



Facility Use Policy
Effective: July 1, 2017

I. Purpose

The purpose of the Facility Use Policy is:

- A. Establish guidelines for reserving facilities at Haverford College, including priority, scheduling procedures, approval process, support service coordination, and associated fees, when, if and as applicable;
- B. Ensure that the primary purpose of utilizing facilities at Haverford College is to fulfill the mission of the College, principally academic classes, educational and department-sponsored events, and student activities; and
- C. Ensure that reservations are consistently applied with the rules and regulations of the College, and all relevant local, state, and federal laws are strictly followed.
- D. This use policy applies to all College Facilities, grounds and playing fields as applicable.

II. Philosophy

As implied above, the primary purpose of the use of all facilities at Haverford College is to support the educational mission of the institution. Priority for all facility use is given to academic classes (scheduled by the Registrar), educational and department-sponsored events, and activities for Haverford students. Use of facilities for events not affiliated with a College department/group may only be scheduled during official College breaks with written approval as outlined below.

III. Definitions

Key definitions used in this policy are:

- A. College Affiliated Group: Any internal department, division, program, student group, and/or program officially recognized by the College.
- B. Sponsored Group: An external group sponsored by a College Affiliated Group while meeting the following conditions or requirements:
 1. Sponsored Group and associated use of facilities is consistent with the mission of the College; or
 2. The College Affiliated Group has direct involvement with planning and execution of the event. The College Affiliated Group is the sole point of contact for planning and execution of the event.
- C. External Group: Any group, organization, person, or program not directly affiliated with the College. This includes Alumni and employees planning personal events. It may also include Tri-Co partners, Bryn Mawr and Swarthmore colleges for events that are not co-sponsored by Haverford College.
- D. Official College Breaks: Break periods when academic classes are not in session as outlined below, dates are approved and posted on the Registrar's web site. The College may change and/or add to these periods at any time.
 1. Fall Break: October

2. Winter Break: December/January
3. Spring Break: March
4. Summer Break: June-August

IV. Methodology

The following sections outlines the methodology used to reserve and prioritize use of College facilities:

- A. During the academic year, when classes are in session, the primary purpose of all College facilities are:
 1. Academic class, scheduled and approved by the Registrar
 2. Department sponsored events
 3. Student Activities (first reviewed and approved by Student Activities Office)
 4. Events supporting the mission of the College and sponsored by a College Affiliated Group (department, division, program, student group and/or program)
 5. External Groups are not permitted to rent facilities during the academic year (exceptions to this guideline must be reviewed by the Director, Conferences & Events and approved by the Senior Vice President, Administration & Finance, and/or the Provost, and/or the President of the College).
 6. All reservations for College Affiliated and Sponsored groups are submitted through the Event Management System (EMS), reviewed by room/department managers, support services, and Conferences & Events.
 - a) Requests are generally approved on a first-come, first-served basis
 - b) Priority Considerations:
 - (1) Certain campus wide events (Commencement, Alumni Weekend, Board Weekend, Customs, Haverfest, Open Campus Day) are prioritized for room usage and support services.
 - (2) Space is allocated to support and further the College's academic mission and priorities.
 - (3) The Registrar's Office is responsible for scheduling all academic classes in EMS. The Registrar may override an event reservation if it is scheduled for a classroom during designated class times. To reduce conflicts, submitting requests for classrooms after the Registrar has loaded classes in EMS could be beneficial:
 - (i) Fall Semester: August of each year
 - (ii) Spring Semester: December of each year
- B. During official College breaks, when classes are not in session, College facilities may be made available to External Groups based on the following guidelines:
 1. Use of facilities is in support of the College mission
 2. Support of a College related department, group, and/or program
 3. All requests must be received at least sixty (60) days in advance and submitted to the Office of Conferences & Events

4. All External Groups will be assessed a rental fee and all charges associated with support services, including but not limited to: Catering, Facilities, Campus Safety, Audio Visual. Events for External Groups may not bring food or beverages from off-campus sources.
5. External events approval process:
 - a) Received by Conferences & Events for availability of space and support services.
 - b) Director, Conferences & Events seeks approval from all relevant departments:
 - (1) Facilities
 - (2) Dining Services
 - (3) Campus Safety
 - (4) IITS
 - (5) Room Manager or associated department
 - c) External Group requests are reviewed monthly with Senior Vice President, Administration & Finance prior to being accepted and proceeding to the required Facilities Agreement
6. Considerations when approving events include but are not limited to:
 - a) Conflicts with official College events
 - b) Impact to students, faculty, staff
 - c) Facilities projects
 - d) Campus Safety (safety, parking)
 - e) Support Service availability
 - (1) Catering and alcohol (if requested)
 - (2) Facilities
 - (3) AV
 - (4) Campus Safety
7. All External Groups must comply with all College regulations, state/local laws, and all guidelines outlined in the Facilities Agreement.
8. For all external events the following is required 30 days in advance:
 - a) Signed Facility Use Agreement, which includes a non-discrimination clause and certain deposits or fees, and
 - b) Certificate of Insurance with Haverford College named as additional insured with minimum amounts/coverage as noted in agreement.

