

PROCEDURE FOR FACILITIES USE

I. Definitions.

“Affiliated users” include those formally established or recognized by the University. For example, a University-recognized fraternity or sorority or a University-recognized student organization would be an affiliated user.

“Non-affiliated users” include those with no link, formal or informal, to the University. The Kiwanis or the Pachyderm Club is examples of non-affiliated users.

Affiliated users may sponsor non-affiliated users to utilize University facilities for purposes consistent with the mission of the University and with the objectives of the affiliated users. Affiliated users must have substantial participation in and responsibility for planning and executing the sponsored, non-affiliated users’ activities, rather than merely lending their endorsement to the non-affiliated users. In addition, affiliated users shall be financially responsible for all non-affiliated users’ activities on the basis of affiliated user sponsorship or co-sponsorship of such activities; except that affiliated users may require non-affiliated users to indemnify fully affiliated users for all such costs as a co-sponsorship condition as noted further below.

II. How to Schedule a Facility or Outdoor Area.

A. Rooms, Facilities, and Services.

1. If you know who to contact for a room or hall, you may call them directly. If you are unfamiliar with the facilities available for use, call the UC Event Planning Office (243-4113). The UC Event Planning Office can tell you whom to contact to schedule a facility. When it becomes available, the UC Event Planning Office will use a master schedule to determine room availability with the approval of the University official responsible for the facility to be scheduled.
2. To ensure a timely confirmation of your reservation, make your request by 9:00 A.M. at least 24 hours before the first use of the room. If you plan to use a facility's multi-media equipment, you will need to contact Instructional Media Services (243-4875) at least 72 hours in advance.
3. Summer Conferences: After summer classes have been scheduled (usually about April 1), classroom availability for summer conference use can be obtained from the Registrar’s Office or from the appropriate school or department.
4. At the discretion of the person who schedules the facility, you may be advised or required to consult with Campus Security regarding supervision and security. Campus Security will determine

supervision requirements.

5. See Section VI for information on scheduling the Library/UC Mall and the Oval.
6. See Section IX for information on scheduling temporary art out doors.

B. Food or Beverages.

1. If you plan to serve food or beverages, contact University Catering Service (243-4899) which caters all events on campus. The College of Technology often utilizes the services of the College Culinary Arts Department. Contact that department at 243-7816.
2. University Catering Service has the right of first refusal to provide all food and beverages on campus. Campus venues include all buildings on campus, Dining Services facilities, University Center, Adams Center, The Center at Salmon Lake, UM Golf Course, College of Technology, Lubrecht Experimental Forest, and the Flathead Lake Biological Station at Yellow Bay. If you want to use an off-campus caterer, contact Catering Services first to obtain approval.
3. "Brown-bagging" does not require permission, although you should always have the permission of the respective University official responsible for scheduling the facility you wish to use if you plan to have food at any event.
4. If food or beverages will be served, you will need custodial services in venues other than the University Center or the Adams Center. Contact the Work Order desk (243-6091).

C. Multi-media, Audiovisual, and Other Special Equipment.

1. High Tech Multi-media Classrooms are available. These include Chem/Pharm 109, Fine Arts 302, Journalism 304, Mansfield Library 285, Science Complex 131, Social Science 344, and Urey Lecture Hall 101, and any others added to this list from time to time.
2. To use permanently installed multi-media equipment; you will need to contact Instructional Media Services (IMS) (243-4875/2857). See Appendix A for more details. Plan on giving IMS three working days' notice.
3. If you need audio, lighting, and staging equipment and services for events, contact University Center Audio and Lighting (243-5714), which serves the entire campus.

4. If you need someone to operate the equipment or if you need portable audio-visual equipment, contact IMS (243-4875).

D. Scheduling Priorities.

To harmonize The University's educational mission and other uses of its facilities these scheduling priorities should be followed.

