in constant demand for use by CSU departments, groups and individuals as well as those external to the university. Meeting this demand while avoiding scheduling conflicts and preserving and protecting the facilities and their users is a complex and challenging process. In order to best serve the interests of the university, treat all users fairly, and assure the continuing availability of high quality facilities, the Department of Facilities Management has issued this Campus Facility Use Manual.

Productive use of university facilities is necessary to accomplish the role and mission of Colorado State University. Use of university facilities should generally be afforded first to university-related groups, such as departments, academic units, and class sections, before making them available for use by external customers. Priority of use has therefore been established as follows:

“Students, faculty, staff, and specified university related group functions, including academic, research, and student-centered social and recreational activities, shall have first priority. Second priority shall be given to meetings of professional and semiprofessional nature that are related to the work of the university and that will involve resources of the university.”

In this context, it should be noted that it is the recognized policy of the university that academic uses of facilities shall have a special priority over other uses.

B. PURPOSE

This manual represents the university’s official policy. The goals of this policy are:

1. To centralize and coordinate the process of scheduling facilities.
2. To minimize scheduling conflicts throughout the campus community.
3. To maintain and enforce consistent scheduling policies and priorities.
4. To maintain and enforce consistent procedures.
5. To maintain and enforce consistent fees and contracts for rental facilities.
6. To increase campus awareness of events.
7. To provide a designated liaison to the local community with regard to scheduling of programs and events on campus.
8. To increase the use of campus facilities, thus providing additional revenue to the university.
9. to aid in the coordination of academic and non-academic scheduling priorities.
10. To help protect the safety of the university community and preserve the integrity and condition of the university’s facilities.

C. POLICY STATEMENT REGARDING APPLICATION OF LAWS AND REGULATIONS

All Colorado State University facilities are under the jurisdiction of the State of Colorado, and any use thereof is subject to the laws of the State of Colorado and rules and regulations issued pursuant thereto. Persons using university facilities are at all times subject to applicable federal, state and local laws and ordinances as well as the policies of the Board of Governors and the university. Any use of such facilities in violation of such laws and policies will subject an offending party to civil and/or criminal liability. Further, any person who enters into a contract (written or verbal) on behalf of the State of Colorado or Colorado State University for use of facilities, without specific authority to do so, may be held personally liable on such contract.

The university reserves the right to deny use of any facility for any reason (other than a reason that would in itself constitute a violation of law or policy) determined to be necessary to protect persons or property or the best interests of the institution. The Associate Vice President for Facilities Management is charged with the responsibility for such determinations, subject to appeal to the Vice President for University Operations, whose decision on such matters is final.

II. GENERAL POLICIES AND PROCEDURES

A. REQUESTING USE OF UNIVERSITY FACILITIES

General Assignment Classrooms

A separate CSU policy on scheduling General Assignment Classrooms is issued by the Provost/Executive Vice President and may be found in the CSU Policy Library (<http://policies.colostate.edu>). For reservations and assistance, contact the [Office of the Registrar](http://registrar.colostate.edu/) (<http://registrar.colostate.edu/>).

Special Use Facilities

Activities that are not academically-oriented that occur either on campus grounds or in academic buildings are considered special and must be coordinated through the Facilities Management Event Support Coordinator.

The Event Support Coordinator is responsible for evaluating each request, determining the various entities that will be affected by the activity, and getting feedback and/or approval from each one, interpreting agency policy and procedures for requestors, approving requests, and following up on each activity. The primary objective is to help requestors have a successful event that is safe for participants and protects university property. See the [University Events Calendar](#) for a summary of scheduled items.

Many university facilities are designed and/or equipped primarily for special uses. Such facilities may not be available for general/public use, or may be subject to special priorities for use. Facilities Management Event Support Office maintains an inventory of such facilities. Requests to have a facility designated as a Special Use Facility should be submitted to the Event Support Coordinator.

Approval of Requests for Use of University Facilities

Facilities Management, in cooperation with the Area Coordinator, where appropriate, will approve requests for use of university facilities based on factors including, but not limited to:

- Availability of facility.
- Facility use priority system (see below).
- Appropriateness and general feasibility of facility for use specified.
- Potential conflict with other activities.
- Fulfillment of necessary requirements, including but not limited to, payment of fees, proof of insurance, existence of proper use agreements, required approval of other university departments.

B. GENERAL FACILITY USE PRIORITY SYSTEM

The general rule for university facility use priority is as follows, with specific guidelines for a particular facility taking precedence when applicable:

Students, faculty, staff and specific university-related group functions, including student-centered academic, social and recreational activities shall have first priority. Second priority shall be given to meetings of a professional and semiprofessional nature that are related to the work of the university and that will involve academic resources of the university.

In this context, it is the policy of the university that academic uses of facilities shall have a special priority over other uses, where “academic” (as it pertains to facility use) is defined as:

1. Courses for credit or credit earning activities (where such activities are for compulsory fulfillment of established degree program requirements) and non-credit courses required for admission to or completion of degree program requirements, where registration and tuition payments are through the Registrar’s office or the Division of Continuing Education.
2. Faculty research defined/approved in advance through proper channels.
3. Compulsory graduate student research which fulfills established degree requirements.

