



POLICY STATEMENT 33

USE OF LSU EUNICE FACILITIES AND PREMISES

POLICY DIGEST

Primary Monitoring Unit: Academic Affairs
Secondary Monitoring Unit: Student Affairs
Initially Issued: June 9, 2003
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I. PURPOSE

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

II. POLICY

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

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

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

III. PRIORITY IN FACILITY USE

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

- A. LSU Eunice departments and divisions in the conduct of assigned missions and programs.
- 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 C. Groups and organizations not otherwise affiliated with LSU Eunice.

43 **IV. PROGRAMMING DEPARTMENTS**

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

55 A. Athletic Facilities

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

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

64 B. Incidental Use of Facilities and Premises

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

73 C. Contracted University Services

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

D. Fund-Raising for Charitable Purposes

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

E. Relationship with Non-LSU Eunice Entities

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

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

V. FACILITY USE FEES

120 Use of LSU Eunice facilities is granted with the requirement that such use be at no direct cost to
121 LSU Eunice. Accordingly, reimbursement for services provided and other costs incurred may be
122 required as a condition of using LSU Eunice facilities and premises. In addition, if the facility to
123 be used is one in which all or a portion of its operating costs are derived from use charges, the
124 normal use charges shall be applied. If an admission charge is collected or funds are solicited,
125 an additional fee may be assessed.

126 **VI. ADMINISTRATION**

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