

Facilities Use Practices and Procedures

1.0 Facility Use

UAS may make buildings and facilities available to community groups when such use does not conflict with the educational program of the university.

Priority will be given in the following order:

1. Academic Classes;
2. University departments and organizations, e.g., student clubs;
3. Affiliates with memorandums of understanding or agreements with UAS;
4. Local, state and federal agencies;
5. Non-profit organizations;
6. Commercial organizations;
7. Others

2.0 Facility Use Application Procedures

- **Internal events:**
Review room availability in the online scheduling system and contact the campus room scheduling office (see: <http://uas.alaska.edu/registrar/scheduling.html>).
- **External events sponsored by a UAS department:**
See the Sponsored Events Form posted on the Room Scheduling site <http://uas.alaska.edu/registrar/scheduling.html>.
- **External parties not sponsored by a UAS department:**
Provide Room Scheduling with a complete and signed [Facility Use Agreement](#) in order to contract for the use of UAS property.
(see: https://www.alaska.edu/risksafety/g_forms-library/fua.pdf)

3.0 Facility Use Restrictions

1. University activities, especially **academic classes have priority** and may preempt events. UAS retains the right to alter, cancel, or reschedule any facility use request when such action is deemed to be in the best interest of the University. The customer shall hold the University, employees, officers, agents and Board of Regents blameless in the case of unavailability of the facilities, except return of rental monies.
2. All facility use requires **supervision** by an identified individual associated with the event. Approval of facility use may require that a UAS employee/designee be present when the facilities are used by non-UAS groups. Facility users must comply with UAS staff and student Codes of Conduct.
3. Participants are **not permitted to operate any university equipment** other than that arranged with Facilities and IT Services.
4. Tobacco and/or **tobacco products are not allowed** on campus per the BOR Policy P05.12.102 <http://www.alaska.edu/bor/policy/05-12.pdf>
5. **Alcoholic beverages are not normally allowed** in/on UAS property. Questions regarding alcohol should be directed to the Office of the Chancellor per the BOR policy P05.12.103 <http://www.alaska.edu/bor/policy/05-12.pdf>

6. **Children must be supervised at all times** while on UAS property. UAS requires risk management paperwork, supervision of all minors in compliance with BOR's Protection of Minors Policy. P09.12 <http://www.alaska.edu/bor/policy/09-12.pdf>
7. When deemed necessary by UAS a user/group shall present evidence of organizational **liability insurance**.
8. Classroom Request Time Frames - **classrooms ARE NOT available on University holidays** due to campus closure. Visit the Academic Calendar for details.
9. When **special services** are provided, the direct cost of operating a facility and/or equipment will be charged.
10. UAS **property shall be returned to its original location** after use, a minimum charge of \$100 will be charged if terms are not met.
11. Any **damage to the building or equipment** (other than normal wear and tear) will be charged to the user agencies. The customer will protect UAS property from damage or mistreatment, and is responsible for the condition in which the building/classroom(s) is left. In the event UAS property is damaged or stolen, the organization will be held liable and charged for the cost of repairs or replacement. Facility use may be denied if a previous activity sponsored by the applicant resulted in damage to facilities or violations of this policy, or if damage or violations previously occurred in connection with the type of activity for which facility use is requested.
12. Events open to UAS students, faculty or staff, must be posted on the UAS campus calendar for the room reservation to be confirmed.
13. **Hazardous and flammable materials are not allowed.**
14. Use is **limited to the scheduled room(s) and only during the hours** specified.
15. **Group size** may not exceed the posted seating capacity of classroom(s).
16. UAS may revoke a rental agreement for **violations of this policy** which occur or come to the University's attention after issuance of an agreement.
17. The scheduling organization must indemnify, defend and save harmless, UAS, its employees, officers, agents and Board of Regents, against any claim of any loss, damage, or injury to person or property resulting directly or indirectly from an accident occurring in, upon or about the premises of UAS as a result of the acts, errors or omissions of the non-UAS organization arising in connection with their operations, use or occupancy of the premises.
18. Facility users must **comply with all applicable State and Federal laws**, City and Borough ordinances, UAS Administrative directives, policies, and rental agreement conditions. All measures necessary to insure the safe, healthy and lawful conduct of the activities, including but not limited to crowd control measures and fire and police protection shall be undertaken and financed by the rental agreement holder.

4.0 Facility Use Fee Schedule

- Approved facility use activities shall be charged at a designated rate in accordance with the school facility use fee schedule. [Room Rental fee schedule](#)
- Payment must be received within three (3) days prior to event. Refunds will be issued if cancellation notice is received two (2) days prior to event or if UAS cancels the event.
- Credits cannot be issued.
- Additional charges may be applied for cleanup after an event.