1. Academic Facilities. Academic facilities are classrooms, conference rooms, rehearsal and performance halls, theatres, laboratories, and other facilities regularly scheduled for instruction. FTE-generating instruction normally is given first priority in these facilities. Other instruction for credit normally takes precedence over non-credit activities. In accordance with the public service mission of the University, some non-credit granting activities of significant public service or significant benefit to the campus or community may be given priority for specific academic space provided adequate alternate space is available for the regularly scheduled academic activity. If conflicts arise regarding the rescheduling of a regular academic activity, the Provost or the Provost's designee will decide. After these academic priorities are satisfied, scheduling will be on a first-come, first-served basis.
2. University Center. Student use normally takes precedence in the University Center. After this priority is satisfied, scheduling will be on a first-come, first-served basis. UC Meeting Rooms are scheduled on a first-come, first-served basis.
3. Recreation Facilities. These include the Recreation Annex, Schreiber Gym, Riverbowl South and East, and the Recreational Fields in the Dornblaser Sports Complex. Generally student recreational use will take precedence over other use in these facilities with the following exceptions. Academic classes have precedence in Schreiber Gym until 5:00 p.m. except during the noon hour. Academic classes have precedence in the Recreation Annex until noon. From noon to closing, fitness and recreation activities have precedence in the Recreation Annex. After these priorities are satisfied, scheduling will be on a first-come, first-served basis. Conflicting needs will be resolved by the Director of Campus Recreation.
4. Athletic Facilities. These include Washington-Grizzly Stadium, Dornblaser Sports Complex and Athletic Department Practice Fields. Except unanticipated academic need, intercollegiate (including club) athletic practices, events and revenue generating activities (i.e., concerts) will take precedence over any other use. Conflicting questions of need will be settled by the President or the

President's designee. After these priorities are satisfied, scheduling will be on a first-come, first-served basis.

5. Residence Halls and University Villages. Residence Hall Lounges and Meeting Rooms and the University Villages Community Center are available for use. Priority is given student organizations and activities (including summer conference programs.) After these priorities are satisfied, scheduling will be on a first-come, first-served basis.
6. Use of the Library Mall, Oval, Washington Park and other outdoor areas is on a first-come, first-served basis, and subject to time, place, and manner restrictions specific for each area.
7. Adams Center. Intercollegiate Athletics events and UM Commencement exercises are given first priority. After that, priority is given based on "holds." An event producer may place a hold on space. Other producers may place subsequent holds on the space for the same time. If the subsequent hold producer requests a contract for the space, the producer with the first hold must contract for the space or release the hold. Holds are allowed up to twelve (12) months in advance. Space is not committed without a contract and submission of the deposit required in the contract.

E. Requirements of Non-Affiliated Users.

If you are a non-affiliated user, you should expect to satisfy the following requirements:

1. Assume all responsibility and liability for the requested use. This may include obtaining and maintaining liability insurance in amounts sufficient to indemnify and hold the University harmless for any liability which might result from your proposed use. Minimum insurance may include comprehensive general liability insurance, including automobile liability, personal injury and property damage with limits of not less than \$1,000,000 for each claim and a combined single limit of not less than \$2,000,000 per occurrence. Non-affiliated users must have or obtain liability insurance pursuant to this paragraph for the following University facilities uses:
 - a. Events involving significant physical activities or devices which place participants or the facility being used to reasonably likely physical harm (e.g., velcro olympics, human bowling, fireworks, skateboard competitions, etc.);
 - b. Events involving performance artists with reputations for exciting crowds into physically risky behavior (e.g., slam

dancing, moshing, stage diving, barricade rushing, etc.);

- c. Events where alcohol is served; and
 - d. Events projected to have audiences in excess of 2,000 people.
2. Pay the appropriate charges for facilities and services including damage deposit, if appropriate. See Appendix A for fee schedules.
 3. Comply with all University regulations and other conditions for use of the facility.
 4. Sign a written agreement with the University setting forth the foregoing requirements as well as any additional requirements pertaining to the use of the facility. Agreements for long-term rentals and/or use of major facilities (lasting more than one week or more than seven days in a single calendar year) may require the preparation of a more detailed lease or rental agreement that addresses legal matters unique to the rental of these facilities. Before entering into a long-term agreement, the office granting the facility use must consult with the University Legal Counsel.

