A. PURPOSE

The purpose of this policy is to promote the use of the University’s facilities and grounds in a manner consistent with the University's mission and to outline the responsibilities in the use of the University’s facilities and grounds.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution.

Code of Virginia Section 23.1-401, as amended, entitled “Restrictions on Student Speech; limitations (which was enacted by the 2014 General Assembly and will be added to the Code of Virginia, effective July 1, 2014), states, “Public institutions of higher education shall not impose restrictions on the time, place, and manner of student speech that (i) occurs in the outdoor areas of the institution’s campus and (ii) is protected by the First Amendment to the United States Constitution unless the restrictions (a) are reasonable, (b) are justified without reference to the content of the regulated speech, (c) are narrowly tailored to serve a significant governmental interest, and (d) leave open ample alternative channels for communication of the information.

Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Board of Visitors Policy 1001 – The Mission of the University

C. DEFINITIONS

Academic Department – Any unit, organization, program, or project recognized and sanctioned by the University’s Organizational Chart, which reports to the Provost and Vice President for Academic Affairs.

Administrative Work - Work done in support of academic work or the University’s overall mission.

Facilities - Buildings, structures, and parking lots owned or leased by the University.
Grounds - All other property that is owned or leased by the University that is not considered a building, structure or parking lot.

Non-University Groups – Groups or individuals without an official affiliation to the University seeking to use facilities/grounds for a purpose unrelated to the University’s mission.

Space - The area inside a facility or defined area of grounds.

D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

The use of University facilities and grounds, either owned or leased, must be consistent with the mission of the University and the general nature of the facility. The academic work of the University will hold a primary place in the use of facilities and all uses for other purposes must be arranged so as not to hinder or adversely affect academic activities.

While fee-based use by non-University groups is permitted in limited circumstances, their use must be consistent with the mission of the University and sponsored by a University group. Fee-based commercial use will not be permitted unless the use is clearly consistent with the mission of the University.

All users must abide by applicable laws, regulations, and policies.

F. PROCEDURES

1. University Space Committee

The University’s Space Committee is chaired by the Provost and Vice President for Academic Affairs and includes the Vice Presidents for Administration and Finance, Student Engagement & Enrollment Services, Research, Human Resources and University Advancement. The University Space Officer in the Office of Design and Construction will act as the administrative arm of the Committee and will develop internal procedures as directed by the Committee and published in the University’s Space Management Policy Manual.

The Space Committee is charged with assessing the space needs of the University and assigning facilities and grounds space based on the following categories: academic, research, administrative, student housing, athletic, recreational sports, or other. The facilities and grounds, once categorized, will be assigned to management as listed below.
a. **Academic Space**

Academic space is assigned to the Provost and Vice President for Academic Affairs in support of the University’s instructional mission. Academic space, other than classrooms, is then reassigned by the Provost and Vice President for Academic Affairs to the Deans of the Colleges, as appropriate.

Classrooms are the scheduling responsibility of the University Registrar. The University Registrar will develop procedures to reserve and efficiently manage the University’s classroom and instructional laboratory space and publish the procedures prior to the fall, spring and summer terms. The University Registrar will ensure compliance with the State Council for Higher Education in Virginia’s (SCHEV) Standards for the Utilization of Instructional Classroom and Instructional Laboratory Space.

Additions to or deletions from the University’s inventory of instructional classroom and instructional laboratory space will be the responsibility of the University’s Space Committee.

b. **Research Space**

Research space is assigned to the Vice President for Research in support of the University’s research mission. The University’s research space is then reassigned by the Vice President for Research to the Deans of the Colleges, when appropriate.

c. **Administrative Space**

Administrative space is assigned to administrative units across the University. Once assigned, administrative space will be managed by the Vice President for the administrative unit to which it is assigned.

d. **Student Housing**

Student Housing is assigned to the Vice President for Student Engagement & Enrollment Services and reassigned to the Executive Director of Housing & Residence Life. Assignment of individual students to housing is governed by the [Housing & Residence Life Policies and Procedures Handbook](#).