C. RESOLVING CONFLICTS

When a scheduling conflict arises, e.g. two parties requesting the same facility for the same date and no existing priority guideline addresses the conflict or it is otherwise unresolved, then a review process is available to resolve the conflict. However, it is expected that the parties involved will cooperatively investigate all possibilities (including use of comparable facilities) which would allow accommodation of multiple activities before calling upon the review process.

Review will occur in a four-step process:

1. The Event Support Office gathers the information necessary before reviewing a conflict. This may include documentation of the conflict, written statements submitted by each party involved, and suggested solutions.
2. The department heads of those involved in the dispute will be asked to review the information submitted in Step 1 and may recommend a resolution to the Event Support Coordinator.
3. In the event that a resolution satisfactory to all concerned cannot be reached by the Event Support Coordinator, the matter will be submitted to the Associate Vice President for Facilities Management to resolve the conflict based upon the best interest of the university.
4. The decision of the Associate Vice President may be appealed to the Vice President for University Operations, whose decision shall be final.

The “best interests of the university” will be the guiding principle in resolving all conflicts, as determined by examining factors such as:

- Academic consideration in the dispute;
- The financial implications to the university as a whole. *The financial implications to the university, with regard to Moby Arena, will receive priority consideration during Summer and Break Periods;*
- Other commitments or factors affecting the university;
- The university-wide public relations opportunities involved, including student recruitment; and
- Inherent equity to all affected departments and/or students.

Under normal circumstances, this review process shall be completed within four (4) weeks. When circumstances require an expedited process, the Event Support Coordinator will do so to the extent

practicable. Failure of a party to act or respond in a timely and reasonable fashion may result in a determination unfavorable to that party.

D. ROLE OF AREA COORDINATORS

The policies and procedures contained in this manual are designed to guide the Area Coordinators. It is the Area Coordinator's responsibility to uphold these policies and report misuse of facilities through the proper channels.

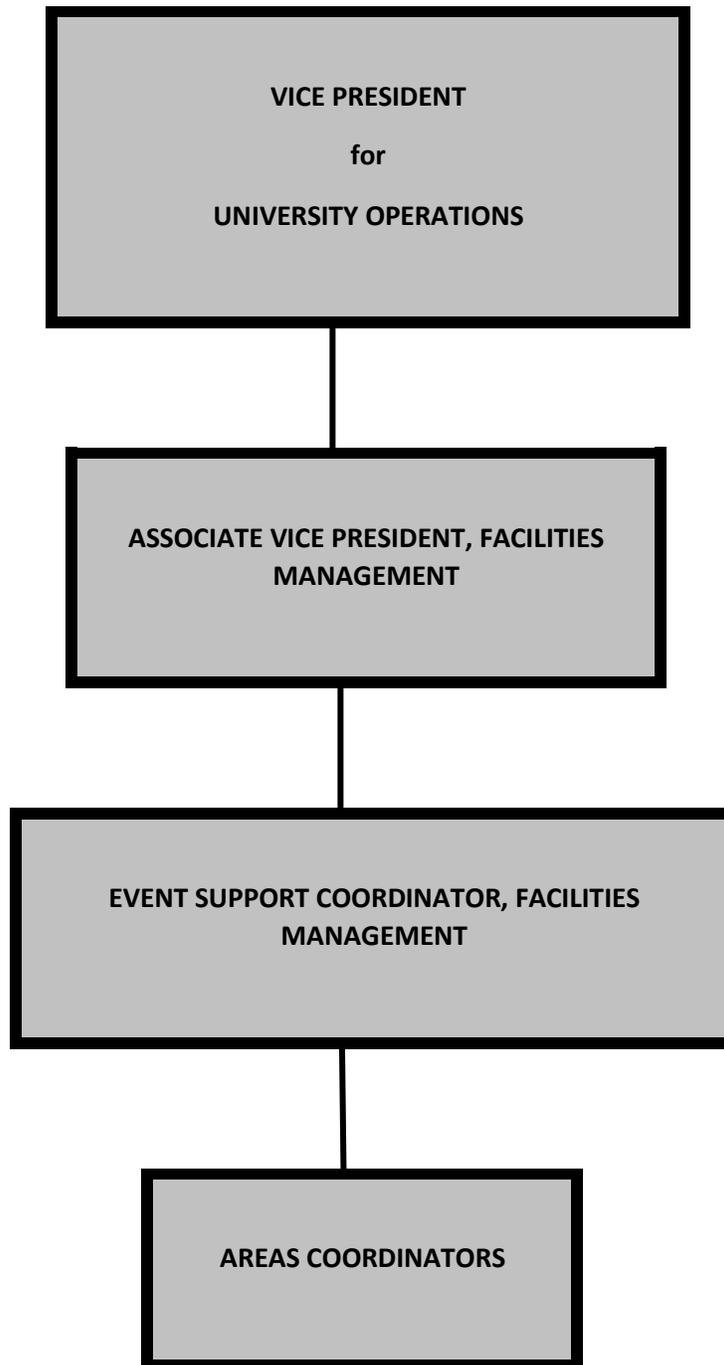
Area Coordinators act as coordinators for Special Use Facilities within their areas of responsibility. This includes working with other area coordinators and the Event Support Coordinator to insure the scheduling of facilities and services does not conflict with other events on campus. Area Coordinators do not play a decision-making role with respect to the use of facilities, but rather, fulfill the coordination and facilitation functions needed to effectively operate a centralized scheduling network. It is the responsibility of Facilities Management to coordinate use of Special Use Facilities through the Area Coordinators including use agreements, insurance requirements, notifications, etc.

