

Use of University Facilities Policy & Procedures

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| Policy Number: | OP 01-006 |
| Policy Administrator: | Director of University Affairs |
| Policy Initiator: | Director of University Affairs |
| Authority: | |
| Effective Date: | SeptemOd7Tlf1, 20P 01 |

All entities are required **without exception** to fill out an Event Request through the 25Live web application except for outside entities, which will use a Facility Use Application provided by Conference and Event Services. The on-site event contact must be a Cal Maritime employee, Corps Officer, or Student Officer (with faculty/staff advisor) from a recognized Cal Maritime club or organization for student events.

A. Definitions

1. Auxiliary Organizations - The current recognized auxiliary organizations or independent operations of Cal Maritime are: Associated Students, Inc. (ASCMA), Extended Learning (SPEL), Cal Maritime Foundation, Inc., Dining Services, Housing, Conferences & Events, and the Bookstore.
2. Campus Organizations - All university departments, affiliated organizations, auxiliary organizations, and university-recognized faculty, staff, student, alumni, and development/support organizations.
3. Off-Campus Organizations - The following non-affiliated groups may use university facilities: governmental agencies, nonprofit, charitable, educational organizations, other educational and professional groups or individuals, and corporations.
4. Recognized Student Clubs and Organizations - Those student organizations who have met the criteria established by Cal Maritime for recognition as a student organization or club.
5. Facilities Use Application (FUApps) - The electronic or hardcopy forms requesting use of the facility on a specific date and time. A copy of this form is attached to this policy for reference.
6. Facilities Use Agreement (FUAgmts) - The electronic or hardcopy forms containing the terms and conditions for use of university facilities that are submitted to the Conference and Events Specialist. A copy of this form is attached to this policy for reference.

B. University Facilities

1. University Facilities include all buildings and properties owned or leased by the University, including outside areas.
2. Approval for the use of university facilities is subject to the availability and suitability of the space requested.
3. While the Conference and Events Office may rescind confirmed space on rare occasions, every effort will be made to accommodate campus needs in the best interests of the university.
4. Scheduling and confirming Cal Maritime and/or outside events in academic spaces is restricted until the classroom assignments have been made for each semester and for final exams.
5. Use of university facilities for commercial purposes is restricted.

C.

the appropriate authorizations as stated in the Facilities Space Approval Process section of this policy.

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- c. The maximum amount of time that any events and/or meetings may be scheduled in advance is 12 months.
- d. The Conference and Events Office has authority to approve FUApps for Non-Academic Space.
- e.

5. Consultation, scheduling, and logistics are arr

C. Cancellation Requirements

Cancellations are required to be made through the 25Live system or via email to the Scheduler except for events scheduled through Conference and Event Services in which a FUApp and FUAgmts has been filled out. In this case all cancellations must follow Conference and Event Services procedures.

D. Rates, Fees, and Charges

1. The Rates and Charges Schedule, which is established by Conference and Events, includes reimbursement of the costs of maintenance, upkeep and repair; additional custodial services and supplies needed to restore facilities to their normal use; equipment; parking; university police; technical services; and other types of assistance as needed for the event.
 - a. Parking fees for conferences are per vehicle per day. Please reference Cal Maritime Parking Regulations.
 - b.

