

Version 8/24

- Establish a consistent and equitable approach for handling scheduling requests for the use of SU facilities.
- Establish rules for access to facilities for all users.
- Require user compliance with University policies and State law.
- Regulate the time, manner, and place of the use of SU facilities as outlined in facility use license agreements for external users, application for use of facilities by external users for freedom of expression, and in the Student Handbook for external users.
- Define SU offices responsible for scheduling the use of facilities.
- Identify consequences for failure to adhere to the policy.
- Address legal and financial issues pertinent to facility use.
- Be in accordance with any specific policies and restrictions for use of the Guerrieri University Center, the Commons, and Holloway Hall auditorium, and the Alumni House and Miller Alumni Garden (see Addendum 2).

DEFINITIONS

Facilities: All buildings, land, and property of Salisbury University.

Campus-based User: Any Salisbury University department or business unit using the requested facility for SU business with appropriate authorization to provide an SU account number to which any charges associated with the usage may be billed.

External User (Off-campus user): An individual or groups of individuals, organizations, associations, or businesses not affiliated with Salisbury University.

Student Organization User: An active student organization recognized by the Office of Student Affairs and registered with the Office of Student Activities and Organizations.

Affiliated User: An organization, group, or individual which is affiliated with SU by virtue of grants or mission-consistent goals carried out by faculty and/or staff employed by Salisbury University.

Service: Any University personnel support and/or expertise, BT/F4.5 Tm0 G{exp0.000n)4(d/or)] TJETQq0.00

- Family reunions will not be housed on campus. We do not host

Reservation is obligated to ensure that all off-campus programs and specially funded on-campus conferences account for costs

The Office offers the following services for external users:

- Reserves and confirms dates, facility space, and services.
- Coordinates and confirms meals, catered functions, refreshments breaks, special services, and attendance numbers for each event. University Dining directly manages all individual catered events.
- Coordinates facilities schedule and set up for each event.
- Coordinates technology equipment requested.
- Coordinates and confirms all housing arrangements for conference attendees.
- Coordinates transportation needs for off-campus events.
- Prepares all contractual agreements for cost of facilities and services between the University and client.
- Coordinates invoices and transfer of funds with University Dining Services Billing Department.

function if, in its opinion, it is in the best interest of the University. It is further understood that the University can assume no liability in the event that the Board of Licensing Commissions refuses to grant a license.

Additional guidelines regarding the service of alcohol in hospitality areas within the Residence Halls are found in Addendum 5. Any exceptions to these guidelines must be made by the President.

ACTIVITIES

- additional compensation for arranging the conference.
- e. The event is directly related to professional/ academic interests and not related to personal concerns (hobbies, social organizations, etc.)
 - f. Department chair and Dean approval is received.

There are two basic user types included in this group:

1. **Co-sponsored events** – Activities or programs which are provided through the University but involve non-University clients (such as Economic Forecast co-sponsorship with BEACON (University) and Chamber of Commerce (non-University) or other educational oriented programs).
2. **Adjunct organizations-** Programs which are sponsored by a University-sanctioned group directly related to the mission of the University (such as Eastern Shore Childcare Resource Center, PAC 14, Delmarva Public Media, Academy for Leadership, Small

ADDENDUM I

USM BOARD OF

ADDENDUM 2

Guidelines for use of the Miller Alumni Garden

Given the proximity to the President's Residence, permission must be attained (by PresidentialQq0.00000912

ADDENDUM 3

ALCOHOL POLICY REGARDING HOSPITALITY AREAS SET UP IN THE RESIDENCE HALLS

1. Hospitality areas will only be permitted for groups consisting of residents who are all of legal consumption age. **Alcoholic beverages may not be sold to anyone under any circumstances.**
2. Any group requesting the use of a resident h.

