

**Title/Topic:** Building Use Assignment

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**Functional Classification:** Facilities Operation & Maintenance

**Monitoring Unit:** Office of Facility & Property Oversight

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## **ASSIGNMENT OF SPACE AND THE OPENING AND CLOSING OF BUILDINGS FOR ACTIVITIES ON HOLIDAYS AND WEEKENDS**

### **PURPOSE**

To enunciate policy and to assign responsibilities with respect to the opening and closing of buildings and the assignment of space for special activities on holidays and weekends.

### **GENERAL POLICY**

In order to effect savings in utilities and janitorial services, and to increase security on campus, all classroom buildings on the campus will be locked on holidays and weekends. University organizations desiring space for special activities on holidays and weekends will be expected to utilize where possible space in the LSU Union. If appropriate space is not available through the LSU Union, the Office of the University Registrar is authorized to assign space in the following buildings: Lockett, Prescott, Allen, Stubbs, Himes, Geology, Chemistry Classroom-Library, and Speech wing of Music and Dramatic Arts. Non-University organizations may apply for space use, provided they have approval of their activities by either the Vice President for Finance & Administration and CFO or the Vice President for Student Life & Enrollment, in accordance with the policy on use of University facilities and premises filed by the President with the Board of Supervisors on April 21, 1971, as required by Board of Supervisors resolution of February 6, 1970, and the supplement to that policy dated October 28, 1971.

When assignments are made by the Office of the University Registrar, that office will be responsible for notifying the Office of Facility & Property Oversight and the Building Coordinator concerned of the assignments made. It is the responsibility of the user (faculty and staff members only) to obtain a key from the Office of the University Registrar or from the Building Coordinator, for access to the building in which space has been assigned. Keys will be issued for scheduled activities each Friday and must be returned no later than noon Monday following the activity.

In the event that keys are lost, budgetary units responsible for the activity scheduled on holidays or weekends will be billed for the cost of lost keys and the replacement of locks. In case of organizations that are not budgetary units of the University, the individual receiving the key will be billed.

Questions regarding room assignments should be directed to the Office of the University Registrar.