

Auburn University at Montgomery

Policies and Procedures

Title: Facility Utilization Policies and Procedures

Responsible Offices: The Records Office and Continuing Education

I. PURPOSE

This policy is designed to outline an efficient process for scheduling the use of Auburn Montgomery facilities including various spaces in buildings, classrooms, and grounds.

II. POLICY

a) CLASSROOMS FOR ACADEMIC COURSES

When preparing the course schedule for the upcoming term (fall/spring/summer), each academic school will assign their respective classes to the rooms within their primary location:

Business	-	Clement Hall
Education	-	Education Building
Liberal Arts	-	Liberal Arts Building
Nursing	-	Moore Hall
Sciences	-	Goodwyn Hall

On the final day for submission of the class schedule to The Records Office, the control of classrooms transfers to the Registrar. The Registrar is responsible for finding appropriate rooms/space for academic classes that have not been assigned to a specific room. The Registrar may also change classrooms of pre-assigned classes if that change results in a more efficient use of space.

b) SPECIALUSE ROOMS AND AVAILABILITY FOR CLASS SCHEDULING

Computer labs, science labs, and other special-use rooms that are supported and maintained by the individual academic schools are scheduled by the respective school for their academic courses that require the unique features of the special-use rooms. On the final day for submission of the class schedule to The Records Office, the control of classrooms transfers to the Registrar. The Registrar is responsible for finding appropriate rooms/space for academic classes that have not been assigned to a specific room. The Registrar may also change classrooms of pre-assigned classes if that change results in a more efficient use of space.

Business	Tom Clement Hall	Rooms 102, 103, 111, 114, 212, 217, 218, 335, CONF
Education	Education Building Physical Education Building	Rooms 102, 208, 209, 112A Room 203, other spaces (see appendix B)
Liberal Arts	Liberal Arts Building Taylor Center	Rooms 030GH, 040GH, 080GH, 103GH, 201GH, 219, 221A, 222A, ARCHA, SCULP, LACR Theatre
Nursing	Moore Hall	Rooms 101, 102, 104, 105, 201, 202, 204, 206, 209, 301
Sciences	Goodwyn Hall	Rooms 011GA, 012GA, 013GA, 121, 122, 123, 126, 205, 206, 220, 302, 304, 305, 306, 308, 318
Academic Affairs		LATECH Classrooms

Internal requests by academic units for the use of the above rooms for purposes other than their intended or specialized use should be directed to the Registrar. The Registrar will contact the appropriate school to determine availability.

Student Affairs	Taylor Center	Room 230
-----------------	---------------	----------

Student Affairs is responsible for assigning 230 Taylor Center for all student activities. Internal requests by academic groups to use 230 Taylor Center should be directed to the Student Affairs Office.

Internal requests by non-academic units and external requests for use of the above rooms should be directed to Continuing Education. Continuing Education will contact the Registrar, Student Affairs Office, and or Academic Affairs to determine the availability of requested specialized space.

c) MEETING ROOMS FOR NON-ACADEMIC or NON-CREDIT COURSES/ CONFERENCE/EVENTS

Continuing Education is responsible for processing the external requests for the following rooms for non-academic programs, conferences, and events. Continuing Education will coordinate with the Registrar, Student Affairs Office, Academic Affairs or individual School as appropriate.

Goodwyn Hall	Rooms 109 and 112
Library Tower	10 th Floor – Day and Night
Taylor Center	Rooms 214, 221, 222, 223, and 230

All internal/external clients **must** request rooms at least two weeks prior to the event. All Facility Request and Setup forms **must** be received one week prior to the date of the event.

d) LAND, LAND IMPROVEMENTS, AND OTHER GROUND STRUCTURES

All University lands, improvements to the land such as baseball or soccer fields, or any ground structures must be reserved as outlined below under VIII (procedures).

III. EFFECTIVE DATE

June 5, 2007

REVISED DATE

February 12, 2008

REVISED DATE

March 30, 2009

IV. APPLICABILITY

This policy applies to AUM faculty, staff, students, and members of the general public.