F. Rates.

1. Except for space used in the Adams Center, affiliated users which conduct or sponsor an event will not be charged for a facility unless a fee is charged for the event or unless this policy expressly provides otherwise. If you charge a fee to participants you will be required to pay for costs associated with the use including set-up, custodial services, equipment, utilities, security, etc. A list of costs can be found in Appendix A.
2. Non-affiliated users must pay the use rates set forth in Appendix A. Non-affiliated users which receive a written invitation by a Dean, Vice-President, Provost or the President to conduct an event with an educational purpose may be exempted from paying the rental rates or costs for the facilities to be used, and such rates may also be waived pursuant to a grant, donation, or endowment that funds their facility or activity. Any such waiver shall not include actual direct costs incurred by the University for such use, including but not limited to costs for University audiovisual services, University personnel overtime, etc.
3. The University Center permits student organizations to schedule most UC meeting rooms for free. Campus academic and administrative departments may also use most UC meeting rooms for free for general meetings, although departments shall be

charged facility-use fees for functions other than general meetings. Student organizations and academic or administrative departments will be charged a set-up fee for use of the UC Ballroom and the UC Commons. All non-affiliated users should contact the UC Event Planning Office for information about renting UC meeting rooms.

The University Center charges rental fees for events open to the general public and for other non-student events for which an admission or registration fee is charged. On a case-by-case basis, the University Center may charge rental fees for events sponsored by affiliated users, if those users will charge admission or collect a registration fee.

4. Separate fee schedules apply for use of High Tech Multimedia Classrooms and for set up and use of multi-media, audio-visual, and other special equipment. See the IMS fee schedule in Appendix A.
5. Fees collected for rental of general and departmental classrooms will be deposited in the Rental Property Auxiliary Account unless the facility's granting document provides otherwise. (A granting document may be an endowment, grant, or other document by which a private or other funding entity establishes limits or conditions on the use of the facility.) Equipment usage fees are deposited with the entity that controls the equipment.
6. Fees collected for general and departmental classrooms at the College of Technology are deposited in a College-designated account.
7. An affiliated user may co-sponsor an event or activity involving University facilities use, in which case(s) the University may: (i) impose affiliated user fees and costs, and (ii) charge such costs to an affiliated user's University account. The affiliated user will be notified in advance prior to scheduling the event if any such fees and costs are to be imposed.
8. The Adams Center offers a discounted rate to affiliated users and non-profit organizations. The Adams Center rates vary based on the type of event, timing, and amount of time the space is taken off the market.

G. Limitations on Use.

1. University facilities and areas may not be used in ways which: (i) obstruct, conflict with or impair teaching, research, administration,

or other University activities or operations, or any other authorized activities on University premises; (ii) impede or prevent others from entering, using, or leaving any University facility, service, or activity; (iii) expose persons or property to substantial risk of injury; or (iv) are otherwise unlawful.

2. False or misleading information in your facility use request, use of facilities for purposes other than those stated in your request or failure to comply with the facility use agreement or this policy will be grounds for immediate cancellation of the agreement without penalty to the University or any University employee.
3. The use of outdoor amplification equipment requires written approval from the President or the President's designee. Neither amplified nor non-amplified sound may unreasonably interfere with the learning environment.
4. Approval of the President or the President's designee is required for any open burning or for the detonation of fireworks.
5. Overnight stays or habitation in areas not specifically designated for such purposes require approval of the appropriate University official responsible for scheduling the facility. That official will notify Campus Security that this activity will occur so that guests are not awakened in the middle of the night.
6. Animals are permitted in University buildings if they are trained, registered and identified in advance to the University as service animals for individuals with disabilities; or if they serve an academic, research, or educational function.
7. Possession or use of firearms, explosives, destructive devices, BB or pellet guns, dangerous chemicals, or other highly dangerous weapons are prohibited, except as expressly authorized in advance by the Campus Security Director or approved for storage as per Residence Hall policy.

