



POLICY ON USE OF UNIVERSITY FACILITIES FOR NON-UNIVERSITY EVENTS

I. PURPOSE

The primary function and use of any Tulane University (“**University**”) facility shall be for purposes related to the University’s mission of education, research and/or service (“**University purposes**”). To the extent space is available and to the extent approved by the University, the University may permit community groups, organizations and individuals to utilize certain of its facilities for events other than for University purposes (“**Non-University Events**”). The purpose of this Policy is to set forth the conditions under which certain Tulane University facilities may be used for Non-University Events (“**Publicly Available Facility or Facilities**”), and to reduce potential liability to the University. Each available facility may establish additional procedures or policies as needed, but no facility may negate the procedures and terms set forth in this Policy.

II. APPLICATION

a. **This Policy applies to use of facilities owned or operated by the University for or by the following (this list is illustrative and not exhaustive):**

- i. Events organized and conducted by any group, organization, entity or individual which are neither funded nor controlled by the University, or any University department, school, unit or organization (e.g., summer conferences, weddings, dance recitals, graduations, summer camps neither owned nor operated by the University).
- ii. Events which are not a part of the course of regular University business and/or not directly related to the University’s mission.
- iii. Events that are hosted by the University, or any University department, school, unit or organization for or on behalf of an outside or unaffiliated group, organization, entity or individual (“**University-hosted events**”). University-hosted events are those that provide a secondary benefit to the University and are compatible with and support the University’s mission, but are for the primary benefit of an outside group, organization, entity or individual (e.g., graduate school fairs organized by a third party).
- iv. Events conducted by community groups, local or national organizations, members of the public, student groups which are not officially recognized by and registered with the University, and members of the Tulane University community for non-University purposes.

b. **This Policy does not apply to use of facilities for or by the following:**

- i. Student, faculty or staff events which are part of the course of regular University business, including classroom activities, faculty and staff work and research activities, University

committee meetings, student government meetings, and other activities necessary to conduct University business, and which occurs in space assigned during normal operating hours of the facility.

- ii. Events conducted by student groups which are officially recognized by and registered with the University.
- iii. Events that are sponsored by the University, or any University department, school, unit or organization ("**University-sponsored events**"). University-sponsored events are those that are controlled and/or funded by and serve to primarily benefit the University, a University school, department, unit or organization. The sponsoring department, school, unit or organization must have the written approval of the applicable dean or department head, and must have a strong presence at the event, which must support the University's mission (e.g., alumni or donor events).

Contact the Office of Insurance & Risk Management (504.865.5653) if there is any question regarding whether an event is governed by this Policy.

III. FRONTING

Tulane University faculty, staff, departments and student groups which are officially recognized by and registered with the University ("**Tulane constituents**") may not reserve a facility on behalf of or for use by an outside/unaffiliated group, organization or individual (except for University-hosted events as per Section II.a.iii. above). ***This conduct constitutes "fronting" and is prohibited. University employees or students who engage in fronting in violation of this Policy may be subject to disciplinary action.*** This does not mean that Tulane constituents are prohibited from making reservation inquiries on behalf of an outside/unaffiliated group, organization or individual. Rather, Tulane constituents are prohibited from reserving a facility under the guise, whether intentional or not, that the reservation is for the primary benefit of a Tulane constituent.

A group, organization or individual that is the beneficiary of a University-hosted event must meet all of the requirements set forth in Section V below. The person in charge of space rental and event planning for each Publicly Available Facility ("**Event Registration Coordinator**") may deny or rescind permission to use such facility if it is determined that the use is not primarily for the benefit of the Tulane constituent making the reservation. The University shall not be liable or responsible for financial or other damages incurred by an organization or individual whose permission to use a facility is denied, rescinded or modified (including a rate change) when it is determined that fronting has occurred.