V. RESPONSIBILITY

Responsibility for the implementation and administration of this policy rests with the Records Office and Continuing Education.

VI. DEFINITIONS

1. LAND IMPROVEMENTS

Land improvements include the cost of the constructed improvements to land, such as driveways, walkways, lighting, and parking lots.

2. OTHER GROUNDS

Other grounds include open land areas, woodlands, and ponds.

VII. PROCEDURES

1. For all facilities, with the exception of the Physical Education Complex (See Appendix B) the following procedures will apply:
 - a. Internal groups, departments, organizations or individuals should contact:
 - the Records Office for space for Academic Classes
 - Continuing Education for space for all other purposes
 - b. External groups, organizations, or individuals should contact Continuing Education for space for any purpose.
2. While many of the facilities are under the control of other individuals or schools, the contact to determine availability of facilities will be made either by the Registrar or Continuing Education. In all cases, the guidelines and procedures of the school or other unit responsible for the space will be followed.
3. If the requested facility is available on the date or dates in question, Continuing Education will review the University calendar and the Event module in Banner Student to determine whether or not the request conflicts with any University events. If the space requested can be scheduled, the client will fill out a Facility Request Form, and the reservation will be made.
4. Once the requested space has been reserved, Continuing Education will confirm the reservation with the client and notify all campus groups who either will or may be impacted by the reservation. This would include, but not be limited to: Facilities, University Relations, the Library, the Cashier Office, Campus Police, Senators Café, and the Switchboard.

VIII. CHARGES FOR FACILITY UTILIZATION

1. There are charges associated with using University space. There is a charge for the use of a particular room, and there are charges for services associated with the use of rooms depending on client needs or requests. For example, there may be charges for set up, cleaning, security, connectivity, table cloths or skirting, plants, use of a stage or risers, and audiovisual services or equipment. A list of charges for the various space, rooms, and/or grounds will be made available as well as the charges for the various services requested.
2. Internal groups are not charged when utilizing campus facilities unless the event occurs after normal business hours and necessitates overtime for the staff.
3. External groups may be asked to provide a deposit to assure that the space, rooms, or grounds are left in their original condition and/or that the client has complied with all requirements of tenancy.

IX. INTERPRETATION

Any questions arising concerning this policy will be interpreted by the Senior Director of Continuing Education.

Approval to Proceed: _____ Date: _____

APPENDICES

- A. Physical Education Complex Operations Manual
- B. Schedule of Fines and Penalties for Violations of Facilities Policy

APPENDIX A

Auburn Montgomery Physical Education Complex Operations Manual

I. OVERVIEW

The facilities of the Auburn Montgomery Physical Education Complex are intended to be utilized in as effective and widespread manner as is possible consistent with institutional mission, sound supervisory practice and the following priorities:

1. Physical Education classes, athletic practices and competitions, and structured intramural activities will receive first priority in facility usage. Coordination of such activities will occur under the oversight of the Athletic Director.
2. Recreational use will occur during regularly scheduled hours and will always occur under supervision. Procedures covering access to the facility are detailed under User Guidelines. Intramurals will be responsible for supervision of intramural activities.
3. Other uses including special events, summer camps, clinics, and rental by outside groups will be arranged through the Athletic Department Administrative Assistant in consultation with the Athletic Director.
4. All activities will be posted on the Athletic Department Calendar and in the Event Module in Banner Student.
5. The Physical Education Complex will be monitored by a facilities usage committee. The committee will consist of the Athletic Director, the Department Head in PHED, and the Intramural Director. The Athletic Director will chair the committee and coordinate usage and policy recommendations.
6. If this event is not an athletic event, internal/external groups must reserve the Physical Education Complex through the Athletic Department. Once approved through Athletics, then client must contact Continuing Education for any arrangement pertaining to the event.

