



Facilities Use Policy

USG Policy 1 (1.00) | Approved by the Executive Director, November 2018

I. Purpose and Applicability

This collection of Policies on facility usage are intended to define the conditions under which University property may be scheduled or used, determine financial arrangements for use when applicable, and develop a programming framework for shared use spaces.

These Policies are adopted to establish an understanding of the scheduling and use of USG Facilities and to assure that all USG land, buildings, and property will be used in accord with the University's mission, goals, and policies. This Policy establishes conditions for the periodic, temporary, and contractual use of University Facilities by Campus-based Users, Sponsored Users, and External Users. This Policy mandates and ensures compliance with other University policies and State law; regulates the time, place and manner of the use of Facilities; defines important terms; and identifies staff members who are responsible for monitoring Facilities use.

II. Policy Statement

A. Guiding Principles

The Universities at Shady Grove is dedicated to supporting affordable, high-quality higher education that meets the distinctive needs of our region. To that end, USG has established a set of principles to act as a guide when developing policy on the scheduling and use of USG Facilities.

USG Facilities are primarily dedicated to the educational pursuits of students and USM academic partners including, but not limited to, classes, educational events and student development activities. Policies will ensure that these needs are met and will then address all other stakeholders.

Facility Use Policies should be designed to support safe and accessible spaces on the USG Campus and will address the diverse needs of our community.

Facility Use Policies, including terminology, rules of use and financial arrangements should be standardized while also allowing for flexibility as new spaces are developed or stakeholder needs change.

Policies should be transparent and equitably address stakeholder needs while ensuring efficient use of space when possible.

- B. Development and Planning Framework
 - 1. Approval and Posting Guidelines
 - 2. Oversight

- C. USG Policies on Facility Use
 - 1. Classroom Use Policy
 - a) *Please see Policy VI-4.10.2*

 - 2. Laboratory Use Policy
 - a) *Please see Policy VI-4.10.3 - PENDING COMPLETION*

 - 3. Group Study Room Policy
 - a) *Please see Policy VI-4.10.4*

 - 4. Public Access Policy
 - a) *Please see Policy VI-4.10.5*

 - 5. Office Use and Allocation Policy
 - a) *Please see Policy VI-4.10.6*

Signature - Executive Director

Date