

REGISTERED STUDENT ORGANIZATION (RSO) FACILITY RESERVATION POLICY

Policy Number:

Owner Department: Academic/Administrative

Effective Date: December 18, 2019

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

The purpose of this policy is to ensure the effective use and enjoyment of the facilities of Southwest College of Naturopathic Medicine (SCNM) for students.

1. College properties shall be used only in accordance with federal, state and local laws and shall not be used for the purpose of organizing or carrying out any unlawful activity.
2. College facilities are provided primarily for the support of the educational functions of the College and the activities necessary for the support of these functions. College functions take precedence over any other activities in the use of College facilities.
3. All persons on College property are required to abide by College policies and shall identify themselves upon request to College officials or appropriate College employees acting in the performance of their duties. Violation of such policies or regulations may subject a person to possible legal penalties. If the person is a student, faculty or staff member of the College, that person may also be subject to College discipline.

II. POLICY STATUS

New

III. HISTORY/BACKGROUND

IV. DEFINITION(S)

Standard Hours. Monday – Friday: 8:00 am – 8:00 pm

Saturday and Sunday: 8:00 am – 4:00 pm (id badge access is required for AB and CC on the weekends; requests for additional access must sent as a [Facilities Helpdesk Request](#))

Standard hours are subject to change at the discretion of SCNM Administration.

Registered Student Organization (RSO): A (RSO) is an officially recognized student-run organization of SCNM. An RSO is operated and organized by actively enrolled students who share a common purpose or interest. All RSOs are approved and registered through the Office of the Dean of Students.

REGISTERED STUDENT ORGANIZATION (RSO) FACILITIES RESERVATION POLICY

RSO SCNM Event: The event must be directly associated with SCNM's Mission. The event or activity is considered an RSO SCNM event if the following apply:

1. No registration fees, conference fees, or membership fees are charged to attend the event.
2. The event or activity is hosted by an RSO and is attended by and open to SCNM faculty, staff, students, alumni and/or the general public.
3. The appropriate RSO is responsible for the event, its promotion, and execution.
4. The RSO may invite or agree to host an external organization, individual, or group.
5. Room rental fees will not apply. See Facility Rental Rates and Fees for possible additional fees.
6. See insurance requirements.

RSO Charged SCNM Event: The event must be directly associated with SCNM's Mission.

1. The event requires a fee(s) for attendees.
2. The event is subject to discounted RSO Charged SCNM Event fees/charges. See Facility Rental Rates and Fees.
3. The event or activity is hosted by an RSO(s). It may be open to SCNM community and/or may be promoted and marketed to the general public.
4. Representative(s) of the hosting RSO must be present during the event.
5. The RSO may invite or agree to host an external organization, individual, or group.
6. If the RSO hosts an external organization, individual, or group, a Speaker(s) Agreement will be required after the event request has been approved.
7. If the RSO is hosting an employee of SCNM for their event, the event must be free of charge or it will fall under "External Event".
8. See Insurance Requirements.

External Event:

1. The event is promoted and executed by an external organization or individual that desires to use SCNM facilities. SCNM employees and Alumni may rent space under the discounted external rental rates.
2. See SCNM Facility Rental Policy for policy regarding external event rentals.
3. See Facility Rental Rates and Fees for cost information.

Solicitation: Soliciting on SCNM facilities or on SCNM campus is prohibited except as otherwise provided by SCNM Vendor Program. Solicitation is defined as any undertaking of an individual or group to promote the sale or use of a product or service. The prohibition includes personal solicitation made through SCNM email.

V. SCOPE/KEY STAKEHOLDERS

Registered Student Organizations (RSO) seeking to utilize SCNM facilities

Exclusion: This policy is not intended for use of SCNM facilities for regularly scheduled meetings of the RSO,

REGISTERED STUDENT ORGANIZATION (RSD) FACILITIES RESERVATION POLICY

VI. POLICY ITEMS

A. FACILITIES

1. Subject to availability, classrooms, teaching labs, the Teaching Kitchen, lobby areas, and the back garden may be reserved for events and activities.
2. Teaching labs will be rented only with specific approval of the appropriate department chair.
3. Furniture/Equipment: The RSD or external group will be responsible for renting, delivery, and return of any extra furniture/equipment.
4. See Facility Rates and Fees for information on additional charges for requests to change room arrangement.