III. Posting and Distributing Written Materials.

Affiliated and non-affiliated users may distribute printed materials on the University's Missoula main campus subject to the following rules, which have been adopted to avoid interference with the University's regular activities.

- A. Distribution of printed materials without prior permission may occur in the following areas: the Oval, Centennial (Grizzly) Circle, and brick walkway between Arthur Avenue and Main Hall; the Mall (between the University Center and the Mansfield Library); areas adjacent to Washington-Grizzly Stadium, but at least 40 feet from any Stadium entrance; the cement

areas adjacent to the Adams Center (Field House) and the Montana Theatre, but at least 40 feet from any entrance; and the cement areas adjacent to the Gallagher Business Building, but 40 feet from any entrance. You may not distribute materials on roads, in parking lots, or in other ways open to automobile traffic. All such activities may be subject to reasonable restrictions on the time, place, and manner in which they are conducted.

- B. Posted materials including commercial materials, without prior permission, are allowed on the kiosks located on the Oval, near the Urey Lecture Hall, southeast of the University Theatre, and upon any other like kiosk erected by the University in the future. The University will remove these materials at regular intervals.
- C. Posting material on designated interior or exterior surfaces of University buildings by affiliated and non-affiliated users requires the permission of the applicable University official authorized to grant such permission, and remains subject to any requirements such official may reasonably establish.
- D. Distribution and posting in the University Center must conform to the UC Building Usage Policy Handbook. To inquire about distributing materials in the UC, users may contact or visit the UC Information Desk (243-4636) or the UC Event Planning Office (243-4113).
- E. Distribution and posting in Washington-Grizzly Stadium & Adams Center require the permission of the Director of Intercollegiate Athletics or the Director of the Adams Center respectively and remain subject to such rules as the Director may establish. Printed materials may be distributed in Washington-Grizzly Stadium or in the Adams Center or at other locations where Intercollegiate Athletic events are being conducted.
- F. No printed materials may be posted on vegetation, lampposts, handrails, doors or the like. No printed materials of any kind may be placed or posted on any vehicle located on the University campus streets or parking lots.
- G. Sidewalk chalking or painting shall at all times be prohibited absent the express prior permission of the University Vice President for Administration and Finance.
- H. Content Disclaimer. The University takes no responsibility for and does not endorse the content of materials that are distributed or posted. Permission to post or distribute printed materials or to engage in political activities may not be denied on the basis of their content or affiliation. All activities may be subject to additional, reasonable restrictions on the time, place, and manner in which they are conducted.

IV. Political Campaigning.

- A. Site Permission. If you want to engage in a petition drive or to conduct political campaign activities on campus, you must obtain permission from the Vice President of Administration and Finance except:
1. For the Adams Center, Washington-Grizzly Stadium, and any other stadium, contact the Director of the Adams Center or the Director of Intercollegiate Athletics respectively or the Director's designee;
 2. For Residence Halls and University Villages, contact the Director of Residence Life; and
 3. For the University Center, contact the UC Event Planning Office (243-4113). The University Center's petitioning policies are detailed in the UC Building Use Policy Handbook.
- B. ASUM or Employee Campaigns. No permission is required for ASUM or University employee union campaigns (except to the extent that ASUM or union rules provide otherwise.) Nevertheless, all campaigning is subject to space availability and to the following requirements:
1. These activities may not disrupt campus traffic, access or academic activities.
 2. Campaign and petitioning activities are allowed in the University Center (UC), and the Adams Center only when conducted within, or at, a specific location approved by the UC Event Planning Office or by the Director of the Adams Center respectively. If a political campaign or petitioning activity disrupts any University program or other University activity, the campaigner(s) may be asked to cease activities or to leave the premises.
 3. Campaign and petitioning activities may be conducted in common areas of Residence Halls and University Villages, after obtaining permission from the Director of Residence Life.
 4. Without prior permission and subject to space availability, political campaigning and petitioning may be conducted in these areas: the Oval, Grizzly Circle, and brick walkway between Arthur Avenue and Main Hall; the Mall (between the University Center and the Mansfield Library); areas adjacent to Washington-Grizzly Stadium, but at least 40 feet from any Stadium entrance; the cement areas adjacent to the Adams Center and the Montana Theatre, but at least 40 feet from any entrance; the cement areas adjacent to the Gallagher Business Building, but 40 feet from any entrance. All such activities may be subject to reasonable restrictions on the time, place, and manner in which they are conducted. You may not

engage in these activities on ways open to automobile traffic.