Area Coordinator may not be necessary for all facilities, rather only those with unique uses such as, but not limited to, animal handling/holding facilities, arenas, labs, performance halls/theaters, etc. Area Coordinators are assigned by the department having primary responsibility and oversight of Special Use Facilities.

Area Coordinators:

- Are responsible for keeping an up-to-date, public master calendar of programs and events scheduled for the facilities in their designated area.
- Are responsible for submitting a listing of the events and activities scheduled in their facilities to the Facilities Management Event Support Coordinator within the appropriate time frame.
- May also act as facilitators in situations where a scheduling conflict occurs.
- May be required to perform other functions or duties to meet the needs of their particular areas.

FACILITIES SCHEDULING ORGANIZATIONAL CHART



This structure identifies the individuals responsible for administering the use of university facilities. The Vice President for University Operations has the ultimate authority and responsibility for facility use.

III. SCHEDULING GUIDELINES FOR SPECIAL USE FACILITIES

A. AGRICULTURAL RESEARCH DEVELOPMENT AND EDUCATION CENTER (ARDEC)

ARDEC is usually reserved for functions with an agricultural relationship/connection. All university related requests for use of the ARDEC are made to the ARDEC Area Coordinator for that facility. The Area Coordinator will make necessary arrangements, approvals, and notify user of their responsibilities. All non-university related requests will be routed through Facilities Management to coordinate the use through the Area Coordinator.

Priority System:

1. Academic uses (as defined in section B.2 herein)
2. Activities sponsored by Equine Sciences clubs and teams.
3. Uses by the Colleges of Veterinary Medicine & Biomedical Sciences and Agricultural Sciences.
4. Uses by other university affiliated groups.
5. Uses by non-university related groups.

B. ATHLETIC TRAINING CENTER

Athletic Training Center is not generally open for use by any department or group other than the department of Athletics. Approval of requests are subject to the conditions set forth herein as well as recommended approval by the Area Coordinator.

C. CLASSROOM/ACADEMIC BUILDING SPACE

Scheduling for activities described below shall be done through the Office of the Registrar. All other activities shall be scheduled through the Facilities Management Event Support Office.

Academic Classes

Faculty research or compulsory graduate research that fulfills established degree requirements, provided that no fee, donation or charge is associated with the programmatic use of the facility.

Activities sponsored by students, faculty, staff and specific University-related group functions, including student-centered academic, social and recreational activities provided no fee, donation or charge is associated with the programmatic use.

Classroom/Academic Buildings with Special Provisions / Limitations

Behavioral Sciences Building

The Behavioral Sciences Building (BSB) was designed with an abundance of study areas for students on the first floor and funded entirely by student fees. In an effort to preserve the academic culture in the building and to avoid disruption, special limitations exist for event related uses, including but not limited to catering and receptions. Specifically, these functions are not permitted on the first floor of the building when classes are in session, including fall, spring and summer sessions. Exceptions to the policy require recommendation to the University Facility Fee Advisory Board (UFFAB) and approval by the Vice President for University Operations.

Clark A Wing – Summer Breaks

Special scheduling authority has been granted to the Office of Conference & Event Services for the scheduling of Clark A Wing during summer breaks. Facilities Management will act as the Area Coordinator for Clark A Wing beginning the first day of Summer Break through the last day of Summer Break. All requests for the facility during this period should be routed to Facilities Management.

D. DANFORTH CHAPEL

All requests for the use of Danforth Chapel are made to the Facilities Management. Facilities Management will make necessary arrangements, approvals, and notify user of responsibilities.

Danforth Chapel is available on a first-come, first-served basis only to members of the university community (university departments, student organizations, alumni, students, faculty or staff) or immediate family (spouse, sibling, child, or parent).

E. B.W. PICKETT EQUINE TEACHING AND RESEARCH CENTER

All university related requests for use of the Equine Teaching and Research Center are made to the Equine Sciences Area Coordinator for that facility. The Area Coordinator will make necessary arrangements, approvals, and notify user of their responsibilities. All non-university related requests will be routed through Facilities Management to coordinate the use through the Area Coordinator.

Priority System:

1. Academic uses (as defined in section B.2 herein)
2. Activities sponsored by Equine Sciences clubs and teams.
3. Uses by the Colleges of Veterinary Medicine & Biomedical Sciences and Agricultural Sciences.
4. Uses by other university affiliated groups.
5. Uses by non-university related groups.

F. FOOTBALL STADIUM

The on-campus Football Stadium is not generally open for use by any department or group other than the department of Athletics. Approval of requests are subject to the conditions set forth herein as well as recommended approval by the Area Coordinator. The Area Coordinator will make necessary arrangements, approvals and notify user of their responsibilities.

G. HOUSING/RESIDENCE HALLS

Due to its “student living area” status during the academic year, programmable space in the residence halls is normally exclusively available for the use of its residents. Any request for use of residence hall space during this time by a non-residence hall group shall be directed to and subject to the approval of the department of Housing & Dining Services.

