

OREGON INSTITUTE OF TECHNOLOGY

Facilities Use

OIT-30-001

The Oregon Institute of Technology Facilities Use policy exists within the context that all institutional property is intended for institutional use and not for private purposes (IMD 7.155, OAR 580-50-035). Any other use must comply with the rules of the Oregon State

In compliance with OUS Internal Management Directives (IMD 7.155), OIT normally will not make college facilities available for the following external activities:

- a. private, personal, or commercial interests operated primarily for profit;
 - b. sales, solicitation, advertising, or promotional activities, except as by Oregon Administrative Rule 578-45-010. Any person or group who wants to offer products or services for sale or trade on campus must gain approval from the President or his designated representative(s). The designated representatives are the Vice President for Student Affairs or the Vice President for Finance and Administration. The Vice President will confer with the department head for the affected areas. The department has the right of first refusal to offer the same product or services.
4. Internal users who intend to engage in sponsorships will comply with the following:
- a. student organizations must obtain the approval of the director of student activities and their faculty advisor;
 - b. internal sponsors must be present at, involved in, and significantly accountable for the event/activity in question; and
 - c. the activity in question must be of clear benefit to the college, the students, and/or staff. The activity must also be related to the normal function of the sponsoring individual or group.
5. OIT must fully recover college expenses incurred for non-college sponsored events, including group and individual activities from the community and from faculty and staff scheduling events outside the stated mission of the campus. Charges include direct and indirect costs such as those of heating, cooling, custodial support, building maintenance, electricity, supply materials, security, etc.

As provided in OUS Internal Management Directive 6.500, the college may make facilities available at its own discretion to non-profit or community organizations for community service functions when they are in the interest of the college without recovering any or all the direct costs noted in this paragraph.

Groups using OIT facilities for the sale of products or services will be charged a use fee. Rates for outdoor special use areas are determined by the college with consideration for the area in question, direct costs, and indirect costs incurred in support of the activity or use.

Staging fees vary with set up and application. Please contact the College Union for quotes to match a specific event and application.

All revenues will be distributed to the departments involved with the activity in accordance with the services/facilities provided.

OIT reserves the right to collect an advance deposit when scheduling any activity.

6. In most cases, a contract is required for use of OIT facilities. The contract will include the specifics of the use agreement: required insurance coverage; statement of facilities, services, and equipment to be used; specifics as to date, time, and location; assurances of nondiscrimination; adherence to workers' compensation laws; and any other information reflecting special conditions or responsibilities.

Authority to prepare routine contracts has been delegated to the College Union staff. Special contracts for non-routine activities/events (those which are of major consequence to the college, involve extensive use of facilities, or imply special risks to the college) will be drafted by the Vice President for Student Affairs and referred to the Vice President for Finance and Administration or designated authority for final approval.

7. External users, including those sponsored by internal organizations or departments, will be required to secure a \$1M general liability insurance policy. A certificate of insurance is required as proof of coverage and must be received in advance of the proposed event. This requirement may be modified by the Vice President for Student Affairs or the Vice President for Finance and Administration to reflect the risk to the institution. Normally, modifications that lower the required policy amount are granted only for non-profit activities consistent with the institution's instructional, research, and public service objectives that involve minimum exposure or low risk.

