



**GUIDELINES AND PROCEDURES FOR
USE OF FACILITIES BY
NON-UNIVERSITY GROUPS
AT THE BERKS CAMPUS
OF
THE PENNSYLVANIA STATE UNIVERSITY**

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Purpose

The Berks Campus is an operating unit of the Pennsylvania State University. Its primary mission is to provide educational services and facilities to those enrolled as full-time and part-time students. In addition, the campus is designed to serve educational and cultural interests of Reading, Berks County and the geographical area of Pennsylvania considered within reach of the campus.

The Berks Campus is required to provide principally for all scheduled services to its students. However, special provisions may be made for particular events, exhibits, or uses which enhance the educational program or add to the cultural enrichment of the community.

In light of the above, the purpose of this statement is to improve the scheduling process, clarify information, and reduce confusion regarding the use of classrooms and other spaces for University and Non-University groups wishing to make use of University facilities.

Priorities

Use of University facilities will be scheduled according to the following priorities:

1. Instructional programs of the University
 2. Campus-sponsored functions (student, faculty, staff, Advisory Board)
 3. Alumni events
 4. Meetings of non-profit organizations and other events open to the public
 5. Other
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Guidelines

Non-University groups may use University facilities when approval is granted within these guidelines. The use of facilities by non-University groups such as organized civic, cultural, service, religious and industrial organizations, public school groups, college and University groups with membership not restricted to Penn State students, faculty and staff, may be authorized, provided that:

1. University use of all facilities shall have absolute preemptive priority over other groups. The University reserves the right to cancel, postpone, or alter arrangements for any event, if necessary.
2. The group is a not-for-profit organization.
3. The use of the facility is for **NON-COMMERCIAL PURPOSES**. Further, the event shall not normally have as its purpose the raising of funds for activities or causes outside the University. If fund raising is to take place, a detailed plan for the destination of funds must be specifically approved by the University. No funds can go to any organization or individual other than a tax exempt organization or one which would be clearly eligible for tax exempt status.
4. Charges will be made to groups to recover expenses incurred by the University in making facilities available. In addition, the University may charge a fee for the use of its facilities in those cases where authorization is granted by the University for the collection of admission fees or donations.
5. The group agrees to take precautions to assure the physical safety of participants and University property and to release the University from any liability responsibility in conjunction with the use of the facility.
6. It is the policy of the Pennsylvania State University that all Athletics facilities (spaces typically, but not solely, designated for specific intercollegiate athletic program(s) use) will be accessible only by those University athletes and athletic personnel authorized to access such facilities, and during their normal hours of operation. Recreational facilities (spaces typically, but not solely designated for recreational

activity not affiliated with intercollegiate athletic activity) are useable only by those individuals with a valid University student or faculty/staff/retiree identification card,

7. The Non-University group agrees to follow all applicable University policies, which can be viewed at the following website: <http://guru.psu.edu/policies/>. If the Non-University group's event will involve minors, the group certifies that the Officer/Representative whose signature appears on the Indemnification Agreement has read University Policy AD39 and has complied with all relevant aspects of this policy found at <http://guru.psu.edu/policies/AD39.html>.
8. The use of facilities is for purposes which do not conflict with the general aims and purposes of the University, and do not violate University regulations or local, state and federal laws (e.g., admission taxes, health and safety standards, use of alcoholic beverages). Approval to use facilities does not necessarily imply approval of the aims and purposes of the sponsoring organization nor the event being planned.
9. If your event is to be catered, Penn State Berks Food Services has the right of first refusal to sell/serve food and beverage service. When you reserve a facility, please let the college contact person know that you need catering for your event. If you get permission to use an outside caterer, you must choose a caterer from the [Accepted Non-PSU Caterers in Berks County list](#). If you have a new caterer who wishes to become University listed, refer to "[Insurance Requirements for Caterers](#)."
10. Any use of the name of the University, other than to indicate the location of the event, must be approved in advance by the University.
11. Campus facilities will not be used to conduct regularly scheduled religious services except for those scheduled through the Office of Student Affairs for the benefit of currently enrolled students.
12. Campus facilities will not be used for private special events, such as weddings, birthday parties, anniversary celebrations, etc.

13. Information is provided in advance to the University of all financial arrangements involved in the conduct of the meeting.
 14. The activity is suited to the University facilities available.
 15. Alcoholic beverages may not be served at any function unless permission is obtained from the Chancellor.
 16. A 72-hour cancellation or postponement policy will be in effect. Unavoidable costs will be charged. Exceptions will be made for unforeseeable severe weather.
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Procedures

University Use of Instructional Facilities

Instructional facilities are those spaces and laboratories regularly scheduled for credit and non-credit courses and are reserved separately from general, non-classroom spaces such as conference and meeting rooms.

The Registrar books/reserves facilities for instructional purposes. Faculty members wishing to make changes in instructional spaces need to contact the Registrar to make the necessary arrangements. All student organizations must conduct their scheduling of facilities through the Campus Life Office.