B. SCHEDULING

1. 7-day advance scheduling for small events and at least 30-day notice for events that are 50+ attendees.
2. Request for facilities use must be made via the [event request form](#) for RSD SCNM Event and RSD Charged SCNM Events.
3. External events will be scheduled per the SCNM Facility Rental Policy.
4. In the event of a conflict, requests will be scheduled based on the following priority list:
 1. Academic event
 2. Official all-school events
 3. Official committees
 4. Approved student groups
 5. Ad-hoc groups
 6. External groups related to naturopathic medicine
 7. External groups

C. APPROVALS REQUIRED

Outside of scheduled classes related to our program, review sessions, and college committees/working groups, necessary approvals will be required for all other events.

Events Types	Approval required by
Academically-related events coordinated by RSDs	Dean of Students, Dean of Naturopathic Medicine or Dean of Nutrition
Non-academic events coordinated by RSDs	Student Advising and Engagement Coordinator or Dean of Students
Fundraising events coordinated by RSDs	Director of Development

REGISTERED STUDENT ORGANIZATION (RSO) FACILITIES RESERVATION POLICY

D. CHARGES

1. The College has established a tiered [Facility Rental Rates and Fees](#) structure for use of its facilities which are charged to recover actual costs incurred by the College.
2. For RSO Charged SCNM Events, a discounted room rental rate(s) will apply. See Facility Rental Rates and Fees.
3. Fundraising activities hosted on campus by an RSO, the primary purpose of which is to raise funds for the RSO, may request to waive the room rental via the Dean of Students.
4. Overtime for IT and Facilities services will be charged for all events outside of the Standard Hours.
5. Fees may be charged for room preparation and take-down if the set-up exceeds the standard room format or if support beyond the capabilities of the space is required. Request a quote to determine cost.

E. ALCOHOL POLICY

Refer to the Alcohol Consumption section in SCNM Facilities Policy

F. Solicitation of any kind is prohibited

G. INSURANCE REQUIREMENTS

1. Southwest College of Naturopathic Medicine (SCNM) events hosted by an RSO(s) may be covered by the College's insurance.
2. When an RSO is hosting an external organization, individual, or group, General Liability Insurance of \$1,000,000 naming Southwest College of Naturopathic Medicine (SCNM) as an additional insured is required. If the event is of medical nature, a certificate of professional/malpractice liability is also required.
3. Individuals, groups, organizations, and businesses that are mandated by law to carry Workers' Compensation Insurance shall comply with the law. Minimum acceptable Workers' Compensation Employers Liability policy limits are \$100,000 each accident/\$500,000 disease policy limit/\$100,000 disease per employee. It is understood and agreed that insurance shall cover any damage or injury to any and all persons attending or property connected with the Event.

H. DISCLAIMER FOR EVENTS NOT RELATED TO OUR PROGRAMS OF STUDY/CURRICULUM

The name or logo of the College cannot be used by other organizations other than to identify the location of the event. The following is to be printed in all advertising/PR material:

"Information presented in this seminar/meeting is not part of the SCNM curriculum or course of study. In the interest of providing a wide range academic programs, we authorize the presenting organization to use our facility. Please note that SCNM does not control and cannot guarantee the relevance, timeliness, or accuracy of these outside programs and materials. Therefore, we do not endorse the theory or materials of non-SCNM organizations."

REGISTERED STUDENT ORGANIZATION (RSO) FACILITIES RESERVATION POLICY

VII. RESPONSIBILITY FOR IMPLEMENTATION

Student Advising and Engagement Coordinator.

VIII. RELATED DOCUMENTS (non-mandatory)

1. Alcohol Consumption in SCNM Facilities
2. Event and Fundraising Policy
3. Event Request Form
4. Facility Rental Rates and Fees
5. SCNM Facility Rental Policy
6. Speaker Agreement
7. Attendee Tracking Form

IX. NEXT REVIEW DATE

Annually

X. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1			
2			
3			

XI. POLICY AUTHOR/CONTACT

Student Advising and Engagement Coordinator, Revisions Kalyani Sury and Tracy Lindbergh