- C. Campaigning in University Buildings. With the permission of the applicable University official responsible for scheduling the facility, and subject to any requirements such official may reasonably establish, political campaigning or petitioning may be conducted in other University buildings.

V. Commercial and Charitable Solicitation.

A. Charitable Activities.

Affiliated users raising money for the support of an organization affiliated with the University, charitable organizations approved under the University Charitable Organizations policy, and other charitable organizations which receive written approval from the President or President's designee may engage in fundraising on campus.

B. Commercial Activities other than Handbill Distribution.

1. Non-affiliated Users.

Non-affiliated users may engage in commercial activities in University facilities if they have contracted to rent the facility and the activity is approved in the rental contract or if they have contracted with the University or its colleges, schools, departments, the University Center, the Adams Center, or similar facilities to engage in such activity at their respective facilities. (This would include activities such as sales at athletic events and concessions at performing arts activities.) Otherwise, non-affiliated users may not use University facilities or enter University property for the purposes of commercial solicitation or promotion without prior permission from the Office of the Vice President for Administration and Finance.

2. Affiliated Users.

With the permission of the applicable University authorizing official, and subject to any reasonable requirements that they may establish, affiliated users may sponsor or engage in sales or other commercial activity in other University buildings.

3. Solicitation at University Villages and Residence Halls.

Commercial activities in University Villages and Residence Halls are subject to rules and regulations established by Residence Life

Office. Contact the Director of Residence Life Office for permission.

4. No user may sell food or beverages in any University facility except pursuant to express prior written agreement with the University; and subject to Section III.B. of this policy.

VI. Other Speech Activities for Affiliated and Non-Affiliated Users.

- A. Free Speech Zone. The University has set aside the mall area, between the University Center and the Mansfield Library, as a free speech zone, subject to reasonable time, place and manner limitations. Speakers may use this area to speak on any subject of interest to them. In order to accommodate speakers, the UC Event Planning Office will schedule this space on a first-come, first-served basis. A speaker may also be limited in the amount of time so that others may use the zone.
- B. The Oval. The Oval may be used for other speech purposes. A request to use the Oval for such purposes shall be made through the UC Event Planning Office, although final approval of such use must be given by the President. Forms for requesting use of the Oval are available from the UC Event Planning Office.
- C. Restrictions on Use. Speakers or performers on the Oval are reminded that their activities may not interfere with the University's educational mission. A speaker or performer who is too loud or who generates crowd noise that interrupts classroom or other academic or administrative activities will be asked to move to a more appropriate location.

VII. Exclusions from Campus.

Montana University System policies No. 1003.1 and No. 1009.1 authorize The University of Montana to exclude individuals and organizations from campus property when the President finds such exclusion necessary for the safety of the campus community, for protection of campus property, or to ensure the conduct of the University's educational, research, and service mission. The President is authorized to delegate this authority.

- A. Exclusion. The University may prospectively exclude any person or organization from campus property, or any part of the campus property, as the case may be, when in the judgment of the University, based on articulable facts, the person or organization inflicts or has inflicted physical injury upon or poses a threat to the safety of members of the campus community or their guests, causes or has caused damage to campus property, or engages or has engaged in conduct that prevents the University from engaging in any educational, research, service or other related activity. The University may also exclude individuals or organizations from using University property for violating any applicable

law or any University regulation governing the use of its facilities. No student may be excluded from campus, except pursuant to the Student Conduct Code.