University credit and non-credit instruction will have first priority for all instructional spaces on the Berks Campus. Instructional spaces include but are not limited to classrooms and laboratories. Instructional spaces will not be made available for scheduling of University-based non-instructional purposes until after credit and non-credit instruction has been scheduled with the understanding that the non-instructional event may be displaced if the space is subsequently needed for instructional use. Instructional spaces may be made available over semester breaks and the summer for groups using the spaces as part of a conference or large event. Scheduling of instructional spaces will follow the schedule outlined below:

Fall Semester: Instructional spaces are blocked from scheduling until the first week of the preceding April. On the Monday of the first week in April, the Fall Semester credit and non-credit schedule will be downloaded into the campus room reservation system. Once the class schedule has been downloaded into the room reservation system, all instructional spaces, excluding specialty laboratories, will be unblocked and available for scheduling. The week of final examinations will remain blocked until two weeks prior to the end of the semester.

Summer Session: Instructional spaces are blocked from scheduling until the first week of the preceding February. On the Monday of the first week in February, the Summer session credit and non-credit schedule along with the FTCAP program will be downloaded into the campus room reservation system. Once the class schedule and FTCAP have been downloaded into the room reservation

system, all instructional spaces, excluding specialty laboratories, will be unblocked and available for scheduling.

Spring semester: Instructional spaces are blocked from scheduling until the first week of the preceding November. On the Monday of the first week in November, the Spring semester credit and non-credit schedule will be downloaded into the campus room reservation system. Once the class schedule has been downloaded into the room reservation system, all instructional spaces, excluding specialty laboratories, will be unblocked and available for scheduling. The week of final examinations will remain blocked until two weeks prior to the end of the semester.

The above guidelines do not apply during periods when instructional spaces are not normally scheduled for academic programs and therefore rooms do not need to be blocked. This includes the Monday, Wednesday, Friday activity periods (1:00 – 2:30 PM), Thanksgiving Holiday, 10:00 PM – 8:00 AM on weekdays, Spring Semester Break, and weekends.

Downloads of the credit schedule will be made monthly on the last Friday of each month prior to the beginning of each semester. Changes in credit and non-credit programs may necessitate changes through the second week of each semester. When a conflict occurs and a non-instructional activity must be displaced, the Registrar's Office or Continuing Education will notify the individual responsible for the activity that is displaced as soon as possible. After the beginning of the semester, if changes are made to either the credit or non-credit schedule, it will be the responsibility of the Registrar's office or the scheduler of non-credit instruction to enter the changes in both the University ISIS system and the campus room reservation system.

Under special circumstances, the Registrar's office may release instructional spaces prior to the above time periods based on projections of campus needs.

Non-University Use

University or Non-University groups wishing to use facilities of the Berks Campus for Non-University use within the above policy guidelines shall contact the Continuing Education Office at 610-396-6220 to reserve our facilities. The Chief Operating Officer of the College is responsible for ascertaining the appropriateness of the request within the guidelines set forth above and for making the final decision concerning the request. Every effort will be made to

make a final decision upon such requests within a 72-hour time frame. If the decision is favorable, the following documents will be mailed or emailed to the organization:

- A Request to Use Facilities form
- A University [Indemnification Agreement](#)

Originals of these documents must be signed and returned to the Business Services Office at least two weeks prior to the event.

In addition, the organization needs to provide a Certificate of Insurance as follows:

A) The Certificate Holder must be shown as:

The Pennsylvania State University
c/o Penn State Berks
Tulpehocken Road
Box 7009
Reading, PA 19610

B) The Certificate of Insurance must evidence a minimum of \$1,000,000 per occurrence General Liability Insurance, written on an occurrence basis.

C) The Pennsylvania State University must be shown as an Additional Insured under the above coverage.

D) The certificate should provide for thirty day notice of cancellation. Any Certificate of Insurance limited to a specific event or date is not acceptable.

Instructional spaces will not be made available for scheduling of non-instructional purposes during the fall and spring semesters. Instructional spaces may be made available over semester breaks and the summer for groups using the spaces as part of a conference or large event.

Groups using the facilities are expected to note and follow conditions of use stated in this document and on the reservation form. After approval is given for the event, the University's indemnification agreement, the group's proof of non-profit status and insurance coverage required for the use of University facilities will need to be provided or completed. In addition, a schedule of possible charges will be provided.

Conditions Requiring a University Contract

Any speakers, novelty events, entertainers or performers receiving University funds for events scheduled on University property must complete the approved University contract. This contract is available in the Campus Life Office or it is also available from the Campus Scheduler. When required, the University contract must be completed and signed by appropriate University personnel at least two (2) weeks prior to the scheduled date of the event.

Charges to recover expenses may be assessed for the following:

1. Special arrangements of furniture and equipment.
2. Personnel required to assist at events; e.g., audio-visual or stage technicians, ticket sellers and takers, checkroom attendants, custodians, campus host.
3. At least one University Police Officer must be present for large events; more may be required depending on the size and nature of the event.
4. Refreshments and/or food service is to be provided by the University's Food Services; approved outside catering may be considered if the University Food Service is not available.
5. Utilities over and beyond normal conditions.
6. Openings and closings outside regular hours requiring special personnel.
7. Damage to campus beyond normal wear and tear (a deposit to offset possible damages may be required).
8. Audiovisual equipment rental rates (copy attached).