IV. AVAILABLE FACILITIES

A list of Publicly Available Facilities, as well as the name and email address of the Event Registration Coordinator for each such facility, may be found at <http://facilityrequest.tulane.edu/pub/facilities.cfm>. Any group, organization or individual may request to use Publicly Available Facilities for any lawful purpose, except as otherwise provided herein. Information regarding fees and availability for these facilities can be obtained by contacting the Event Registration Coordinator. **Publicly Available Facilities may have specific restrictions as to occupancy, hours of use, etc. and may not be suitable for every requested use.**

A facility that is not specifically designated as a Publicly Available Facility (including grounds, parking lots, sidewalks, recreation areas and streets considered to be part of the University campus or property) may not be utilized for Non-University Events without a University representative first contacting the Office of Insurance & Risk Management (504.865.5653). For a Non-University Event to take place in a facility other than a Publicly Available Facility, there must be a recommendation to this effect by the Office of Insurance & Risk Management and prior written consent of the Sr. Vice President, Operations/CFO. If use of a University lab is sought for Non-University Events, the Office of the General Counsel should be contacted (504-865-5783) for assistance with contract terms.

Tulane University reserves the right to deny permission for use of its facilities at its sole discretion. Generally, competing requests for use of a facility will be resolved on a first-come, first-served basis; however, exceptions may be made at the discretion of the Event Registration Coordinator. Use for University purposes shall take precedence over use for Non-University Events.

V. RESERVATION AND APPROVAL PROCESS

The following procedures are intended to provide clear, consistent and uniform methods for reserving Publicly Available Facilities for Non-University Events:

- a. A Facility Use Request Form (<http://facilityrequest.tulane.edu>) must be completed detailing the purpose and intended duration of the event, the proposed event date(s), any security, technical and/or set-up needs, and/or other pertinent information. Reservations shall normally be required to be made no later than 45 days from the proposed event commencement date.
- b. A completed Facility Use Request Form and availability of a Publicly Available Facility does not guarantee that a reservation request will be granted. Final authorization and approval for each Non-University Event must be granted by the appropriate Authorization/Approval Official as specified in Exhibit A. The Authorization/Approval Official and Event Registration Coordinator for each Publicly Available Facility shall be responsible for developing and instituting their own approval process.
- c. Any single event that is expected to have more than 500 attendees must be approved by the Tulane University Superintendent of Police and the Sr. Vice President, Operations/CFO. An email should be sent to the Tulane University Superintendent of Police providing details of the event and requesting approval. The Superintendent of Police will communicate with the Sr. Vice President, Operations/CFO as necessary.
- d. A Facilities Rental Agreement (“Agreement”) prepared by the University’s Office of the General Counsel shall normally be required to be signed no fewer than 30 days prior to the expected commencement date of the event (A template of the Agreement may be found at http://facilityrequest.tulane.edu/pub/Facilities_Rental_Agreement.pdf). If an Agreement is not received within the specified time frame, the Authorization/Approval Official must give authorization for an extended period.
- e. A certificate of insurance evidencing the insurance requirements specified in the Agreement shall normally be required to be provided to the Event Registration Coordinator no later than 10 days before the commencement date of the event unless specific authorization for less time is given. For any individual or organization without the required insurance, the Agreement will include instructions regarding how to obtain the required insurance for the proposed event. If an Event Registration Coordinator is uncertain whether an insurance certificate is in compliance with the

University's insurance requirements, a copy of such insurance certificate should be forwarded to the Office of Insurance & Risk Management for review and approval before the event will be allowed to take place. If the insurance certificate is not satisfactory, the Event Registration Coordinator shall notify the proposed user that the event will not be allowed to take place unless a satisfactory certificate is provided.

- f. Deposits and/or rental fees shall be paid in accordance with the terms of the Agreement. If deposits and/or rental fees are not paid timely, the Event Registration Coordinator shall notify the proposed user that the event will not be allowed to take place.
- g. The Event Registration Coordinator should contact the Office of Insurance & Risk Management (504.865.5653) if any concerns exist regarding the safety of an event or if there is question regarding whether an event is compatible with the University's mission.
- h. The Event Registration Coordinator shall be responsible for retaining the Agreement and certificate of insurance for a period of at least two years following completion of a Non-University Event.

VI. APPLICABLE FEES

Use of facilities for Non-University Events is subject to daily usage fees that are set by the University. Fees may vary depending on the location, duration and/or type of event. For more information on applicable fees, contact the applicable Event Registration Coordinator (See, <http://facilityrequest.tulane.edu/pub/facilities.cfm>.) If the use requires special services or equipment from the University, additional charges may apply. Events that require additional cleaning will be charged a fee based on contracted cleaning rates. A due date for all deposits and final payments will be established and included in the Agreement.

