

FACILITIES RESERVATION POLICY

Policy Number:
Owner Department: Academic/Administrative
Effective Date:
Approved By:

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) as an educational institution.

- A. 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.
- B. 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.
- C. 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. DEFINITION(S)

SCNM Sponsored Event: To be recognized as a SCNM sponsored event, any revenue generated by the event would have to be deposited into an appropriate SCNM business office account, and any expenditure incurred in support of the activity would be in accordance with SCNM regulations and procedures.

Standard Hours: Monday – Friday: 8:00 am – 8:00 pm
Saturday and Sunday: 8:00 am – 4:00 pm

IV. SCOPE/KEY STAKEHOLDERS

All users and potential users of SCNM facilities including approved student organizations, faculty members, staff and external groups

V. POLICY ITEMS

- A. FACILITIES
 - I. Subject to availability, classrooms, labs and the back garden may be reserved for events, seminars etc.

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2. Labs will be rented only with specific approval of the concerned department chair. These events should be supervised by a faculty member.
3. Furniture/Equipment: SCNM will not rent extra furniture/equipment and props. The renter will be responsible for renting, delivery and return of any extra furniture/equipment.

B. SCHEDULING

7-day advance scheduling for the use of College facilities must be made with the Academic Coordinator via the event request form. In the event of a conflict, the following is a list of event priorities:

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 related to medicine	Approval required by
Events related to medicine coordinated by faculty, or external groups	Chair and/or Chief Academic Officer
Events related to medicine coordinated by student/student groups	Dean of Students, Chair and/or Chief Academic Officer
Non-medicine events - students	Dean of Students
Non-medicine events – faculty, staff and external groups	VP of Finance and Administration

D. CHARGES

The College has established fees for use of its facilities which are charged to recover actual costs incurred by the College. The Administrative Services Coordinator is authorized to quote rates to individuals or organizations reserving facilities.

For student organizations, staff and faculty (sponsored by SCNM)

1. Room rental will not apply. However, labor charges outside of standard hours and equipment rental will apply.

For external groups (includes events that are coordinated by a student, faculty, staff not sponsored by SCNM)

1. Rental and equipment charges will always apply, irrespective of the type of event, day and time of the week.
2. Facilities and IT personnel labor charges will apply outside of standard hours.
3. IT labor charges will apply outside of standard hours on a week day and Saturday and Sunday.

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E. FOOD AND ALCOHOL POLICY

Food and beverages are allowed in the rooms. No cooking is allowed. Serving and consumption of alcoholic beverages are prohibited. The CEO or Executive Vice President must approve any exception to this policy for a special situation (e.g., moderate use of alcohol at SCNM/SNMC sponsored social events)

F. INSURANCE REQUIREMENTS

1. Any SCNM sponsored activity/group/event is covered by the College's insurance program.
2. Activity not sponsored by SCNM will require proof of combined single limits of liability of at least \$1,000,000 and a certificate of insurance naming the College as additional insured. The certificate of insurance or letter of self-insurance should be on file prior to the scheduled event. Requesting that non-college users provide additional single limit coverage is to protect the College in the event someone connected with the event causes personal injury or property damage to someone while using the facility.

G. DISCLAIMER FOR EVENTS NOT RELATED TO OUR PROGRAM 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 to be printed in all advertising/PR material:

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

VI. RESPONSIBILITY FOR IMPLEMENTATION

Jointly by Academic Coordinator and Administrative Services Coordinator

VII. RELATED DOCUMENTS (non-mandatory)

Facilities Request Form

VIII. NEXT REVIEW DATE

As needed

IX. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1			

X. POLICY AUTHOR/CONTACT

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Academic Coordinator and Administrative Services Coordinator