I. Reservation Procedures

1. All non-academic events requiring the use of Perelman Quadrangle, performing arts facilities, Blanche Levy Park, Locust Walk other VPUL spaces and Central Pool classrooms must be registered with the Office of the Perelman Quad and VPUL Facilities. Applications for space use should be made with the staff in 307 Houston Hall, or online two weeks in advance.

2. The person, whether or not a member of the University community, who requests the use of a University facility shall be responsible for maintaining the requested facility in good condition.

3. The University reserves the right to reject any request for use of its facilities and to terminate use at any time upon failure of a University group or a non-University organization to comply fully with University policy and safety procedures.

4. Requests must be timely. For example, it is expected that auditoria, large multipurpose spaces, and other large spaces must be reserved with a minimum lead time of one month to ensure adequate provision of facilities resources. Smaller venues of fifty persons or fewer should be reserved a minimum of one week in advance of use.

II. Payment of Charges

1. All groups must agree to pay for incurred costs according to the current schedule of University security, maintenance and service fees.

2. University groups desiring to charge admission to a function must deposit all revenue from such admission charges directly into their University account either to help defray expenses of the program or to support future related on-campus programs. All admissions charges must be reasonable.

III. Admission Charges

1. Because the University is a tax-exempt corporation, the use of its facilities by external, commercial agents should be limited

2. University groups desiring to charge admission to a function must deposit all revenue from such admission charges directly into their University account either to help defray expenses of the program or to support future related on-campus programs. All admissions charges must be reasonable.

IV. Use of Outdoor Spaces

The procedures governing the use of University facilities shall apply to the reservation and use of outdoor spaces belonging to the University, with the recognition that permission may be denied, if noise resulting from an event occurring in an outdoor space may at times interfere and conflict with library, office and classroom activities.

Depending on the location of an outdoor event, on scheduled classes in nearby buildings, and on the proximity of offices in use, non-conflicting activities should be scheduled by prior arrangements with the Perelman Quad and VPUL Facilities staff.