II. ACCESS GUIDELINES

1. University Community Access

- a. Access to the Physical Education Complex is in accordance with the following general policy governing University facilities:

- b. The facilities of the Auburn University at Montgomery campus are primarily for the use of those students in attendance at the University. Requests for use of these facilities by groups outside the University must be approved in accordance with the Facilities Usage Policy.
- c. Access to the Physical Education Complex is available to Auburn Montgomery students, faculty, staff and administration and their spouses during regularly scheduled hours, with appropriate identification and in accordance with the preceding policy.
- d. The children of Auburn University at Montgomery students, faculty, staff and administration will be admitted to the facility during regularly scheduled hours when accompanied and supervised by their parents and with appropriate identification. Parents bear total responsibility for supervision of their children at all times and access will be revoked in cases where supervision is not carried out appropriately.

2. Family Recreation Policies

The staff of the Physical Education Complex is committed to providing recreation for the entire AUM community and their immediate families. We also realize the need to reserve various times and activities for the AUM priority clientele (students, faculty, and staff). To serve the needs of the family most effectively the following policies will apply to family use.

- a. Children under the age of 16 must be accompanied by an adult to gain admittance to the Physical Education Complex and must be chaperoned at all times.
- b. Children under the age of 18 are NOT permitted in the weight room, even when accompanied by a parent.
- c. All extended family members and adult children of Auburn University at Montgomery students, faculty, staff and administration will be considered as general public and their access to the facility will be governed by the guidelines that follow.

3. General Public Access

- a. Requests to use athletic facilities by outside groups should be submitted in writing to the Athletic Department Administrative Assistant preferably 30 days in advance of the date when these facilities are needed. Any request should include the name of one person responsible for any theft or damage to equipment and or facilities. Charges for the use of the Physical Education Complex will be made according to the prevailing schedule available from the Athletic Department Administrative Assistant. For the most part, there will be no rental fee for internal (AUM) use for University related activities. All activities must be supervised by an AUM employee.
- b. Athletic facility access for the general public will be under one of the following conditions:

1. Special event participation or viewing in accordance with published guidelines specific to the event.
2. Evening program participant in accordance with published guidelines specific to the program.
 - a. As a guest.
 - b. As an “affiliate.”

4. Special Events

Special events will include a variety of activities including athletic events, conferences, workshops, seminars and group rentals. Each special event will have admissions criteria that will accompany the event. A limited time access will be granted to special event participants and could be in the form of admission ticket purchase or temporary pass. Participants in a rental group will be listed individually on a group access list.

5. Evening Studies

Participants in those programs will be admitted under guidelines specific to the individual program.

6. Guest Access

Guests will be admitted to the Physical Education Complex under the following conditions:

- a. Guests must be accompanied at all times by an authorized user and will have access to any of the facilities available.
- b. Individual guests will not be admitted more than once in a month.

7. Affiliate Access

Affiliates include Auburn University at Montgomery graduates and other individuals approved by the Athletic Director.

III. ATHLETIC FACILITY HOURS

1. The anticipated hours of general operation of the Physical Education Complex are posted on the Physical Education Department website and the Athletic Department website. Hours are subject to change depending on use patterns and upon special notice. Some areas of the facility may not be available during a portion of the general hours because of staffing considerations or efficiency of operation.
2. Additionally, certain areas within the Physical Education Complex may not be available at a given time due to a varsity sport practice, an athletic contest, an intramural activity, or a

programmed student activity. The Physical Education Complex facility schedule is subject to change, but a weekly schedule will be posted on the AUM Athletic Department Website.

3. The Physical Education Complex will operate under access restrictions during special events. Any such restrictions will be announced in advance and may include the use of alternate dressing facilities, hour limitations and the like. Care will be taken to minimize restrictions and to allow the maximum access possible under the conditions associated with the event.

Note: Access to facilities for recreational purposes will be limited only by other scheduled use of the Physical Education Complex facilities. Access to the building is otherwise unrestricted to authorized users.