V. Payment of Fees

Using many of the College's facilities, by any non-College entity, are typically accompanied by a cost representing a portion of the costs of operations, and maintaining the space.

A. College Affiliated Group

1. Final charges will be collected via internal journal entry.

B. Sponsored Group

1. Whether the College Affiliated Group shares in financial responsibility or expects the external group to take full financial responsibility, all charges will be collected from the sponsoring College Affiliated Group via internal journal entry.
2. It is the sponsoring College Affiliated Group's responsibility to ensure payment is received in full from any Sponsored Groups.

C. External Group

1. Deposit, as outlined in Facilities Agreement, must be received 30 days prior to event.
2. Final charges will be billed to External Group and paid within 30 days.

VI. Commercial Activity/Vendors

- A. The College prohibits external vendors, contractors, caterers, and/or other organizations from selling, advertising, or providing services on campus without advanced authorization in writing at least 30 days prior to the start of the event.
 1. Reviewed by the Director, Conferences & Events and must be approved by the Senior Vice President, Administration & Finance.
- B. The selling of tickets, merchandise, food, and/or other commercial activity on campus must be approved, in writing, at least 30 days prior to the start of the event.
 1. This 30 day request does not apply to visiting writers making arrangements with the Haverford College Bookstore to order and distribute books. The Haverford College Bookstore should be contacted directly to make these arrangements.

VII. Event Signage

- A. All event signage must be reviewed and approved by Conferences/Events prior to the start of the event. The use of the Haverford logo or wordmark is prohibited without written approval at least 30 days prior to the start of the event. Signage will also be reviewed by College Communications.

VIII. Reserving Athletic Spaces

- A. During the academic year, when classes are in session, External Group requests for Athletic spaces must also be reviewed by the Manager of Athletic Facilities and approved by the Director of Athletics. Logistical support, support service fees, and pricing must be approved by the Director, Conferences & Events.
- B. During the summer, External Group requests should be submitted through the Office of Conferences & Events and reviewed as described above.
- C. All Athletic spaces reservations must be entered into the Event Management System (EMS) for confirmation of availability, rental fees, and support service availability and charges.

IX. Reserving Founders Great Hall for receptions, parties, and other special events

- A. Alumni, current employees, and dependents of current employees may reserve the Great Hall during official break periods following the reservation process outlined in this document for External Groups. The use of the Great Hall for External Groups must be reviewed by Conferences/Events and approved by the Senior Vice President, Administration & Finance.
- B. Setup/breakdown/decorations must be approved prior to the start of the event

X. Photography on Campus

- A. Requests for photography and videography on campus must be approved by College Communications in writing at least thirty (30) days prior to the event

- B. Conferences & Events will confirm photography and videography locations, dates/times, and logistics after Communications has reviewed and approved the request
- C. Photography and videography sessions should not impact operation of the College, create any type of safety hazard, block pathways, or impede students, faculty, and/or staff from full access to the campus. Photographs and videography should not be taken in flowerbeds, plant displays, or mulched areas.
- D. Nobody on College property may be depicted in photography or videography by outside individuals/firms without a written release from the person(s) being depicted, even if the depiction is incidental.

XI. Support Service guidelines for College Affiliated and External groups

- A. Dining Services/Catering
 - 1. All events in campus facilities (including outdoor locations) are required to utilize Haverford College Dining Services.
 - 2. Use of Alcohol
 - a) Must be approved in advance by Dining Services, Campus Safety, Conferences & Events, and if necessary by the Senior Vice President, Administration & Finance.
 - b) Requires the presence of all servers to be certified and TIPS trained catering personnel for the duration of the event at the expense of the group. Self-service of alcohol is not permitted.
 - c) External Groups must receive written permission at least 30 days in advance and must supply their own alcohol.
- B. Facilities (Housekeeping, Grounds, Arboretum, Stage)
 - 1. All requests for chairs, tables, stages, plants, and other services must be requested through EMS and approved by Facilities prior to event confirmation.
 - 2. The setup/breakdown and any event logistics must be completed by Facilities staff.
- C. Audio Visual
 - 1. All requests must be submitted through EMS and approved in advance by AV Services.
 - 2. AV may require a technician, either by request or based on the equipment needed.
- D. Rental of supplies and other equipment
 - 1. All requests for rentals must be submitted through EMS and approved in advance by the Director of Conferences & Events.
- E. Campus Safety
 - 1. All parking requests must be submitted with the event reservation and approved by Campus Safety at least 30 days prior to the start of the event.