Facility Usage Guidelines and Procedures

Use of Facilities
Space at Pacific University is intended to promote the educational mission of the University. Priority will be given for educational or scholarly purposes. The campus is also open to public and non-academic events. Pacific University reserves the right to deny applications for use of space at any time.

Scheduling
Scheduling priority shall be given according to the following criteria:

1. Academic activities directly related to the university
2. Student activities sponsored by recognized student organizations
3. Closure by the Facilities Department for maintenance or repair
4. Activities sponsored by non-university organizations or individuals meeting the other criteria defined in this document:
   5. Academic space is defined as areas that are designed and primarily intended for teaching and learning. They include all classrooms, seminar rooms, lecture rooms, athletic space, labs, meeting rooms and the library.
   6. Residential space is designed and primarily used for residence life, student activities, and student housing. Residential space is available for conferences and meetings during summer.
   8. Other rooms and areas not primarily academic or residential include the Milky Way, Cawein Gallery, Old College Hall, McCready Hall in the Taylor-Meade Performing Arts Center, and Tom Miles Theatre. These rooms have additional policy statements which guide their usage. For more information about these specific areas contact Conference and Events Support Services Scheduling: schedule@pacificu.edu or 503 352-2283.

Please Note: Science labs and Art Studios and areas of the Library may be reserved for use only by special permission.

Reservations
Reservations for use of space are handled on a first-come, first-served basis according to the priority guidelines. Every effort should be made to schedule facilities well in advance, especially those events of higher priority, in order to avoid potential conflicts. However, certain circumstances can necessitate a change in plans. In those cases, a request may be made of the person responsible for the original reservation with expectation that a cooperative attitude will prevail.

Fees
Fees shall be determined according to the following schedule:

Category A. No charge for facility usage
Direct academic activity usage for which no fees are being charged to participants, including reservations being made to conduct class, laboratory, extra-curricular, and co-curricular activities by current faculty, staff, and students of the University.
Category B.  50% of facility rental fee *(requires contract and insurance)*
Faculty and staff currently employed at Pacific University who are:

1. Charging a fee for an event or conference for University and non-University participants. The exception is department sponsored fundraising activities transacted through the University Business Office and providing operating budget relief or enhancement.

2. Hosting a personal event outside the educational mission of the University, such as business activities, parties, and weddings.

3. Department co-sponsoring an event or conference with a non-University organization. (Some exceptions may apply. Contact the Conference and Events Support Services for additional information.)

Category C.  Full facility rental fee *(requires contract and insurance)*
Use of campus facilities and areas by non-University groups and individuals is subject to the full facility rental fees.

Procedures
To reserve a campus facility or space:

Category A.
Deans and Program Directors scheduling courses and room assignments should contact the Registrar’s Office: (503) 352-2743.

Faculty and/or staff scheduling meeting space should contact Conference and Events Support Services Scheduling Coordinator at: schedule@pacificu.edu or call (503) 352-2283. (This category includes campus social activities).

Category B and C
Conference and Event Support Services Office: conferences@pacificu.edu or call (503) 352-2111.

Room Modifications:
Requests to alter the configuration or use of a room must be requested through Conference and Event Support Services. No furniture or equipment within a classroom, laboratory, athletic facility, meeting room or other University facility or space is to be removed or exchanged without prior approval.