VII. GENERAL CONDITIONS/TERMS OF USE

Certain restrictions must be imposed for Non-University Events in order to protect the University's primary functions, public image, institutional integrity and tax-exempt status, including but not limited to the following:

- a. Users may not state or imply University sponsorship or endorsement of an event unless the event meets the definition of University-sponsored event as per Section II.b.iii. above, and prior written consent of the applicable dean, or the head of the applicable department, unit or organization sponsoring the event, has been obtained.
- b. Use of the University's logo or trademark is strictly prohibited.
- c. Promotional material and advertising must include the following disclaimer: **"THIS IS NOT A TULANE UNIVERSITY PROGRAM OR EVENT"** in bold and capital letters.
- d. The filming or photography of activities or facilities requires prior written approval by the University Communications Department and may require compensation to the University and compliance with a filming/photography agreement.
- e. Alcoholic beverages may not be served or consumed at Non-University Events except as permitted in accordance with the guidelines of the Publicly Available Facility.
- f. For catering needs, contact the University's official caterer, Olive Blue Catering (504.865.5257). For a list of additional approved caterers, contact University Services (504.862.8064). Unless specifically

approved by University Services, only caterers on the University's approved list shall be permitted to serve at a Non-University Event.

- g. A facility may not be used exclusively for fundraising activities, including for any political campaign, nor may it be used to solicit goods or services that can be measured in monetary terms; provided, however, this prohibition shall not apply to University vendors with contracts that permit the provision of services or the sale of products in University facilities. (See, <http://tulane.edu/administration/policies/solicitation-and-distribution.cfm>).
- h. Smoking is prohibited in all University facilities and Tulane University's Tobacco Free Campus Policy, located at <http://tulane.edu/studentaffairs/upload/Tulane-Tobacco-Free-Campus-Policy-Final.pdf>, shall be adhered to at all times.
- i. Weapons are prohibited on University property. (See, <http://tulane.edu/administration/policies/weapons-policy.cfm>).
- j. The University is a Drug Free Zone and illegal drugs are prohibited on University property. (See, <http://tulane.edu/publicsafety/drug-and-alcohol-policy.cfm>).
- k. The University may impose additional or special restrictions on facility usage as deemed necessary.
- l. Non-University Events are subject to all applicable state, federal and local laws/ordinances.
- m. Traffic and parking regulations shall be in effect at all times.

EXHIBIT A

Publicly Available Facility	Authorization/Approval Official
Lavin-Bernick Center	VP, Student Affairs
McAlister Auditorium	VP, Student Affairs
Myra Clare Rogers Memorial Chapel	VP, Student Affairs
Reily Recreation Center	VP, Student Affairs
Diboll Conference Center	VP, Student Affairs
Newcomb Art Gallery and/or Woodward Way	Dean, School of Liberal Arts
Fogelman Arena	Director, Athletics
Turchin Stadium	Director, Athletics
James Wilson Center	Director, Athletics
Hertz Center	Director, Athletics
Other Athletic Facilities (Westfeldt or Mintz Practice Field, Theil Track, Goldring Tennis Center)	Director, Athletics
Dixon Hall or Dixon Annex Recital Hall	Dean, School of Liberal Arts
Lupin Theatre, McWilliams Lab Theatre, McWilliams Hall (Room 200, 214)	Dean, School of Liberal Arts
McWilliams Hall Dance Studios (Rooms 105, 300, 301, 302)	Dean, School of Liberal Arts
Freeman or Stone Auditorium	Dean, School of Liberal Arts
Bea Field Alumni House	VP, Alumni Relations
Richardson Memorial Hall	Dean, Architecture
Ruth U. Fertel/ Tulane Community Health Center-Community Room	Sr. VP. Health Sciences Center/Dean, School of Medicine
Tidewater Gallery Room and/or Auditorium	Pierre Buekens
Uptown General Pool Classrooms	VP, Enrollment Management/Registrar
Residence Halls	VP, Student Affairs