

# USE OF FACILITIES

The facilities of the University of Pennsylvania exist for the primary purpose of education. Priority for the use of facilities is given first to University academic activities and second to programs of University groups. The decision to permit or restrict the use of facilities by University groups will be based first on the prior academic commitment of that facility, then on prior reservation by another University group. University groups are defined as consisting almost entirely of students, faculty, administrators, staff or alumni of the University, or combination thereof, whose primary activities are based at or directly related to the University. Dates that remain open after the spring and fall calendar processes for University groups may be assigned to approved non-University organizations upon request.

The policy governing the use of University facilities was developed under the auspices of the Committee on Open Expression. Before a request of a University group to use any facility is rejected for reasons other than prior commitment of the facility or the like, the Committee on Open Expression should be consulted.

All groups using University facilities must include in their advertising, promotional materials, and other literature distributed on campus the name of the organization (prominently displayed) and sufficient information about the group and the activities it intends to conduct for readers to understand the group's purpose. Deceptive advertising, soliciting, and recruiting practices are prohibited. It is the responsibility of the Director of Student Life to determine whether adequate standards of disclosure are met. Groups failing to comply with this regulation can be denied access to University facilities for as long as the director may determine. The director's decision may be reviewed by the Committee on Open Expression.

Granting of permission to use University facilities does not constitute University endorsement of the activities or purposes of the user group. Unauthorized use of the University's name, other than to indicate the location of an event, is prohibited.

Groups sponsoring activities judged to be unrelated to the University but permissible under the policy governing the use of University facilities will be charged appropriate fees. It is the responsibility of the Director of Student Life to determine whether the activities for which University space is requested are University related. Factors to be considered in making this decision include

1. the relationship to the University of the sponsor and others who are expected to participate,
2. the purpose for which space is requested,
3. whether the activity will promote the objectives of the institution,
4. whether the person(s) organizing and conducting the specific activity is (are) affiliated with the University, and
5. whether the proposed activity will be conducted primarily for the benefit of a group not under the auspices of the University.

In the case where a group wishes to use University facilities on a continuing basis, yet no clear benefit to the institution is accrued by housing proposed activities, substantial ongoing involvement by University students or personnel, or both, is required for such activities to be classified as University related.

## 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.