No person or organization shall be excluded without prior notice and an opportunity to respond to allegations against them. If a University official determines that any person or organization should be excluded from Campus property, the official shall immediately notify the Vice President for Administration and Finance. The Vice President, in consultation with the University Legal Counsel, will appoint a member of the faculty or administration who was not involved in the complaint as a hearing officer. If any person or organization is recommended for exclusion by this hearing officer, the Vice President for Administration and Finance will notify such person or organization in writing of the University's intent to exclude, the reasons why the University intends to take that action, and the time and place where the person or organization may appear and present reasons why exclusion should not occur. Notice should be given either in person or by certified mail sent to the person's or organization's last known address.

- B. **Right to Hearing.** The hearing officer appointed by the Vice President shall conduct an informal hearing. Formal rules of evidence will not apply. The complaining official and any witnesses must appear in person. The person or organization to be excluded must also appear in person. The hearing officer may receive written and audible testimony and argument from the person or organization to be excluded. The hearing officer may ask questions of any interested party. At the end of the informal hearing, the hearing officer should issue a decision to those present. If the individual or organization representative does not appear for the hearing, the hearing officer may enter a decision adverse to the non-appearing person or organization representative. The hearing officer shall prepare and issue written recommendations within five business days after the hearing stating whether the person or organization should be excluded. The hearing officer may recommend conditions on the person's or organization's entry onto campus property including a recommendation for the length of the period of exclusion. The written decision shall be mailed to the last known address of the person or organization to be excluded and delivered to the Vice President for Administration and Finance. The person or organization to be excluded may have legal representation at the hearing for consultation purposes only, but the legal representative will not be allowed to speak to the hearing officer or any other witness unless the hearing officer consents. The University Legal Counsel or the Legal Counsel's designee will participate at any hearing attended by an attorney representing the person or organization to be excluded.
- C. **Review of Hearing Officer's Recommendation.** If the hearing officer recommends the exclusion of any person or organization or recommends restrictions on such person's or organization's entry onto campus property,

the Vice President or the Vice President's designee shall review the recommendations. The Vice President or the Vice President's designee may adopt the recommendations of the hearing officer, may impose stricter or more lenient conditions (including exclusion) upon entry, or may decline to impose any conditions or restrictions. The Vice President or the Vice President's designee shall notify the person or organization in writing of the decision. If the Vice President or the Vice President's designee excludes the person or organization, the excluded person or organization may appeal the exclusion decision to the President. The President's decision may be appealed pursuant to applicable Montana University System Board of Regents policies and procedures.

- D. Violation of Condition. If a person or organization violates any condition imposed for entry upon campus, the Vice President for Administration and Finance may exclude that person or organization. The person or organization may request a hearing in writing. In that instance, the Vice President will follow the procedures set forth in paragraphs VIII A-C.
- E. Trespass. If a person enters campus property notwithstanding notification that such person is excluded, the person may be arrested and prosecuted for trespass under the laws of the State of Montana. The University is also free to seek other judicial remedies.
- F. Non-discrimination. In no event may a person or organization be excluded from campus property based on political, religious or other affiliations, because of political, religious or other beliefs, or because of the content of their communications.
- G. Ejection. Exclusion differs from ejection. Any individual or organization may be ejected from University property without notice or opportunity for hearing for inflicting physical injury upon or posing an immediate threat to the safety of members of the campus community or their guests; causing damage to campus property; or engaging in conduct which prevents the University from engaging in any educational, research, service or other related activity or if the person violates any applicable law. This does not include heckling, but does include hecklers' use of a "heckler's veto," which prevents a speaker from continuing a speech. Nothing herein shall be interpreted to permit the heckling of a faculty member by any student in a manner disruptive of the faculty member's scheduled academic activities; and any such student heckling shall subject a student heckler to Student Conduct Code proceedings.

VIII. Energy Conservation and Night Setback Schedule Change

In light of energy availability and potential future energy cost increases, The University of Montana joins the Governor's Office and the Montana University System in renewing efforts to conserve energy use. Toward that goal, I ask you to review conservation of energy in University offices, classrooms, and other facilities.

