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POLICY STATEMENT 33 USE OF LSU EUNICE FACILITIES AND PREMISES

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POLICY DIGEST

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Primary Monitoring Unit: Academic Affairs
Secondary Monitoring Unit: Student Affairs
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I. PURPOSE

14 To state the policy of Louisiana State University and Agricultural and Mechanical College on the
15 use of facilities and premises within its care and custody.

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II. POLICY

17 Facilities and premises include buildings and property belonging to or in the care and custody of
18 the Board of Supervisors of Louisiana State University. These facilities and premises are
19 established and reserved for use in accomplishing the instructional, research and public service
20 missions of LSU Eunice which must always be given first priority in the assignment of facilities
21 and premises for use. Accordingly, scheduling of facilities and premises use should not pre-
22 empt the use of facilities required for teaching, research and other academic activities.

23 LSU Eunice departments and divisions, recognized student organizations, affiliated
24 organizations as defined by the Bylaws & Regulations of the LSU Board of Supervisors, or
25 groups and organizations not otherwise affiliated with LSU may be granted permission to use its
26 designated facilities and premises when such use does not interfere with the accomplishment of
27 campus missions and programs, either specific or general, and is in accordance with
28 established conditions which govern such use.

29 It is contrary to this policy for decisions regarding the use of designated LSU Eunice facilities
30 and premises to deny the exercise of constitutionally protected rights, to discriminate unlawfully,
31 or to knowingly result in unfair competition with private businesses; however, in all cases in
32 which its facilities and premises may be used, LSU Eunice reserves the right to apply or
33 formulate reasonable conditions as to the time, place and manner in which such use may take
34 place.

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III. PRIORITY IN FACILITY USE

36 Priority in the use of facilities and premises is established as follows:

- 37 A. LSU Eunice departments and divisions in the conduct of assigned missions and
38 programs.
- 39 B. Recognized student organizations, organizations of faculty and staff, and University

40 affiliated organizations for programs and activities conducted pursuant to the purposes
41 of these organizations.

42 **IV. PROGRAMMING DEPARTMENTS**

43 Certain LSU Eunice departments and other components are specifically charged with the
44 development and presentation of educational, cultural, recreational, athletic and other programs
45 for the benefit of students, employees and the general public within facilities and premises
46 assigned to or available to those programming units. Examples of such programming units
47 include the Office of Continuing Education, the Office of Student Activities, the Office of Student
48 Affairs, the Athletic Department, and such others as may be designated by the Chancellor. Such
49 programming departments may sponsor programs on their own initiative as a departmental
50 activity or by written agreement with third party program providers through the Vice Chancellor
51 of Business Affairs. LSU Eunice administrative units or recognized student or campus
52 organizations may also sponsor programs within facilities and premises assigned to
53 programming departments.

54 A. Athletic Facilities

55 Athletic facilities including intercollegiate sports, recreational, and leisure sports are subject
56 to the following special provisions:

- 57 1. Use of athletic facilities may be permitted by non-LSU Eunice groups for athletic
58 events only with the sponsorship of an LSU Eunice administrative unit or recognized
59 student or campus organization as provided for above. The Athletic Department may
60 serve as a sponsor.
- 61 2. In considering requests that would involve the use of athletic facilities by professional
62 teams, applicable policies of the appropriate regulatory body shall be followed.

63 B. Incidental Use of Facilities and Premises

64 Although, LSU Eunice has no intent to knowingly permit the use of its facilities and premises
65 so as to engage in unfair competition with private businesses, this policy recognizes that for
66 certain kinds of activities and programs, the size, location and specialized nature of some
67 LSU Eunice facilities may make them the most suitable available facilities for use by
68 individuals and groups not otherwise associated with LSU Eunice. Under such
69 circumstances and with the requirement that such use may not interfere with or hamper the
70 conducting of LSU Eunice programs and activities, such incidental use may be approved by
71 written agreement executed through the Vice Chancellor of Business Affairs.

