**USE OF BUILDINGS, GROUNDS, AND SERVICES POLICY**

I. **Policy Statement**

Use of University facilities shall at all times be consistent with the University’s three primary purposes: instruction, research, and public service. The University retains the right to determine which activities are consistent with these purposes.

II. **Reason for Policy/Purpose**

This policy provides general guidelines for the use of space, distinguishes between spaces that are open to the general public as opposed to PSU students, employees and others using campus services, and identifies the PSU departments responsible for scheduling spaces.

III. **Applicability**

All persons or groups using University facilities shall conform to the requirements of these rules and other University policies, as well as applicable Administrative Rules of the Oregon State Board of Higher Education and city, county, state, and federal ordinances and statutes.

IV. **Definitions**

**University:** Refers to Portland State University.

**Buildings:** Means buildings or structures, or portions thereof, that are owned, leased, and/or controlled by the University.

**Facilities:** Means University owned or operated buildings, equipment, or property, including grounds, and University services where applicable.

**Services:** Means services performed by the University for students, staff, faculty, and the public in connection with instruction, research, and public service. It includes, but is not limited to, computing, duplicating, telephone, addressing, food service, gym suit service, scheduling, and janitorial services.

**Grounds:** Means all real property, other than buildings, owned or controlled by the University.
South Park Blocks: Means that portion of the City of Portland’s South Park Blocks that is south of SW Market Street.

Internal Users: This means:
  a) Academic or administrative departments or units of the University or interinstitutional groups composed of official representatives of PSU and institutions within OSSHE other Oregon Public Universities.
  b) Student organizations, including those formally sanctioned by academic units of the University, registered through the Office of the Vice President Provost for Student Affairs.
  c) Faculty and staff of the University, active or retired.
  d) University alumni activities recognized by the Office of Alumni Relations.

External Users: This means:
  a) Educational institutions or organizations, other than the University.
  b) City, county, state, and federal agencies, and tax-supported organizations such as school districts.
  c) Civic and community organizations whose activities are consistent with the purposes of the University.
  d) Private organizations, political organizations, or individuals whose activities are consistent with the purposes of the University.

Office of the Registrar: Means the scheduling office for instructional activities in all University facilities under the jurisdiction of the Office of Academic Affairs. Individual academic departments are responsible for scheduling in all instructional facilities under the jurisdiction of the individual academic departments and as authorized by the Office of Academic Affairs.

University Scheduling office: Means the scheduling office for Smith Memorial Center, the Performing Arts Center, and for non-instructional activities in all University buildings except the Health and Physical Education Building.

Office of the Dean of the School of Health and Physical Education: Means the scheduling office for HPE programs and athletic events in the Health and Physical Education Building.

Public Areas: Means University facilities, which are, by their physical nature, function, custom or usage, generally open to the public.

Non-Public Areas: Means University facilities, including classrooms; laboratories; gymnasias; physical education exercise room; research areas; child day care facilities; offices assigned to faculty, administrative or staff personnel; conference rooms; seminar rooms; lounges; storage areas; parking structures; the student union; or other similar areas, which are generally not open to the public.

Person-in-Charge: Means an employee of the University, or appropriate person, authorized by the University to administer or direct activity of the University.
V. Policy/Procedures

1. Use of University Facilities by Internal Users

1.1 Use of University facilities by internal users shall be arranged through the appropriate scheduling office. Requests for the use of University facilities by internal users shall be made in accordance with established procedures. When there are conflicting requests for space, a determination will be made by the scheduling office concerning which users will be authorized to use the space. Such determination will be made based upon the “priority of use” guidelines established by the scheduling office and approved by the President, or the President’s designee.

1.2 Use of the South Park Blocks by internal users shall be scheduled through the Smith Memorial Center Scheduling Office and approved by the Vice President for Student Affairs Finance and Administration or their designee.

2. Use of University Facilities by External Users

2.1 Any use of the University facilities by an external user must be approved by the President of the University or by the President’s designee. External users shall follow the same procedures for requesting space as are required by internal users.

2.2 Use of the South Park Blocks by external users shall be scheduled through the Park Bureau Portland Parks and Recreation of the City of Portland.

2.3 The University shall not make University facilities available to the following external users and activities:
   a) Private, personal, or commercial interests operated primarily for profit, except as provided for in the Administrative Rules of the Oregon State Board of Higher Education.
   b) Sales, solicitation, advertising, or promotional activities.
   c) Political campaigning by or for candidates who have filed for public office, or for ballot measures.

2.4 Exceptions to this rule may be granted by the President or by the President’s designee when the external group is sponsored by an internal user or when the purposes of the external users are found to be consistent with the purposes of the University. All external users must also comply with other portions of these Administrative Rules.

3. Fees for Using University Facilities

3.1 The University Scheduling Office shall establish a fee schedule, subject to the approval of the President, or President’s designee. Schedules shall be adopted in
accordance with the Fines and Fees promulgation process. In cases of extreme hardship or other unusual circumstances, fees or a portion thereof, may be waived. All requests for fee waivers shall be submitted to the President or the President’s designee, who shall make the final determination.

4. Conditions of Use

4.1 University faculty, staff, and students are permitted access to public areas; and when engaged in a University authorized or assigned activity, to non-public areas. Union sanctioned activities that are normally allowed in public areas are also allowed in the lobbies, corridors and seating areas of the Student Union.

4.2 Members of the general public who are not University employees or students are permitted access to the public areas of the University, provided such access is consistent with the provisions of OAR 577-001-0005 this policy.

4.3 Members of the general public who are not University employees or students are prohibited from use of non-public University facilities except upon the authorization of the person-in-charge.

5. Prohibitions

5.1 University employees, students, and members of the general public are prohibited from bringing animals into University facilities, excluding grounds; exempted from this prohibition are University employees and students, and members of the general public:
   a) Who are legally handicapped, and whose handicap requires the assistance of a dog; or
   b) Are engaged in an authorized University instructional, research or public service activity requiring the presence of animals in University facilities.

5.2 Smoking is expressly prohibited in any University classroom or laboratory.

5.3 The dispensing or consumption of alcoholic beverages is expressly prohibited in any University facility, except as authorized under the provisions of Policy 16-02, Alcohol at University Events.

VI. Links To Related Forms

Name Of Form As It Appears In the Form Title, with hyperlink

VII. Links To Related Policies, Procedures or Information
VIII. Contacts

If you have any questions regarding this policy, please contact [department name] at (503) 725-[main dept. number] or [department]@pdx.edu.

IX. History/Revision Dates [use this date format: May 27, 2012]

Adoption Date: [date policy first approved by UPC and is in effect]

Reaffirmation Date: [date UPC concurs with responsible officer that an existing policy requires no change, and remains in effect]

Revision Date: [date policy has been changed and reapproved]

Next Review Date: Month, Day, Year [at least every five years, sooner as needed]

X. Policy Adoption/Reaffirmation/Revision Approvals

Approved ___________________________________________ Date ______________________

PORTLAND STATE UNIVERSITY PRESIDENT

Approved ___________________________________________ Date ______________________

PORTLAND STATE UNIVERSITY GENERAL COUNSEL