The following items include suggested temperature settings and lighting schedules based on regular use, Monday through Friday, 7:00 a.m. to 10:00 p.m. Events occur outside of these times, and a procedure exists to request permanent variances from the core occupancy standards. If your area must function outside of the core period, you may contact the Work Order Desk, 243-6091, to request a change or permanent variance or you may submit a "UM Facilities Occupancy or Temperature Change Request" Form.

Thank you for your efforts to assist the University in conserving energy.

- ☀ Extinguish lights in office areas – including task lights – when not in use during the workday. When possible, use compact fluorescent bulbs in task lights, rather than overhead lights.
- ☀ Extinguish all office lights, computers, and other office equipment at the end of the business day, if not in use.
- ☀ Utilize your computer's energy saving features to power down the system when not in use for more than one hour.
- ☀ Extinguish all non-essential lighting, including decorative and non-security lighting, during daylight hours and between 10:00 p.m. and 5:00 a.m. Necessary security and safety lighting should remain on as required.
- ☀ Maintain temperatures in work areas between 68 and 71 degrees in the winter, and between 74 and 78 degrees in the summer in those areas with cooling systems.
- ☀ Use personal heaters only in work areas where acceptable temperature levels cannot be attained by adjusting the primary heating system.

- ☀ Use air conditioners only in work areas where acceptable temperature levels cannot be attained by adjusting the primary ventilating system.
- ☀ If janitors work during evening hours, turn off all lights except in the immediate work area.
- ☀ Ask security personnel to ensure that users and janitors extinguish lights and equipment.
- ☀ Set hot water heaters not needed for cafeterias, laundries, or bathing at 120 degrees Fahrenheit.
- ☀ Turn off lights of vending machines if located in lighted areas. Remove any redundant vending machines.
- ☀ The University shall implement improvement projects with the State Building Conservation Bond Program to ensure State-owned buildings grow increasingly energy efficient.

**UM FACILITY OCCUPANCY OR TEMPERATURE
CHANGE REQUEST**

Location _____

Building and Room number(s) _____

Requested by _____ Phone _____

Normal times are 7 a.m. to 10 p.m. Monday – Friday

Temporary change **Permanent change**

Occupied dates and time(s)

Occupied temperature

Approvals for permanent change:

Director, Facilities Services

President

Send request to: **Work Order Desk, Facilities Services**
Or fax to extension 6612.

APPENDIX A

I. University Classrooms.

A. General classrooms

1. To schedule general classrooms, contact the Registrar's Office. The UC Event Planning Office coordinates non-affiliated user requests and assists affiliated users in arranging special events held in general classrooms. Scheduling of general classrooms in the Gallagher Building is coordinated with the School of Business Administration Dean's Office.
2. Rental rates are \$0.05 per square foot per day for non-affiliated users. Additional custodial charges are imposed for non-affiliated users and non-academic use by affiliated users on weekends and holidays and for extra cleaning after events where a fee is charged to participants. Events needing special equipment, food service, special set-up, etc., may incur additional charges.
3. A list of available general classrooms may be obtained from the University Registrar's Office.

B. Departmentally controlled classrooms

1. To schedule classrooms dedicated to academic departments or schools are scheduled by the Deans or their designees.
2. Rental rates are \$0.05 per square foot per day for non-affiliated users. Additional custodial charges are imposed for non-affiliated and non-academic use by affiliated users on weekends and holidays and for extra cleaning after events where a fee is charged to participants. Events needing special equipment, food service, special set-up, etc. may incur additional charges.
3. A list of available departmental classrooms may be obtained from the University Registrar's Office.

II. The University Center.

To schedule the University Center, contact the UC Event Planning Office (243-4113).