IV. AUM PHYSICAL EDUCATION COMPLEX USE GUIDELINES

1. A current AUM identification card must be presented upon entrance.
2. Entry and exit of the facility must be through the designated main entrance and exit only.
3. Children under the age of 16 (weight room 18) must be accompanied by an adult to gain admittance to the Athletic facilities and should be chaperoned at all times while in the facility.
4. All those participating in Physical Education classes, open recreation, and intramurals are to be in proper gym clothing. Tee-shirts, shorts, sweatshirts, sweatpants, and warm-up suits are standard. Some classes and activities may require other dress modification specified by the professor.
5. Shoes are required to be worn at all times while in the Athletic facilities except in the locker rooms. Only scuff-resistant shoes are allowed in the activity areas of the gymnasium. Standard closed toed footwear is required for the weight room. No sandals in the weight room. Dark soled running shoes, turf shoes, and spiked shoes are prohibited. Any other types of shoes which mark floor surfaces are prohibited.
6. Participants will be required to change into a separate, clean pair of shoes for indoor recreation activity.
7. Activities in the Physical Education Complex are limited to those considered traditional (basketball, volleyball, etc.) All other activities must be approved in advance by the Athletic Director.
8. Bicycles, skateboards, roller blades and roller skates are prohibited in the Physical Education Complex Center.

9. Animals or pets of any kind are not permitted within the Physical Education Complex. Exceptions will include essential service dogs for individuals with disabilities who have authorized access.
10. Injuries are to be reported immediately to the on-duty staff members.
11. Signs, banners, photographs, etc., are not to be removed or put up unless approved in advance by the Athletic Director.

V. AUM PHYSICAL EDUCATION COMPLEX RESERVATIONS

Various facilities within the PHYSICAL EDUCATION Complex may be reserved as long as such reservations do not violate the facility use policy. All lease, rental and security personnel fees must be paid to AUM Facilities within a minimum of three (3) days prior to the event date(s). Liability insurance documents meeting the AUM Risk Management requirements must be received fourteen (14) days prior to the use of premises. Reservation of an athletic facility is scheduled through the Administrative Assistant in the Athletic Department and will occur in accordance with the following guidelines:

1. The Physical Education Complex facilities rental fee schedule for outside groups may be obtained by contacting the Athletics Department Office at 244.3712.
2. The Physical Education Complex Center is available for reservation at select times. AUM University classes, athletic events, campus recreation, and scheduled community outreach programs take priority over a reservation request.
3. Reservation forms must be received by the Athletic Director a minimum of four (4) weeks before the requested date.
4. Facilities available for reservation include:
 - a. Physical Education Complex
 - b. AUM Baseball Field
 - c. AUM Practice Baseball Field
 - d. AUM Tennis Courts
 - e. AUM Soccer Fields
5. Use of facilities by outside groups will occur in accordance with Conditions of Use policy applicable to all campus facilities. That policy is available in the Athletic Department in the Physical Education Complex. All rules and regulations of the Physical Education Complex Center must be followed.
6. An activity sponsor must be identified with each reservation and must be present during the reserved activity. Supervision must be at least a 1 to 10 ratio.
7. The rental group sponsor will be accountable for any damage and all custodial clean-up in excess of Auburn Montgomery's definition of normal use before leaving the reserved areas. Rental groups that fail to clean up or leave the Physical Education Complex at the reserved time limitation will be denied future use of the facilities.
8. The On-Site Personnel/Campus Security will be responsible for unlocking the doors as scheduled and for enforcing admissions policy.

9. Any audio-visual equipment beyond that normally available within a designated space must be requested directly from Information Technology Services 244-3352.

VI. PHYSICAL EDUCATION COMPLEX INFORMATION

Physical Education Complex Reservation Guests are required to become acquainted with the rules and regulations governing use of the P. E. facility in advance of that use. A summary of these guidelines will be provided on request.

For groups using the P. E. Complex Center by reservation, a complete and accurate roster of all guests must be on file at the control desk upon entering, and a copy should be provided to the activity supervisor to use for accounting for occupants in the event of evacuation due to an emergency condition.

