

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: I:04:05**

**DATE: December 2006**

**REVISION DATES: April 2007**

**SUBJECT: Rental of University Owned Facilities**

**APPROVED: William A. Meehan, President**

**PURPOSE**

To establish guidelines and procedures pertaining to the rental of University-owned facilities.

**INTRODUCTION**

From time to time University-owned facilities may be rented on an as-available basis. The educational needs and/or University needs will always be the first priority over outside and personal interests.

**POLICY**

All persons, including University employees and alumni, will pay the designated rental fee for facilities per the current schedule. University programs and/or organizations are exempt from facility rental cost. All fees charged and collected for facility rental will be deposited into the University's current operating fund.

Certain events lend themselves to providing positive public relations and or recruitment possibilities. In those instances, on a case by case basis, the President or his designee shall have the authority to waive rental fees.

The person or group desiring the use of JSU facilities must contact the Building Manager and/or designated JSU representative to schedule facility usage. The Building

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Manager and/or designated JSU representative has the ultimate responsibility for the facility.

At the time of the reservation, in addition to the facility rental fee, a refundable security deposit equal to the rental fee must be made. The deposit will be refunded only after a walk-through inspection conducted by the Building Manager is performed following the event. The deposit will not be refunded if the rented facility is not left in the original condition at the time of occupancy.

Catered functions must be arranged by the group renting the facility with the first priority being given to the University's food service contractor.

### **CANCELLATIONS**

Cancellations delivered in writing to the appropriate Building Manager less than 48 hours prior to the scheduled event will result in forfeiture of 50% of the facility rental fee. Separate notification to caterers is the responsibility of the individual/group leasing the facility.

### **RESPONSIBILITY**

The Vice President for Administrative and Business Affairs is responsible for this policy.

### **EVALUATION**

This policy will be reviewed at least biennially.