

TEMPLE UNIVERSITY
BOARD OF TRUSTEES
POLICIES AND PROCEDURES MANUAL

Title: Use of University Facilities by External Groups
Policy Number: 04.34.01
Effective Date: October 13, 1970
Issuing Authority: Board of Trustees

Policy

I. General

It is the policy of Temple University to make its facilities available to appropriate external groups, but because the University already has one of the highest plant utilization rates in the nation, there are limitations upon the extent to which the facilities of the institution can be made available for use by external groups.

II. Groups

Appropriate groups are those which constitute a tax exempt organization governed by a charter or by-laws, or by a similar set of formal rules and regulations by which leadership responsibility is determined, except that in the case of groups based in the neighborhood of any of the four campuses (Broad and Montgomery, Health Sciences, Ambler and Tyler), this requirement may be waived by the administrator of this policy where other evidence of organizational responsibility is established.

Appropriate groups include all those whose purposes are primarily educational, professional, philanthropic, civic, and community in nature; not included are those whose organizational purpose or activity is primarily of a political, fraternal, or proprietary nature, within the ordinary and generally accepted meaning of these terms. The programs contemplated must be educational in design and purpose.

Moreover, as to the appropriateness of a specific group, the University reserves the right, in the due exercise of its discretion and judgment, to deny the use of its facilities where there is reasonable doubt that the safety of University personnel, the surety of University buildings and grounds, or the safety and security of the immediate neighborhood can be assured.

III. Facilities Available

Facilities on all campuses (Broad and Montgomery, Health Sciences Center, Ambler and

Tyler) and Temple Stadium may be made available, including classrooms, conference rooms and auditoria, but not including offices or special purpose facilities except as noted below.

IV. Special Considerations

The use of facilities such as the Temple Stadium, Tomlinson Theater, Ritter Hall Auditorium, South Hall, McGonigle Hall, Paley Library and special purpose rooms and facilities will be subject to constraints imposed by Deans and Directors.

At Temple Stadium, no activities except athletic events will be permitted within the fenced area, except for the one Fourth of July event sponsored by the West Oak Lane Coordinating Committee, an event which has been held for several years.

Requests will not be honored for facilities to be used for fund-raising activities, directly or indirectly, for purely social events, and dances.

Requests for the use of dormitory spaces for overnight accommodation will not be honored unless it is established to the satisfaction of the Administrator that such accommodations are necessary and incidental to a meeting or conference of an educational character.

V. Procedure

Requests for the use of facilities on any of the above four campuses, by whomever received, must be referred to the office of the Vice President, University Relations. That office, in accordance with the guidelines of this policy: will determine the appropriateness of a given request; will, in the case of a request viewed favorably and where the request concerns only the Broad and Montgomery Campus, ascertain from the office of the Vice President, Financial Affairs, the availability of the space requested; and will, after proper execution of required forms, issue the appropriate certification of permission to use the given facility for the purpose designated.

(In connection with the above procedure, it is expected that the Office of University Relations will so administer this policy that appropriate designees at the Ambler, Tyler and Health Sciences campuses are empowered to act on behalf of the Office in the receipt and processing of requests for use of facilities, provided that on all campuses, the Office of University Relations will make the final determination in all matters relating to the application or interpretation of the policy guidelines contained herein.)

VI. Payment For Costs Incurred

All groups covered by this policy seeking to use University facilities must agree to pay for the University's costs related to the use of facilities such as maid service, safety officers, set-up and clean-up, sound equipment, and insurance satisfactory to the

University.

Notes

1. Dates of official enactment and amendments:

Adopted by the Board of Trustees on October 13, 1970.

2. History:

none

3. Cross References

Board of Trustees Policy #04.34.02, Employers Access For Recruiting at Temple University