Locker and Towel Service

No locker or towel service is provided

Equipment Issue

No equipment is provided

Information

Call the Athletic Department, 334-244-3238

**Auburn Montgomery Contract
Site and Facilities Usage
Physical Education Complex/Special Events**

Name of Organization: _____

Event: _____

Date/Day: _____ **Authorized Representative:** _____

Name: _____ **Address:** _____

Phone: _____ **Agreed Fee:** _____

AUM Representative: _____

Organization Representative: _____ **Date:** _____

Participant: _____ **Parent Signature:** _____

(Required if Participant is under 17 years of age)

Regulations

1. Smoking or use of tobacco in any form is permitted only in designated areas.
2. No use or possession of any alcoholic beverage is permitted on or in campus buildings.
3. No use of any illegal drugs is permitted on campus property or in campus buildings.
4. No promotion of doctrines or behavior considered by the University Administration to be detrimental to the stated purposes and philosophy of Auburn Montgomery is permitted.
5. No use of profanity is permitted.
6. No destruction or defacing of campus property is permitted.
7. Should this occur (1-6 above), it will be the responsibility of the person or organization that made the request for use to take care of all damages and charges.

Children under 17 years of age shall be supervised at all times by an adult representative of the organization responsible for the activity.

FOR VALUE RECEIVED, the undersigned jointly and severally agrees to indemnify and save harmless Auburn University at Montgomery (Indemnities) and its successors and assigns, from any claim, action, liability, loss, damage or suit, arising from the following:

Name of Contract/Work

In the event of any asserted claim, the Indemnities shall provide undersigned reasonable timely written notice of claim, and thereafter the undersigned shall, at its own expense, defend, protect and save harmless Indemnities against said claim or any loss or liability there under.

In the further event the undersigned shall fail to defend and/or indemnify and save harmless, then in such instance the Indemnities shall have full rights to defend, pay or settle said claim on its own behalf without notice to undersigned and with full rights to recourse against the undersigned for all fees, costs, expenses and payments made or agreed to be paid to discharge said claim.

Upon default, the undersigned further agrees to pay all reasonable attorney fees necessary to enforce this agreement.

This agreement shall be unlimited as to amount or duration.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Signed the _____ day of 20_____.

Signature: _____

Auburn University at Montgomery
Athletic Department
P.O. Box 244023
Montgomery AL 36124-4023

Site & Facility Usage
Booking Form

Date Taken:

_____ By Whom: _____ AUM _____ Community _____

Please print or type.

Requesting person/organization: _____

Phone: _____ Fax: _____

Facility/room(s)/space requested: _____

EVENT: _____

Date(s) for which facility (ies) requested: _____

Beginning time of event: _____ Ending time of event: _____

Rehearsal/setup time required: _____

Check any special requirements needed and explain in the space provided below:

_____ Facilities

_____ Reasonable accommodations as required by the Americans with Disabilities Act

_____ Athletic Needs

AUM cafeteria (if food and or drink concession is desired for a scheduled event) must be given the right of refusal to provide the concession. Persons/organizations MAY NOT bring food or drink to the facility for an event without prior approval.

Will there be an admission charge for the event? _____ Yes _____ No

If yes, please explain

If yes, please explain

Will any commercial advertising occur? _____ Yes _____ No

If yes, please explain

Contact person for event_____

Street/Route/Box

City

State

Zip

AGREED FEE FOR USE OF FACILITIES:

Auburn University at Montgomery Waiver Statement

Name of Organization: _____

Name of Event: _____

Date(s)/Days(s): _____ Time(s): _____

Name of Participant: _____

Address: _____

Home Phone: _____ Work Phone: _____

I/We, the undersigned, for ourselves, our heirs, executors and administrators, waive release and forever discharge Auburn University at Montgomery and its staff, officers, agents, employees, representatives, successors and assigns from all rights and claims for damage or loss to persons which may be sustained or occur during participation in activities on the campus of Auburn University at Montgomery, whether or not damages, injury or loss are due to neglect.

Parent Signature: _____

(Required if participant is under 17 years of age)

Participant Signature: _____

Date: _____

APPENDIX B

Schedule of Fines and Penalties for Violations of Facilities Policy

1. Clients who fail to cancel a room reservation within forty-eight (48) hours of an event will be charged 100% of the room rental fee.
2. The condition of each rentable space will be evaluated before and after an event. Any client who damages the rented space and/or the furnishings will be billed at replacement cost plus twenty (20) per cent.