



## **POLICY STATEMENT 82 USE OF LSU FACILITIES AND PREMISES**

### **POLICY DIGEST**

Monitoring Unit: Office of Finance and Administration  
Initially Issued: December 15, 1992  
Last Revised: April 1, 2016

### **I. PURPOSE**

To state the policy of Louisiana State University on the use of facilities and premises within its care and custody.

### **II. POLICY**

Facilities and premises include buildings and property belonging to or in the care and custody of the Board of Supervisors of Louisiana State University. These facilities and premises are established and reserved for use in accomplishing the instructional, research and public service missions of the LSU which must always be given first priority in the assignment of facilities and premises for use. Accordingly, scheduling of facilities and premises use should not pre-empt the use of facilities required for teaching, research and other academic activities.

LSU departments and divisions, recognized student organizations, affiliated organizations as defined by the Bylaws & Regulations of the LSU Board of Supervisors, or groups and organizations not otherwise affiliated with the LSU may be granted permission to use its designated facilities and premises when such use does not interfere with the accomplishment of campus missions and programs, either specific or general, and is in accordance with established conditions which govern such use.

It is contrary to this policy for decisions regarding the use of designated LSU facilities and premises to deny the exercise of constitutionally protected rights, to discriminate unlawfully, or to knowingly result in unfair competition with private businesses; however, in all cases in which its facilities and premises may be used, LSU reserves the right to apply or formulate reasonable conditions as to the time, place and manner in which such use may take place.

#### **A. Priority in Facility Use**

Priority in the use of facilities and premises is established as follows:

1. LSU departments and divisions in the conduct of assigned missions and programs.
2. Recognized student organizations, organizations of faculty and staff, and University affiliated organizations for programs and activities conducted pursuant to the purposes of these organizations.

3. Educational, religious, and non-commercial organizations not affiliated with LSU may be granted permission to use its facilities and premises to conduct educational, informational, cultural, or religious programs for the benefit of their members or the LSU community and the general public. Programs of these organizations for the LSU community and the general public must be sponsored by an LSU administrative unit or a recognized student or campus organization with a logical relationship to the sponsored program and which must have an active and meaningful involvement with the management of the program. For programs which are educational in nature and offered to the LSU community and/or general public, LSU sponsorship must be by an LSU academic unit or by the Division of Continuing Education. If an admission fee is charged to such events, it must be on a ticketed or "pay-at-the-door" basis only. If funds are to be solicited otherwise, the program will be considered under provisions relating to charitable fund raising.

#### B. Programming Departments

Certain LSU departments and other components are specifically charged with the development and presentation of educational, cultural, recreational, athletic and other programs for the benefit of students, employees and the general public within facilities and premises assigned to or available to those programming units. Examples of such programming units include the Division of Continuing Education, the LSU Student Union, the Pete Maravich Assembly Center, the Athletic Department, the School of Music, the Department of Theater and such others as may be designated by the President. Such programming departments may sponsor programs on their own initiative as a departmental activity or by written agreement with third party program providers through the Vice President for Finance & Administration and CFO. LSU administrative units or recognized student or campus organizations may also sponsor programs within facilities and premises assigned to programming departments.

#### C. Athletic Facilities

Athletic facilities including intercollegiate sports, recreational and leisure sports are subject to the following special provisions:

1. Use of athletic facilities may be permitted by non-LSU groups for athletic events only with the sponsorship of an LSU administrative unit or recognized student or campus organization as provided for above. The Athletic Department may serve as a sponsor.
2. In considering requests that would involve the use of athletic facilities by professional teams, applicable policies of the National Collegiate Athletic Association shall be followed.

#### D. Incidental Use of Facilities and Premises

Although, LSU has no intent to knowingly permit the use of its facilities and premises so as to engage in unfair competition with private businesses, this policy recognizes that for certain kinds of activities and programs, the size, location and specialized nature of some LSU facilities may make them the most suitable available facilities for use by individuals and groups not otherwise associated with the LSU. Under such circumstances and with the requirement that such use may not interfere with or hamper the conducting of LSU programs and activities, such incidental use may be approved by written agreement executed through the Vice President for Finance & Administration and CFO. Such

use might be based upon facility size such as Tiger Stadium or the Pete Maravich Assembly Center or it might be based upon the appearance or configuration of facilities and premises that might be used in filming or other purposes.

#### E. Contracted University Services

In obtaining and providing for a variety of services necessary to the conduct of its missions and programs as well as for the benefit of employees and students, LSU may permit the use of its facilities and premises by third parties as a condition of written agreements executed through the Office of Procurement and/or the Office of Finance & Administration. Examples include rental of space, distribution of printed materials and other activities.

#### F. Fund Raising for Charitable Purposes

With the sponsorship of an LSU administrative unit or a recognized organization of students or employees, or an affiliated organization, LSU facilities and premises may be used by a tax-exempt, charitable organization for the purpose of raising funds for charitable purposes. In all such cases, the charitable organization must conduct the activity itself with active and meaningful LSU sponsor involvement and may not contract with a third party for the conduct of the fund raising event nor may the event be conducted in such a way as to provide private businesses with opportunities to engage in commercial solicitation within LSU facilities and premises. Normally, such events are limited to one for each organization during each year and federal tax-exempt status is required.

#### G. Relationship with Non-LSU Entities

In granting use of its premises and facilities to non-LSU entities, LSU establishes certain conditions necessary to define its relationship with the entity using its facilities.

1. No agency or joint venture relationship may exist.
2. Written indemnification against damages arising from or in the course of facility users' use of its facilities and premises is required. LSU reserves the right to require certification as proof of insurance.
3. In the absence of specific written agreement to the contrary, no license or other approval is granted for the use of the LSU name or any other word or images associated with LSU for purposes of direct or indirect endorsement or for any use other than to incidentally denote the location of an activity on its premises.
4. In the absence of specific written authorization to the contrary, approval for the use of LSU facilities and premises grants no right for users of its premises and facilities to enter into third party agreements which may involve the use of its facilities and premises.

#### H. Facility Use Fees

Use of LSU facilities is granted with the requirement that such use be at no direct cost to the LSU. Accordingly, reimbursement for services provided and other costs incurred may be required as a condition of using LSU facilities and premises. In addition, if the facility to be used is one in which all or a portion of its operating costs are derived from use charges, the normal use charges shall be applied. If an admission charge is collected or funds are solicited, an additional fee may be assessed.

#### I. Administration

Authority for decisions regarding the use of LSU facilities and premises under this policy is vested in the President; however, review and action on routine requests by students and student organizations is assigned to the Office Student Life & Enrollment and for uses by non-students to the Office of Finance & Administration.

### **III. SOURCES**

Regulations of the Board of Supervisors, Section 5-8. Custody and Control of University System Property, Section 5-10. Use of University System Facilities, Section 5-11. Sale of Goods or Services and Operation of Business Enterprises. "Policy on Use of University Facilities and Premises," adopted by the Board of Supervisors February 6, 1970. "Use of University Facilities and Premises, Baton Rouge Campus," April 21, 1971, "Policy on Use of the LSU Assembly Center," adopted at the July 30, 1971 regular meeting of the LSU Board of Supervisors.