



POLICY STATEMENT

NO. 1.05.03

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COORDINATED BY: Office of Chancellor

EFFECTIVE: May 15, 1981

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PUBLISHED ONLINE AT:

<https://www.lsus.edu/faculty-and-staff/human-resources/policy-statements>

SUBJECT: USE OF UNIVERSITY FACILITIES (BUILDINGS AND GROUNDS)

I. PURPOSE

To define procedures on the use of University facilities, buildings and grounds by University and non-university groups.

II. DEFINITIONS

University facilities, buildings and grounds, governed by this policy statement include; classrooms, seminar rooms, conference rooms, laboratories, Science Lecture Auditorium, University Center, Noel Memorial Library, Administration Building, Pioneer Heritage Center, Museum of Life Science, Health and Physical Education Building, Red River Radio, Red River Watershed, Athletic fields and all roads and unimproved property. This policy does not apply to conference rooms located in the Administration Building, which are booked through the departments directly.

III. POLICY

The facilities and premises of the University are for accomplishing the educational objectives and programs of the University. Permission for organizations or groups to use University facilities and premises may be granted only when such use will not interfere with any aspect of the regular programs of the University.

IV. UTILIZATION

A. The following shall have priority on the use of University facilities and premises as stated in the LSU Board of Supervisors Policy on Use of University Facilities and Premises:

1. Departments and Divisions of the University shall have priority use.

2. Recognized student organizations, organizations of faculty and staff and affiliated organizations shall have priority over non-University organizations.
3. Non-University educational, religious, and charitable organizations may be granted permission to use University facilities to sponsor educational, religious, or charitable programs. This use of facilities by non-University groups shall not be interpreted to include fund-raising programs, except for the purpose of covering direct costs incurred by the sponsoring organizations. The LSU Board of Supervisors and Louisiana law prohibit the use of University facilities by non-university groups to raise funds. Programs of these organizations must be co-sponsored by a University-related organization or department with a logical relationship to the sponsored program. When admission is charged, or funds are solicited, the Executive Director of Events and Community Initiatives reserves the right to request a certified accounting of funds collected and, on behalf of the University, may assess additional use charges.

V. REQUEST FOR USE OF UNIVERSITY FACILITIES

- A. Ordinarily, requests for use of University facilities must be made at least 10 working days prior to the event. Request for use of University facilities shall be directed to the Office of Events Management. Current procedures can be found at <https://www.lsus.edu/community/events-management>.
- B. The University reserves the right to cancel or alter reservations as necessary, the ultimate criterion being the best interest of the University.

VI. RENTAL CHARGES

Organizations not affiliated with the University may be required to pay a rental charge for use of facilities. Normally, no charge will be made for use of facilities by University related organizations. However, such use shall be at no direct cost to the University, and the University may require the sponsoring organization, both University and non-university affiliated, to reimburse the University for such things as police overtime, the cost of utilities, janitorial services and other costs when excessive costs are incurred. This charge shall be assessed by the Office of Events Management or the administrator responsible for the space reservation. The Office of Events Management will be responsible for billing and receiving payment of rentals.

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VII. COLLECTION OF FEES

Individuals and organizations may not collect any registration fees, conduct fund-raising activities or receive compensation of any kind for activities which occur on the University campus unless consistent with other policies contained in this statement and approved by the Office of Events Management.

VIII. SOURCES

LSU Board of Supervisors, Policy on Use of University Facilities and Premises.

Louisiana Constitution, Art. VII, sec. 14, entitled Donation, Loan, or Pledge of Public Credit.

AUTHORIZED AND APPROVED BY:

DocuSigned by:
H Taylor
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Dr. Helen Taylor
Provost

09/06/2024

Date

Signed by:
Robert T. Smith
A59223046000487...
Dr. Robert T. Smith
Chancellor

09/04/2024

Date