Student Housing may also be used to house visitors attending conferences, camps, or other activities. The [Office of Housing & Residence Life](#) manages overnight accommodations and issues policies and procedures for their use.

e. **Athletic Space**

Athletic space will be under the supervision of the Athletic Director and will include all athletic fields and facilities owned or leased by the University, whether located on or off campus. While the use of these facilities and grounds by student-athletes is a priority, the Athletic Director may permit use by others subject to the other provisions of this policy. Procedures for scheduling athletic facilities may be found on the [Intercollegiate Athletics website](#).
f. **Recreational Sports Space**

Recreational sports space is the space located in the Student Recreation Center (other than classroom space) where students and employees are permitted access to the pool, certain sports activity areas and equipment to promote the physical health of the students and employees. This space shall be under the direct administration of the Vice President for Student Engagement & Enrollment Services and the supervision of the Director of Recreation and Wellness.

g. **Other**

Other space includes, but is not limited to: arts facilities, Webb University Center, Perry Libraries, Student Success Center, Ted Constant Convocation Center, and outdoor space. Policies for the use of these spaces/areas are established by the departments/units to which they are attached.

2. **Approval of Use of Facilities and Grounds by Non-University Groups**

The Director of Facilities Management is the approver of requests from non-University groups for use of Educational and General (E&G) facilities and grounds. Requests for use of Auxiliary facilities and grounds (e.g., Webb University Center, Athletics, Ted Constant Convocation Center) by non-University groups are handled by their respective organizations. If police presence is required, the Old Dominion University Police Department should be contacted in a timely manner.

Non-University groups permitted to use University owned facilities or grounds will be responsible for reimbursing the University for expenses associated with utilities, supplies, cleanup, etc. See the Office of Facilities Management’s [Policy on Reimbursement of Costs Associated With the Use of Old Dominion University Facilities and Grounds By Non-ODU Related Organizations](#).

3. **Catering** – Use of University facilities and grounds shall be subject to the University’s exclusivity contract with its caterer.

4. **Posting or Display of Information**

Resources are provided throughout academic and administrative buildings on property owned or leased by the University for the purpose of posting or displaying information relevant to the mission of the University. These resources will be maintained by department heads or their designees located in the areas where they reside. Affixing items to doors, entrances, windows, building exteriors, or interiors (except as noted above), benches, poles or placing flyers on vehicles is prohibited and these items will be removed.

5. **Keys**

a. Residence hall keys are issued to residence hall students upon check-in and procedures are detailed in the Housing & Residence Life Policies and Procedures Handbook. Students are responsible for the cost of the key and rekeying the lock should they lose the key or fail to return the key at the end of the term of the agreement or upon early departure from campus. Fees associated with lost keys are published annually in the Schedule of Tuition, Fees, and Service Charges.
b. Facility keys may only be issued to University employees and graduate students at the request of their supervisor and upon the approval of the department head, in accordance with the forms and procedures posted on the Department of Facilities Management website. The Director of Facilities Management is responsible for maintaining a record of all keys issued. Keys must NOT be transferred to other employees/supervisors; when keys are no longer required, they must be returned to the Department of Facilities Management. Duplication of University keys by anyone other than a University Locksmith is prohibited. Employees may be responsible for the cost of the key(s) and rekeying the locks should they lose the key(s) or fail to return the key(s) to Facilities Management at the end of their employment or transfer to another department. Fees associated with lost keys are published annually in the Schedule of Tuition, Fees, and Service Charges.

Master keys may only be issued upon the approval of the Superintendent of the Structural Department, Director of Facilities Management and Vice President for Administration and Finance. Locks may be changed in a University facility only upon the express authorization of the Director of Facilities Management.

6. Permitting of Tents, Stages and Amusement Devices

The use of tents, stages and amusement devices is governed by State law which requires that tents greater than 900 square feet, stages and all “amusement devices” (including inflatables, gravity rides, bounce houses, go-carts, climbing walls, bungee jumping, etc.) are appropriately permitted and inspected. See the Department of Facilities Management Procedure on Tent, Stage and Amusement Device Permit Requirements.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER

Director of Facilities Management

I. RELATED INFORMATION

University Policy 1600 – Solicitation Policy
University Policy 3220 – Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers
Monarch Catering Services
POLICY HISTORY
************************************************************************
Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ R. Dillard George  July 29, 2014
Responsible Officer  Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks  May 27, 2014
Chair, Policy Review Committee (PRC)  Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Robert L. Fenning  July 31, 2014
Responsible Oversight Executive  Date

University Counsel Approval to Proceed:

/s/ James D. Wright  July 31, 2014
University Counsel  Date

Presidential Approval:

/s/ John R. Broderick  August 4, 2014
President  Date

Policy Revision Dates:  December 1, 1988; September 11, 2003; August 4, 2014

Scheduled Review Date:  August 4, 2019