72 C. Contracted University Services

73 In obtaining and providing for a variety of services necessary to the conduct of its missions
74 and programs as well as for the benefit of employees and students, LSU Eunice may permit
75 the use of its facilities and premises by third parties as a condition of written agreements
76 executed through the Vice Chancellor of Business Affairs. Examples include rental of space,
77 distribution of printed materials and other activities.

78 D. Fund Raising for Charitable Purposes

79 With the sponsorship of an LSU Eunice administrative unit or a recognized organization of
80 students or employees, or an affiliated organization, LSU Eunice facilities and premises may
81 be used by a tax-exempt, charitable organization for the purpose of raising funds for
82 charitable purposes. In all such cases, the charitable organization must conduct the activity
83 itself with active and meaningful LSU Eunice sponsor involvement and may not contract with
84 a third party for the conduct of the fund raising event nor may the event be conducted in
85 such a way as to provide private businesses with opportunities to engage in commercial
86 solicitation within LSU Eunice facilities and premises. Normally, such events are limited to
87 one for each organization during each year and federal tax-exempt status is required.

88 E. Relationship with Non-LSU Eunice Entities

89 In granting use of its premises and facilities to non-LSU Eunice entities, LSU Eunice
90 establishes certain conditions necessary to define its relationship with the entity using its
91 facilities.

- 92 1. No agency or joint venture relationship may exist.
- 93 2. Written indemnification against damages arising from or in the course of facility users
94 use of its facilities and premises is required. LSU Eunice reserves the right to require
95 certification as proof of insurance.
- 96 3. In the absence of specific written agreement to the contrary, no license or other
97 approval is granted for the use of the LSU Eunice name or any other word or images
98 associated with LSU Eunice for purposes of direct or indirect endorsement or for any
99 use other than to incidentally denote the location of an activity on its premises.
- 100 4. In the absence of specific written authorization to the contrary, approval for the use
101 of LSU Eunice facilities and premises grants no right for users of its premises and
102 facilities to enter into third party agreements which may involve the use of its facilities
103 and premises.
- 104 5. Educational, religious, and non-commercial organizations not affiliated with LSU
105 Eunice may be granted permission to use its facilities and premises to conduct
106 educational, informational, cultural, or religious programs for the benefit of their
107 members or the LSU Eunice community and the general public. Programs of these
108 organizations for the LSU Eunice community and the general public must be
109 sponsored by an LSU Eunice administrative unit or a recognized student or campus
110 organization with a logical relationship to the sponsored program and which must
111 have an active and meaningful involvement with the management of the program.
112 For programs which are educational in nature and offered to the LSU Eunice
113 community and/or general public, LSU Eunice sponsorship must be by an LSU
114 Eunice academic unit or by the Office of Continuing Education. If an admission fee is
115 charged to such events, it must be on a ticketed or "pay-at-the-door" basis only. If
116 funds are to be solicited otherwise, the program will be considered under provisions
117 relating to charitable fund raising.

118 **V. FACILITY USE FEES**

119 Use of LSU Eunice facilities is granted with the requirement that such use be at no direct cost to
120 LSU Eunice. Accordingly, reimbursement for services provided and other costs incurred may be

121 required as a condition of using LSU Eunice facilities and premises. In addition, if the facility to
122 be used is one in which all or a portion of its operating costs are derived from use charges, the
123 normal use charges shall be applied. If an admission charge is collected or funds are solicited,
124 an additional fee may be assessed.

125 **VI. ADMINISTRATION**

126 Authority for decisions regarding the use of LSU Eunice facilities and premises under this policy
127 is vested in the Chancellor; however, review and action on routine requests by students and
128 student organizations is assigned to the Office of Student Affairs and the Vice Chancellor of
129 Business Affairs and for uses by non-students to the Vice Chancellor of Business Affairs.