During the summer, all requests for use of residence hall space by non-residence hall groups shall be directed to the Office of Conference & Event Services. However, summer session students can arrange for room and board through the department of Housing and Dining Services.

H. INDOOR PRACTICE FACILITY

Indoor Practice Facility is not generally open for use by any department or group other than the department of Athletics. Approval of requests are subject to the conditions set forth herein as well as recommended approval by the Area Coordinator.

I. LORY STUDENT CENTER

All requests for the use of Lory Student Center facilities will be made through the Lory Student Center (LSC) Event Planning Office, except those instances where the Office of Conference & Event Services (CES) is coordinating LSC facilities. LSC Event Planning Office or CES will make necessary arrangements, approvals, and notify user of responsibilities.

J. MOBY ARENA including BOB DAVIS HALL, TEAM ROOM and VARSITY WEIGHT ROOM

Moby Arena Bob Davis Hall, Team Room and Varsity Weight Room are not generally open for use by any department or group other than the department of Athletics. Approval of requests are subject to the conditions set forth herein as well as recommended approval by the Area Coordinator. All non-university related requests will be routed through Facilities Management to coordinate the use through the Area Coordinator and approve all contractual agreements.

K. OUTDOOR/Common AREAS

This includes building lobbies and public spaces. It excludes those outdoor spaces specifically assigned to another scheduling area (i.e. sports fields, parking lots, courtyards, etc.). All requests for outdoor/common areas will be directed to Facilities Management Event Support Office, which will make necessary arrangements, approvals, and notify the user of responsibilities. Outdoor areas approved for special events on CSU campus may be reserved in accordance with this policy.

Oval

Special restrictions apply to the Oval due to its historic nature and preservation requirements of the aging landscape.

Activities that may be permitted on Oval:

1. University presidential events.
2. Limited university programs (with approval from Oval Use Advisory Group).
3. Wedding ceremonies (must be CSU-affiliated i.e. faculty, staff, student, or alumni).
Receptions are not permitted on Oval.

Activities that are not permitted on the Oval:

1. Ribbons, banners, signs, flags, etc. are not permitted in/around the Oval, or tied to the trees on or around the Oval.
2. Vehicles other than those required for grounds maintenance or emergencies.
3. Fire pits, barbeque grills, or any equipment that could damage the turf, trees, or underground sprinkling system.

Team sports, clubs, groups or any organized sports event.

Outdoor Areas

Use of outdoor areas may not disrupt university functions or the tranquility of the campus or the neighborhoods surrounding it.

Permissible Outdoor Activities

1. University sponsored events. University departments may use specific outdoor areas for university affiliate receptions/functions. Private or non-university receptions are not generally permitted outside of the Lory Student Center.
2. Displays that are university related or with appropriate university approval.
3. Fundraisers sponsored by recognized student organizations.
4. Music events with appropriate university approval.

Scheduling

1. All events must be scheduled through the Facilities Management. Use fees and costs associated with services provided may apply.
2. Amplified sound in designated outdoor areas must stay within City of Fort Collins acceptable decibel levels, and be approved by appropriate university authorities: Environmental Health Services & Safety Office, CSU Police Department, and Facilities Management.

General Guidelines

1. Facilities Management responsibilities:
 - a. Approval of time, place, and manner of all activities occurring on all outdoors spaces, including the Oval.
 - b. Parking arrangements and lot closures, if needed, will be coordinated through University Parking and Transportation.
2. Event sponsor responsibilities:
 - a. The events sponsor and/or coordinator will be responsible for the oversight of all venue service requirements including the ordering and installation of all rented equipment including, but not limited to tents, canopies, tables, chairs, etc.
 - b. The events sponsor and/or coordinator is responsible for obtaining necessary approvals and guidelines for the event, and on-site supervision if required by approving authorities.
 - c. Event sponsor/coordinator is responsible for securing all services through Facilities Management or approved university vendor.
 - d. Oversight of all venue service requirements including renting, ordering and installation of all rented equipment including, but not limited to tents, canopies, tables, chairs, etc.

Walk through by the event coordinator with a Facilities Management employee for damage assessment may be required upon commencement of load-in and completion of strike.

Damages university property, equipment and/or turf as a direct result of the event will be billed to the event sponsor.

Turf / Grass:

- e. Delivery vehicles are not permitted on grass/turf without pre-approval from Facilities Management, and only with proper turf protection.
 - f. A supplemental surface to protect turf/gram may be required for events.
 - g. Inclement weather will require inspection of turf and grass by Facilities Management for final approval and use of space.
 - h. Damages to turf as a direct result of the event will be billed to the event sponsor.
3. Fire Lanes, Roads and Walkways:
- a. Fire lanes must remain unobstructed at all times.
 - b. All roads and walkways must remain open and accessible.
 - c. Safe pedestrian access must be maintained for walkways and building entry/exits.
4. Other:
- a. Outdoor cooking grills must have a non-flammable ground cover beneath, and cannot be located close to trees or structures. In the event a fire ban is in place, sponsor must abide by fire ban.
 - b. Supplemental lighting is subject to approval.
 - c. Food/drink/alcohol must receive prior approval from university departments: Environmental Health Services, Facilities Management, Office of Risk Management and Insurance, and Colorado State University Police Department.
 - d. A damage deposit may be required.
 - e. Restrictions on heavy equipment, staging materials, electrical equipment, rigging, utilities, etc. may apply.
 - f. Amplified sound, e.g. use of microphones, speakers, etc., in designated outdoor areas must stay within the City of Fort Collins acceptable decibel levels and be approved by appropriate university authorities (University Special Event Advisory Group).
 - g. Tear down and cleanup of event must occur immediately following event.

