

[Administrative Policies](#)[ARSA Policies](#)[Help](#)[About](#)

Use of GHSU Facility

Volume: Office of Finance and Administration

Responsible Office: Office of the Provost

Originally Issued: September 1985

Revised: June 21, 2010

Policy Statement

The primary purpose of the facilities at Georgia Health Sciences University is to carry out the mission of the institution. However, to the extent that space is available, GHSU welcomes community groups and organizations to utilize our facilities for purposes compatible with the institutional mission. This policy shall apply to all facilities located on the GHSU campus and other facilities under the administrative authority of the President, including all buildings and structures, grounds, sidewalks, recreation areas, and streets considered to be part of the GHSU campus.

Reason For Policy

The purpose of this policy is to set priorities for facility usage and provide guidance regarding authorization to utilize GHSU facilities.

Entities Affected By This Policy

All units of Georgia Health Sciences University are covered by this policy. Additionally, all organizations, associations, or other authorized visitors wishing to utilize GHSU facilities must adhere to this policy as a condition of use.

Who Should Read This Policy

All employees of Georgia Health Sciences University should be aware of this policy. Additionally, all constituents wishing to utilize GHSU facilities should be directed to this policy.

Contacts

Contact	Phone	e-mail/URL
Administrative Assistant to the Provost	(706)721-4014	fsmalls@georgiagealth.edu

Printable Version of This Policy

http://georgiahealth.edu/policies/pdf/2201_Facilities_Use_Policy_062110.pdf

Related Documents

Student, Faculty and Staff Identification System Policy

Definitions

Operational uses of facilities: Events that carry out the mission of the institution. Such events may be directly instructional, such as classes, study groups, labs, etc., or in support of the mission, such as meetings held by institutional units, divisions, departments, or other groups (including those representing student, faculty, and staff interests).

Non-operational uses of facilities: Events that are less essential or indirectly applied to the mission of the institution. Such events include social gatherings for students, faculty and/or staff; conferences, workshops or meetings held by external organizations with ties to GHSU.

Overview

General Use of Facilities

The primary jurisdiction over all institutional facilities shall rest with the Office of the President and those to whom authority is delegated to assign and control campus facilities. For operational purposes (e.g., instruction, meetings.), authorization of facilities use rests with the unit in ownership of the respective facility. For non-operational purposes (e.g., conferences, social gatherings.), a ["Facility Use Space Reservation Form"](#) must be submitted to the Office of the Provost for authorization.

The use of GHSU academic facilities, classrooms, seminar spaces, laboratories and auditoria for scheduled instructional purposes shall take precedence over all other uses of such spaces. The institution requires that campus organizations or individuals who are planning to use the facilities submit notification of such an event to the appropriate division or divisions that would be expected to provide services (e.g., Information Technology Support and Services, Public Safety) within reasonable time of the ensuing event.

Georgia Health Sciences University expects and requires the principal focus of all activity on and within university facilities be directed toward and essentially restricted to the faculty, staff, students, residents, interns and alumni of Georgia Health Sciences University as defined herein.

- a. Programs or activities sponsored by recognized, nonprofit service or health organizations for which it can be clearly demonstrated that a major public or institutional benefit will be rendered.
- b. Programs or activities sponsored by recognized health or health-related professional organizations when it can be clearly demonstrated that a major benefit will be rendered in enhancing the professional competence of recognized practitioners of the health professions.
- c. Programs or activities sponsored by recognized service and/or social organizations composed of members of the families of GHSU students, staff, residents, interns, faculty or alumni. It must be clearly demonstrated that a major institutional benefit will be rendered by such programs or activities.
- d. Programs or activities necessary for the provision of health care to the people of this community, district, state and region when such programs and activities are within the capability of the university and/or essential for the educational purposes of the university.

The use of university offices or other space shall not be granted to groups, including community organizations who are not affiliated with GHSU for any commercial or business enterprise; political campaigning or fund raising for political purposes; or social, recreational, and athletic programs or activities.

The use of university offices or other space shall not be granted to any organizations or groups who propose to use such facilities for any unlawful activity or for the purpose of organizing or aiding any unlawful activity. Activities shall in no way violate the purposes, property, policies or regulations of the institution or the University System of Georgia. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used.

Any use of campus facilities or grounds shall always be subject to the preservation of orderly conduct, noninterference with university functions or activities, and identification of sponsoring groups or individuals. The preservation of a suitable environment for study, research and patient care is of paramount importance. Amplified sound may be used, but the privilege may be withdrawn if it interferes with the function of the university.

Erecting, posting or displaying signs or other similar materials in unapproved locations is prohibited without the written permission of the President or his/her designee. Noncommercial materials or literature may be distributed at any outdoor location which is not closer than 25 feet to the entrances of a building, providing such distribution does not interfere with regularly scheduled classes, patient care or similar activities or does not infringe upon the privacy of individuals. The distribution of materials and literature within campus buildings or facilities shall be confined to areas prescribed for such activity. All distributed material must be clearly identified by the name of the organization or sponsoring persons and, except for official university announcements, shall be removed from posted areas after ten days.

The use or possession of alcoholic beverages on the campus and institutionally sponsored off-campus events shall comply at all times with

Federal, State and local Laws governing use, manufacture, distribution, possession, sale and transportation of alcoholic beverages. The President or his/her designee may authorize alcoholic beverages to be distributed and consumed at approved events, with the understanding that both the organizers and the participants of the event are subject to all federal and state laws pertaining to alcohol distribution and consumption. Additionally, a Public Safety officer must be present at all events involving alcoholic beverages. This expense for the officer will be incurred by the group. For additional guidance on the use of alcohol at GHSU, see the [Residence Hall Alcohol & Smoking/Tobacco Policy](#), [the GHSU Student Handbook](#), and the [GHSU Employee Handbook](#).

At all times, GHSU maintains the right to determine which activities are appropriate to be held on the campus. Nothing in this policy is intended to restrict in any way the use of institutional facilities for regularly scheduled classes; provision of health care services to the community; professional society meetings, including student chapters; authorized consulting, contract or sponsored research; extra or rescheduled classes; seminars, meetings, special instructional lectures of in-service training sponsored by GHSU administrative, academic alumni or continuing education units.

Process/Procedures

Requests for the use of the GHSU facilities are to be submitted via the "[Facility Use Space Reservation Form](#)" to the Office of the Provost. Although in most instances a "first come, first served" basis will be honored, certain circumstances may dictate otherwise.

Responsibilities

The responsibilities each party has in connection with this policy are:

Party	Responsibility
President	Responsible for all institutional facilities, including buildings and grounds.
Provost	Responsible for approving use of facilities for non-operational purposes.
GHSU Faculty, Staff and Students	Responsible for adhering to the standards and guidelines of this policy.

Forms

[Facility Use Space Reservation Form](#)

This entry was posted in *Administrative, Office of the Provost* and tagged *facilities*. Bookmark the *permalink*. Both comments and trackbacks are currently closed.