

USE OF UNIVERSITY FACILITIES AND EQUIPMENT POLICY

Reformed University Board of Trustees charges the administration of the University with supervising and maintaining all University property, equipment, and facilities. The Board recognizes that only through the proper use of University property, facilities and equipment can the faculty, staff, student, or public be served in a manner that allows the best possible instructional services. Each employee should treat property, facilities, and equipment with respect and care. Problems should be reported immediately to the Director of Business Affairs.

For Reformed University Employees

The assignment of physical space for use by an employee is temporary and may never be considered permanent, regardless of the duration of use. Office space is assigned by the President. Space may be re-assigned, upon action by the President, and the employee should cooperate whenever it is necessary to re-assign space.

Employees, including faculties, should not, under any circumstances, make changes, alterations or additions in University offices, classrooms, buildings or other facilities without prior authorization from the President. A properly completed and approved work order should be made if such changes are necessary and are within the budgetary limitations of the University.

Keys to Facilities

Keys to offices and buildings are issued only through approval of the President. Lost keys will be charged to the employee. Failure to turn in a key, on request, will result in legal action. No employee may duplicate a key.

Property and Equipment

All University property and equipment is inventoried yearly, under the direction of the Director of Business Affairs, by order of the President. The Director of Business Affairs drafts and manages current procedures for inventories and procedures of inventory control.

Use of property and equipment should always be undertaken with proper respect and care. Damage to equipment and/or property, should be reported to the Director of Business Affairs, immediately. Persons who find it necessary to use non-university equipment on the campus should notify the Director of Business Affairs to ensure that proper procedures for the use of private equipment are followed. The University is not responsible for damage, repair or rental of private property or equipment used on the University campus or in University activities without prior approval. University equipment and property, defined as capital items, will be declared surplus by the appropriate Director of Business Affairs. Once it is so designated, the Director of Business Affairs will follow the appropriate procedures for disposal, sale or other use. Disposal, sale or other unauthorized use of property or equipment will result in repayment procedures instituted on behalf of the University against such employee.

No personal use of University property is allowed, including equipment, buildings, offices or other facilities of the University. Personnel will never be assigned to perform personal services involving University property, equipment or facilities for any person or group.

For Reformed University Groups or Individuals

A. Policy

The University will cooperate with Reformed University-affiliated student, faculty, staff, and educational organizations by making its facilities or equipment available for use.

B. Guidelines and Procedures for Reformed University Users

Reformed University groups or individuals wishing to use Reformed University facilities should contact the Director of Business Affairs.

1. Student Organizations

- a. Reformed University facilities or equipment may be used by University-sanctioned student organizations when such use does not interfere with or seriously inconvenience the University's academic or student programs and is not inconsistent with the mission of the University.
- b. University-sanctioned student organizations must have a constitution on file with the director of Student Affairs.
- c. A qualified student organization must schedule and submit the Use of University Property Equipment Request Form for the use of a University facility or equipment through its advisor. It is the student organization advisor's responsibility to make arrangements by contacting the Director of Business Affairs, who will coordinate with the appropriate administrator.
- d. The student organization advisor must notify the Director of Safety and Security to open doors and secure the facility after use.

2. University Employees or University Organizations

- a. Reformed University facilities or equipment may be used for University-affiliated activities when the activity does not interfere with or seriously inconvenience the University's academic or student programs and is not inconsistent with the mission of the University.
- b. Arrangements made for University-affiliated activities in campus facilities must be scheduled with the Director of Business Affairs and the appropriate campus administrator.
- c. The sponsor of that activity must notify the Director of Safety and Security to open doors and to secure the facility after use.

For Outside Users

A. Policy

The University will cooperate with community, religious, government, civic, educational organizations, and businesses by making available the use of its facilities under the following conditions:

1. The University point of contact for outside groups or individuals wishing to use University facilities and equipment is the Office of Business Affairs.
2. The use of such facilities and equipment may only be permitted when it does not interfere with or seriously inconvenience the University's academic and student program and is not inconsistent with the mission of the University.
3. All organizations granted use of facilities and equipment must abide by all terms of the written agreement signed by an authorized official of the approved group.
4. A Facility Rental and Occupancy Agreement must be signed/received and payment made, if required, at least 10 days prior to intended use.
5. The user must agree to comply with the regulations of the University in connection with the proposed use.
6. The user must present proof of public liability insurance, including general liability limits, covering the period of use. The proof must be attached to the agreement prior to the signing.

B. Guidelines and Procedures for Outside Users

1. General Users

- a. The Director of Business Affairs, working with the appropriate administrator, may approve a request for rental of a facility or equipment and will be responsible for its coordination.
- b. Rental fees will be quoted from the most current schedule of rental fees.
- c. At least 10 days prior to the date of intended use, renters must sign an agreement agreeing to abide by all the terms and conditions of the contract and remit rental payment.
- d. Reformed University reserves the right to retain any portion or all of the rental fees paid should the agreement be breached.

2. Public and Private Higher Education Institutions

- a. Reformed University instructional facilities may be used by public and private higher education institutions on a rental basis.
- b. Rental fees will be quoted from the most current schedule of rental fees.
- c. The public or private institution must sign an agreement and abide by all terms and conditions of the contract.

3. Long-Term Facility Lease

- a. Reformed University Office of Business Affairs, acting representative of its Board of Trustees may enter into a facility lease agreement with a tenant only in a case that the agreement may serve the needs of the community.
- b. Tenant must sign the Lease Agreement for Office Space and abide by all terms and conditions of the contract.

General Guidelines and Regulations

1. The premises must be vacated no later than 10:00 p.m.
2. The user will be personally responsible for any damage done to University premises other than ordinary wear and tear.
3. Prior to returning of equipment or vacation from the facility, the user will be responsible for cleaning the facility or equipment.
4. University premises will be used only for the purpose stated in this application. Any illegal use of facilities including, but not limited to, gambling, possession of alcohol, illegal drugs, weapons, firearms, or disorderly conduct will not be permitted.