Overnight Camping and House Trailers

Overnight camping or use of house trailers, pickup campers, tent trailers, tents, etc. for overnight camping is prohibited on University property. Exceptions to this prohibition may be granted by the Associate Vice President for Facilities Management for single large groups parked at Hughes Stadium, provided appropriate health, safety and security precautions are taken. Charges for use of Hughes Stadium of the stadium parking lot shall be sufficient to cover rental of the facility and all costs incurred by the University as a direct result of the use/event.

Parking Lots

Requests for use of campus parking areas will be made through Facilities Management Event Support which will make the necessary arrangements through the department of University Parking and Transportation and gain approval and notify user of responsibilities.

Pingree Park

Requests for use of Pingree Park areas will be made through the Pingree Park Area Coordinator, who will make the necessary arrangements, approvals, and notify user of responsibilities.

L. SPORTS FACILITIES

Sports facilities includes Jack Christiansen Memorial Track, Moby Complex and parking area, Glen Morris Field House complex, intramural sports fields, tennis courts, etc. It does not include the on-campus Football Stadium or Student Recreation Center.

Academic Year

The Academic Year is defined as the first day of class Fall Semester to the last day of class Fall Semester and the first and the first day of class Spring Semester to the last day of class Spring Semester, inclusive except for break periods as described under *Summer and Break Periods*.

Sports Facilities Scheduling Committee

Scheduling of sports facilities for the academic year shall be by a committee to be known as the Sports Facilities Scheduling Committee. One member shall be designated by the Department of Athletics; one member shall be designated by the Department Health and Exercise Science; and, one member shall be designated by the Department of Campus Recreation. The chairperson shall be a designee of the Associate Vice President for Facilities Management.

Minutes

Minutes of all meetings of the Sports Facilities Scheduling Committee shall be made by the committee and promptly filed with the Sports Facilities Area Coordinator.

Other Users

Requests for use of sports facilities by other than the primary users shall be submitted to the Area Coordinator for approval by the Sports Facilities Scheduling Committee.

Conflicts

When no cooperative solution can be reached for scheduling conflicts, the scheduling review process (page B.3) shall be initiated. Failure on the part of the committee to consider or satisfactorily resolve any requested use of sports facilities within ten (10) calendar days of any such request, shall be grounds for initiation of the scheduling review process.

Master Calendar

There shall be, maintained by the Sports Facilities Area Coordinator, a master calendar of all scheduled uses of sports facilities. No use of sports facilities shall be scheduled by any person, committee, department or organization without such being shown on the sports facilities master calendar. Any user of sports facilities shall have an obligation to ensure that any use of such facilities is shown on the sports facilities master calendar.

Encroachment

Each of the three primary users (Athletics, Health and Exercise Science, and Campus Recreation) of sports facilities shall at all times ensure that its programs, activities, and uses of sports facilities do not encroach into the apparent functions of any of the other primary users.

Summer and Break Periods

Summer and Break Periods is defined as the last day of Spring Semester to the first day of Fall Semester inclusive, Thanksgiving recess, Spring Vacation recess, and the last day of class Fall Semester to the first day of class Spring Semester inclusive.

Sports Facilities Scheduling Committee

Scheduling of sports facilities for the summer and break periods shall be by the Sports Facilities Scheduling Committee, except for all scheduling for the summer and break periods. During the summer and break periods there shall be a fourth member of the Committee designated by the Conference & Event Services.

Priority System

The following priority system will be used by the Sports Facilities Scheduling Committee for the summer period. Moby Arena is exempt from the priority system below. *See Moby Arena Priority System (#3 below):*

Academic uses (as defined under *General Facility Use Priority System*).

1. Programs/events sponsored by a University department to fulfill a mandate by University administration.
2. Other revenue generating programs/events.
3. Students, faculty, staff, and/or guest recreation.
4. Other.

Moby Arena Priority System

The following priority system will be used by the Sports Facility Scheduling Committee for the summer period with regard to Moby Arena:

1. Programs/events sponsored by a University department to fulfill a mandate by University administration.
2. Other revenue generating programs/events.
3. Academic uses (as defined under *General Facility Use Priority System*).
4. Students, faculty, staff, and/or guest recreation.
5. Other.

Confirmations

In reserving sports facilities for the summer period, confirmations (guaranteed use of the facility) will not be made than more than one (1) year prior to the date of the requested use. However, requests for use of the majority of the sports facilities as an integral part of a program, or requests for Moby Arena as a primary program site may receive an earlier confirmation.

Conflicts

Scheduling conflicts as provided under *Academic Year* shall apply to the summer period as well.

1. Academic considerations in the dispute.

2. The financial implications to the University as a whole. The financial implications to the University, with regard to Moby Arena, will receive priority consideration.
3. University-wide public relations opportunities involved, including student recruitment.
4. Other commitments or factors affecting the University; and,
5. Inherent equity to all affected departments and/or students.

