

Use of Academic Space Policy

Unit: University Registrar

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Purpose

This policy establishes responsibilities and expectations related to the use of academic spaces for events other than regularly scheduled classes.

Policy

Consistent with the University's Facility & Grounds Use Policy and the Space Occupancy and Allocation Policy, academic buildings are intended for the primary use and benefit of the academic programs conducted there. Use of these buildings for academic purposes shall be under the direction and control of the dean responsible for the respective academic building. The Office of the University Registrar manages reservation of space for the Farrah Auditoriums, Houser Hall, Lloyd Hall, North Lawn Hall, and Russell Hall in conjunction with the respective building representatives for these facilities. Other space must be reserved through the office of the dean responsible for the academic building in accordance with that office's requirements. No recurring space assignments will be made during final examination periods unless by special permission from the University Provost (or designee). Academic use by departments and colleges has priority over other uses, and organization assignments may be changed or cancelled if conflicts or logistical issues with academic programs in the space or building develop. The University will enforce reasonable time, place, and manner restrictions on the use of Academic Space that are content and viewpoint neutral.

Reserving and Using Academic Space

- An academic or administrative department, registered student organization, faculty, or staff member (collectively "University affiliate") may not reserve academic space on behalf of a non-registered organization or off-campus group or person unless the University affiliate is actively participating in the event for which the reservation is necessary.
- All event requests for academic space must be submitted through Astra Schedule using the appropriate request form pertaining to the building requested. Each department will review the request and the office associate responsible for the booking will enter the event into Astra. No other method of requesting or reserving an event will be deemed as an "official" request.
- It is the responsibility of the event requestor to arrange access to the requested room(s) with the building representative if the event happens to fall outside of normal University of Alabama hours of operation. The UA Facilities Website has a list of building representatives.
- All room requests must be submitted at least four University business days in advance.
- Use of space by a student organization requires the approval of the organization's faculty or staff advisor (or another member of the faculty or staff).
- All cancellations for room requests must be received at least one University business day in advance of the start of the event. Those who fail to meet these cancellation requirements may incur fines, fees, or expenses that may be associated with the abandonment of the reservation (e.g., property damage, cleaning costs, overtime charges, etc.) Additionally, colleges and departments may require deposits to schedule rooms within their

academic facilities. These deposits may be forfeited if event cancellations are not submitted at least one University business day before the scheduled event.

- No event will be scheduled that concludes after 9:00 p.m. without written permission from the college, administrative unit, and/or the building administrator responsible for the requested space.
- An individual or group reserving the space is responsible for any necessary cleanup as well as restoring the space to its original layout. Further, any technology within the room that was used during the event must be returned to its original state. Failure to do these things may result in fines assessed by the college and/or building administrator.
- Event requests may be subject to additional guidelines and restrictions as established by the college, administrative unit, and/or the building administrator responsible for the space requested. Additional guidelines may include, but are not limited to, restrictions on the consumption of food or drinks and the use of technology within the room.
- All events must comply with applicable University policies, including, but not limited to, the relevant provisions of the University's Facility and Grounds Use Policy.

Registered Student Organization Events in Academic Space

- Only a registered student organization may use academic facilities for events.
- Registered student organizations are subject to the points outlined above in addition to all student organization specific regulations detailed below and in the University's Facility & Grounds Use Policy.
- Registered student organizations must first register their event with the Source's Event Smart Registration system.
- When submitting the request for space, the registered student organization's faculty/staff advisor's name and contact information must be included in the request.
- Registered student organizations interested in hosting indoor events are strongly encouraged to contact the Office of Student Involvement to determine if suitable space exists and is available in the Ferguson Center.
- The purpose of the event must be clearly stated in the request submitted through the Event Smart Registration system and Astra Schedule, along with the names of any guest speakers who have been invited to the event.
- Any student organization that violates these guidelines and misuses academic facility space could lose its eligibility to request University space for events on campus and, in severe cases, may be subject to further investigation and prosecution by the Office of Student Conduct.

Violations of this Policy

The University reserves the right to enforce these guidelines by all reasonably necessary means to ensure compliance. Events that are or become non-compliant with these guidelines may be cancelled and/or dispersed. Persons who violate these guidelines may be subject to disciplinary action according to the Code of Student Conduct, Employee Handbook, and/or Faculty Handbook as well as potential law enforcement action. Further, costs to clean up or repair damage associated with an event may be assessed, as applicable, by charging the costs to a student account, a University account, payroll deduction, and/or any and all other methods allowed by law. Persons or groups that repeatedly violate these guidelines may be prohibited from further use of academic space.

Appeals

If a request for use of academic space under this policy is denied, an appeal of that decision may be available under the Facility and Grounds Use Policy.

Scope

This policy applies to faculty, staff, students and any other individuals who reserve or use academic space.

Office of the Provost

Signed: DocuSigned by: *Joel Brouwer* 7/1/2020
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Joel Brouwer
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