III. Music Recital Hall.

- A. To schedule the Music Recital Hall for regular academic use on weekdays until 1:00 P.M., contact the Registrar's Office (243-2414). For use after 1:00 P.M. and at all other times, contact the Music Department Chair or the Chair's designee.
- B. Fees for non-affiliated users:
1. Recital Hall:
 - a. \$25. For events for which admission is not charged and for which there is no personal monetary gain and for a short rental time (less than 1½ hours).
 - b. \$100. For events in excess of 1½ hours for which admission is not charged and for which there is no personal monetary gain.
 - c. \$200. For events that charge admission or for other commercial ventures.
 2. Classrooms and Rehearsal Rooms:
 - a. \$25. Less than 1½ hours.
 - b. \$50. More than 1½ hours.
 3. Custodial fees (\$50 to \$100) may be charged in addition.
 4. If pianos are employed, there will be a rental fee of \$25 per piano. Tuning is extra. If the stage manager is required, a fee of \$5 per hour will be charged.
 5. Advance payment of fees is required.
 6. Hall rental includes one rehearsal.

IV. University Theatre.

- A. To schedule the University Theatre and for fee information, contact the Director of the University Theatre (243-2853).

V. Montana Theatre.

To schedule the Montana Theatre, contact the Production Manager of the

Department of Drama and Dance (243-2874). For fee information contact the Director of The University Theatre (243-2853).

VI. Masquer Theatre.

A. To schedule the Masquer Theatre, contact the Production Manager of the Department of Drama and Dance (243-2874).

B. Fees are established by contract. Typical fees are:

1. When admission is charged:

- a. Commercial events: \$ 200.00
- b. Non-profit events: \$ 125.00

2. When no admission is charged:

- a. Non-affiliated user: \$ 100.00
- b. Affiliated user:
 - (1) Under 3 hours: \$ 25.00
 - (2) Over 3 hours: \$ 50.00

3. Classes or rehearsals (non-affiliated users):

- a. \$ 15.00 per hour

VII. McGill Dance Studio – Room 104.

A. To schedule McGill 104, contact the Production Manager of the Department of Drama and Dance (243-2874).

B. The fee for classes or rehearsals (non-Drama and Dance Department) is \$15 per hour.

VIII. Performing Arts/Radio-Television Open Space.

To schedule PAR-TV open space, contact the Production Manager of the Department of Drama and Dance (243-2874).

IX. Mansfield Library Meeting Rooms.

To schedule Mansfield Library meeting rooms, contact 243-6800.

X. College of Technology Library Meeting Rooms.

Library Meeting Rooms:

To schedule College of Technology Library meeting rooms, contact 243-7820.

East and West Campus of The College of Technology:

To schedule contact the Dean's Office 243-7852

XI. Turner Hall Del Brown Room.

A. To schedule the Turner Hall Del Brown Room, contact 243-5324.

B. Fees for affiliated users:

- | | | |
|----|-------------|-----------|
| 1. | Full day: | \$ 100.00 |
| 2. | Half day: | \$ 75.00 |
| 3. | Set up fee: | \$ 40.00 |

C. Fees for non-affiliated users:

- | | | |
|----|-------------|-----------|
| 1. | Full day: | \$ 150.00 |
| 2. | Half day: | \$ 100.00 |
| 3. | Set up fee: | \$ 40.00 |

XII. University Villages Community Center.

A. To schedule the University Villages Community Center, contact 728-8253.

B. Fees for affiliated users:

- | | | |
|----|----------------------------|--------------------|
| 1. | University Village Tenant: | \$ 15.00 per hour. |
| 2. | Full day: | \$ 150.00 |
| 3. | Half day: | \$ 75.00 |

- C. Fees for non-affiliated users:
 - 1. Full day: \$ 200.00
 - 2. Half day: \$ 150.00
 - 3. Per Hour \$ 25.00

XII. Todd Room Pantzer Hall

- A. Fees for affiliated users:
 - 1. Full day: \$ 100.00
 - 2. Half day: \$ 75.00
 - 3. Set up: \$ 40.00
- B. Fees for non-affiliated users:
 - 1. Full day: \$ 75.00
 - 2. Half day: \$ 50.00
 - 3. Set up: \$ 40.00

XIII. Adams Center

To schedule use of Dahlberg arena, East Auxiliary Gym, West Auxiliary Gym, the Sky Club, the North B Concourse, or any other space in the Adams Center, contact the administrative officer in the Adams Center Administration Office (243-5355).