Procedures

The requirements of *Academic Year* shall apply to the summer period as well.

Concerts and Large Events

Requests to use Hughes Stadium, Moby Arena and other sites for large-scale activities are reviewed on a case-by-case basis by the University Special Events Advisory Group (USEAG). This group is comprised of representatives from the Departments of Athletics, Offices of Conference & Event Services, Department of Environmental Health Services and Risk Management Offices, Department of Facilities Management, Office of the General Counsel, Office of Parking Management, University Relations Department, University Police Services, Associated Students of Colorado State University, and Lory Student Center Campus Activities and Technical Services. The Vice President for University Operations will review the committee's recommendation and issue a final ruling.

M. SMITH ALUMNI CENTER

All requests for use of the Smith Alumni Center are made to the Area Coordinator for that facility. Approval of requests are subject to the conditions set forth herein as well as recommended approval by the Area Coordinator. The Area Coordinator will make necessary arrangements, approvals and notify user of their responsibilities.

N. STUDENT RECREATION CENTER

The Student Recreation Center is not governed by the guidelines set forth herein.

O. TRIAL GARDENS

Trial Gardens are available on a limited first-come, first-served basis only to members of the university community (University departments, student organizations, alumni, students, faculty or staff) or immediate family (spouse, sibling, child, or parent). All requests for the use of the Trial Gardens are made to the Facilities Management. Facilities Management will coordinate the event through the Area Coordinator and will make necessary arrangements, approvals, and notify user of responsibilities.

P. UNIVERSITY CENTER FOR THE ARTS

All university related requests for use of the University Center for the Arts are made to the Area Coordinator for that facility. The Area Coordinator will make necessary arrangements, approvals, and notify user of their responsibilities. All non-university related requests will be routed through Facilities Management to coordinate the use through the Area Coordinator and approval of all contractual agreements.

Q. VARSITY FOOTBALL PRACTICE FIELDS, SOCCER FIELDS, AND SOFTBALL FIELD

Varsity Football Practice Fields, Soccer Fields and Softball Field are not generally open for use by any department or group other than the department of Athletics. Approval of requests are subject to the conditions set forth herein as well as recommended approval by the Area Coordinator.

IV. FACILITY USE FEES

In accordance with CSU Financial Procedure Instruction 2-14, all uses of University Facilities are subject to a rental charge except when used by a CSU Internal User for academic purposes or other normal and usual University business purposes.

For purposes of facility use fees, Users are defined as follows:

CSU Internal User

A Colorado State University organizational unit (such as a department, college or office) that has a university account from which payment, if any, will be made.

External User

An individual person or persons, or a business entity external to the university, such as a corporation, nonprofit association, or professional organization; or

Hosted User

An External User that is invited by a CSU Internal User (Host), where the use of the facility provides a benefit to the University and/or the community.

Collection and disbursement of rental fees are governed by FPI 2-14. In accordance with this policy, rental fees are to be collected by Facilities Management or specifically designated Area Coordinator and deposited in the appropriate account(s). **No facilities rental is to be deposited to any individual college, department or administrative area account. Rental income deposited to such an account will be transferred to the appropriate accounts by the Department of Business and Financial Services.**

If special conditions exist to justify exception to this policy, a formal request for such an exception must be forwarded to Facilities Management for approval by the Vice President for University Operations. Authorization for such exceptions will be granted in writing and maintained by the Facilities Management.

Facility rental fees shall be administered by Facilities Management and records will be maintained of the facilities generating such fees. Rental fees provide a supplemental means of maintaining facilities and related fixed equipment.

Facility rental fees apply as follows:

1. CSU Internal Users usually will not be charged rental fees for use of university facilities, as long as the use is within established academic and or programmatic parameters as defined in above in *General Facility Use Priority System*.

2. External Users (including CSU employees not acting within the scope of their employment or for the benefit of the University) will be charged facility rental fees. Facility rental rates are identified in appendix VI. Rental charges include use of facility and fixed equipment only, unless otherwise noted. Services and additional equipment will be charged separately by the providing department.

Hosted Users, and their university Hosts, will not be charged facility rental fees unless the Host (or any CSU employee) will receive revenues as a result of the activities.

V. CONTRACTS FOR USE OF UNIVERSITY FACILITIES – INSTRUCTIONS

CONTRACTS FOR RENTAL OF UNIVERSITY FACILITIES

Use of Colorado State University facilities is subject to applicable state and local laws and university regulations and policies. (Check with the Office of Risk Management and Insurance for assistance with out-of-state locations). Any use of such facilities in violation of such laws will subject offending party to civil and/or criminal liability. **Further, any person who enters into a contract (written or verbal) on behalf of Colorado State University for use of university facilities, without the requisite authority to sign such contract, may be held personally liable for the contract.**

The following requirements apply to all contracts for use of university facilities except as otherwise noted:

1. Contracts for use of university facilities are to be completed through Facilities Management. The required form, "Use Agreement for Campus Facilities" is shown in Appendix 1 and may be downloaded from CSU Contracting Services and Facilities Management websites.
2. All contracts shall specify whether the user is a:
 - a. CSU Internal User: A Colorado State University organizational unit (such as a department, college or office) that has a university account from which payment, if any, will be made.
 - b. External User: An individual person or persons, or a business entity extern to the university, such as a corporation, nonprofit association, or professional organization; **or**
 - c. Hosted User: An External User that is invited by a CSU Internal User ("Host" or "Sponsor"), where the use of the facility provides a benefit to the University and/or the community.
3. CSU Internal Users are not required to pay a use fee for many university facilities, however, some facilities and events do require use fees, including (but not limited to) the following examples:
 - a. Moby Arena
 - b. Hughes Stadium
 - c. Lory Student Center (contact LSC for information and reservations)
 - d. University Center for the Arts

4. External users are required to pay the applicable user fees. Payment is due at the time the Use Agreement is signed.
5. Hosted Users will not be charged rent (see section IV.B above), however, revenue-generating activities will be charged the standard rate. Use of a university's departmental name or account solely for the purposes of avoiding Use Fees is prohibited, and departments may be asked to provide written justification for arranging for the use of university facilities for an outside entity or individual at any time.
6. Insurance requirement for External and Sponsored Users:

User shall maintain in full force and effect during the specified program dates, at user's expense, a policy of insurance providing for commercial general liability coverage as follows:

Additional insured to include Colorado State University, Board of Governors of the Colorado State University System, and the State of Colorado, as their interests may appear; and,

Limits of coverage in the amounts of:

1. \$350,000 per person, and
\$1,000,000 per occurrence, OR
2. \$1,000,000 Combined Single Limit OR
3. Coverage and limits required by the Office of Risk Management and Insurance.

EXEMPTIONS:

1. Small (less than 100 participants) adult programs utilizing only classroom/meeting facilities without the provision of food and beverages may not be required to provide coverage. The Office of Risk Management & Insurance will determine whether and to what extent coverage will be waived.
2. For events involving physical activity, travel, or other risk of a hazardous nature, accident and health insurance protection covering participants may be required in addition to liability insurance.

A certificate of insurance verifying the required insurance coverage must be issued to Colorado State University, at the address of Facilities Management, and must be received at least five (5) working days prior to the event. This certificate shall be an original document with original signature by an authorized insurance company representative, and must be provide for ten (10) working days notice to Colorado State University, c/o Facilities Management prior to any change or cancellation of coverage for the event as required for that event.

In the event the program profile changes, insurance coverage requirements may change accordingly.

VI. USING AIRCRAFT ON UNIVERSITY PROPERTY

As used herein, "aircraft" means any vehicle, machine or device capable of being introduced into flight, including, but not limited to, fixed wing airplanes, gliders, ultra-lights, helicopters, lighter-than-air ships such as blimps and hot air balloons, unmanned aerial vehicles (also known as UAVs,

unmanned aircraft systems or UASs, or drones), model aircraft, and rockets. CSU has a separate Policy on Unmanned Aircraft Systems (Drones) and related procedures. For more information regarding UAS operations, see <http://rmi.prep.colostate.edu/risk-management/drones/>.

Launching or landing of aircraft on university property without prior, written permission of the university is prohibited for reasons including:

- The main campus is at the core of the Fort Collins population area and the population and building density of the main campus is high creating safety risks to persons and property;
- Aircraft takeoff and landings and the noise associated with them generally create a distraction and have the potential to interfere with instruction and research on all university campuses;
- Many aircraft require licenses that CSU itself does not possess, and
- Aircraft may pose other unacceptable risks to the community including invasion of privacy, unauthorized solicitations, distracted driving, and more.

Requests to launch, fly and/or land aircraft on University property will be reviewed based on the following criteria:

1. Relationship to a specific University program or approved activity;
2. Justification of need to take off or land on campus as opposed to local aircraft support facilities;
3. Whether or not the operator(s) have all required licenses, permits and clearances to operate the aircraft as proposed;
4. Whether or not appropriate insurance coverage is in place, in acceptable types and amounts, proof of which has been provided to the university; and
5. Any other factor deemed pertinent by Facilities Management, the Office of Risk Management and Insurance, and/or the CSU Police Department.

Full details of the request must be received by the Facilities Management not less than 14 days prior to the requested takeoff, flight or landing. Facilities Management will coordinate the request review with CSU Police Department, Office of Risk Management and Insurance and other administrative units where necessary.

Landing approvals will include a specific set of requirements of engaging landing support (either services or equipment) from the university or other sources, where applicable. Where university services or equipment are involved, the requesting party will be required to reimburse direct costs.

NOTE: Emergency landings and landings for emergency support (i.e. Flight for Life) are not governed by this policy.

**Colorado State University
AGREEMENT COVER PAGE
For
USE OF CAMPUS FACILITIES**

Date:

Re: That certain Use Agreement for Campus Facilities by and between _____ ("**User**") the Colorado Board of Governors of the Colorado State University System by and through Colorado State University ("**University**").

User Contact Person (name, address & phone): _____

<u>Facility(s)</u>	<u>Date(s)</u>	<u>Time(s)</u>	<u>Usage Fee</u>
			\$ 0
		SUBTOTAL:	\$ 0
		<u>University Handling:</u>	<u>\$ 0</u>
		GRAND TOTAL:	\$ 0

1. General Activity or Purpose of Use

2. Equipment/Service Charges

User will be billed for all services provided by CSU, and for all costs incurred by University as a result of this activity. This includes, but is not limited to custodial cost for post-event clean up, repair or replacements costs, and additional supervisory charges.

3. Terms of Payment

Check one:

Prepayment required in the amount of [Click here to enter text.](#)

User will be billed upon completion.

4. Insurance Requirement

Office Use Only

Insurance Certificate Received-Date _____ By: _____

Colorado State University
USE AGREEMENT FOR CAMPUS FACILITIES

Appendix 1

THIS AGREEMENT ("Agreement") is made and entered into on the day and year shown on the Agreement Cover Page, by and between _____
_____ ("**User**") and the Board of Governors of the Colorado State University System, acting by and through Colorado State University ("**University**");

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

- 1.** In consideration of payment of the usage fee and costs, and subject to the terms and conditions set forth herein, University hereby agrees to permit User to utilize the facilities, equipment, and services on the dates and times, for the activity and purposes shown on the Agreement Cover Page attached hereto and incorporated herein by this reference.
- 2.** The User acknowledges that other activities may be conducted on or near the University campus and the facility or area shown on the Cover Page by the University or other users during the above time period; however, the University agrees that it shall use its best efforts to schedule such other activities so as not to unreasonably interfere with User's activities.
- 3.** Unless otherwise provided herein, the User shall be billed for all facilities, equipment and services after the completion of the facilities use and all payments are due upon billing. If payment is not received within thirty (30) days of billing a one percent (1.5%) monthly payment deferral charge will be added each month to the total amount due, until paid.
- 4.** The User shall indemnify, defend and hold harmless the University, its employees, agents and governing Board, against any and all claims, damages, liability and court awards, including cost, expenses and attorney fees, incurred as a result of any act or omission by the User, or its employees, agents, subcontractors or assignees pursuant to the terms of this Agreement.
- 5.** User may not assign or in any way transfer its rights under this Agreement to any other person or party. Nothing in this Agreement shall imply any partnership, joint venture, or other association between the University and the User. The User shall have sole responsibility for the content and the conduct of its activities on the University campus. The University's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval of the University.
- 6.** User agrees that it has inspected the premises and facilities and accepts them in their present condition. User shall not alter the facilities in any way without the prior written approval of the University, and, upon termination of the use, the premises shall be returned in the same condition as when accepted by the User.
- 7.** If, prior to the use date(s) provided for herein, the facilities/equipment are destroyed or damaged by fire or other casualty or become unavailable or unusable because of cause beyond the reasonable control of the University, then the University may elect to terminate this Agreement and return User's deposit and have no further obligation whatsoever hereunder.
- 8.** If any required deposit or other sum is not paid promptly when due or in the event the User violates any of the terms of the Agreement, then, in addition to any and all other remedies provided by law, University may

cancel the Agreement, require User to vacate the premises, and the University shall retain all sums received prior to such termination.

9. User agrees to arrange for any food and nonalcoholic beverage service on campus only through the Lory Student Center Catering or approved University food service vendor(s). Food and nonalcoholic beverages may not be sold or distributed in campus facilities without prior written approval from the University.

10. User agrees to abide by all University, City of Fort Collins and State of Colorado rules and regulations covering consumption/serving of alcoholic beverages and agrees to sign a release form accepting responsibility for each program/event involving alcohol. Alcohol may not be served by the User to its members, guests or invitees without prior agreement of the University.

11. User shall maintain in full force and effect during the program dates specified herein, at User's expense, a policy of insurance, issued by the User's insurance carrier, providing for liability coverage as follows:

- a. additional named insured to include Colorado State University, Colorado State Board of Agriculture, and the State of Colorado, as their interest may appear; and,
- b. limits of coverage (as shown on the Agreement Cover Page hereto) in the amount(s) of:
 - o \$150,000 per person and \$600,000 per occurrence, OR
 - o \$1,000,000, OR
 - o Coverage recommended by the University's Office of Risk Management.

A certificate of insurance shall be provided University, with original signature of an authorized insurance company representative, and shall provide for at least ten (10) days notice of change in coverage or cancellation. Said certificate of insurance must be received by University five (5) days prior to the start of the use provided for herein.

12. The User, its representatives and employees, shall comply with all rules, regulations, and/or laws prescribed by the University for use of facilities/equipment/services of the University and with all applicable governmental rules, laws, ordinances and regulations.

13. The University reserves the right to assess a charge for rekeying locks when keys authorized to be checked out to a User are not returned at the conclusion of the event/program.

14. The User agrees to comply with all reasonable requests and regulations provided by University officers and/or representatives regarding health and safety considerations. All state and local laws and ordinances, as well as University regulations concerning health, safety and public order, which are applicable to the use and occupancy of University facilities shall be observed by User, its officers, agents, employees, guests, patrons or invitees.

15. At all times during the term of this Agreement, University shall have the right to enter said facilities to inspect the premises, observe the use thereof, or otherwise attend to official University business matters when so deemed necessary.

16. All general meeting rooms, hallways, rest rooms and other public areas of University facilities are considered to be non-smoking areas unless they are specifically marked as a "designated smoking area".

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in triplicate, on the day and year first above referenced.

USER:

By: _____

Title: _____

UNIVERSITY:

By: _____

Department or Office:

Facilities Management