Purpose: The facilities of Alvernia University exist for the primary purpose of education, for use by our faculty, staff and students and by affiliated constituencies. However, when available space allows, we are committed to making our facilities available to groups and organizations outside the University whose purpose is consistent with the University’s mission. This shall also include times outside the regular fall and spring sessions, and during periods that the University is closed.

All facilities are property of Alvernia University. Specifically, there is no department or individual ownership of space. Space assignments may change from time to time as needs and opportunities change, and it is inevitable that departments may at times be confronted with required changes that are less than desirable.

In order to make more effective use of campus facilities a clearinghouse will be established.

Policy: The Finance and Administration Department will be the clearinghouse for this purpose. This department will be responsible for scheduling, assigning space, preparing contracts, and maintaining facilities.

Responsibilities: The Finance and Administration office will work in conjunction with University departments to maximize usage of available campus facilities.

Definition: This policy encompasses all campus facilities including, but not limited to, athletic fields, gymnasium, library, classrooms, residence halls, conference rooms, and computer labs.

Procedures:
- Any office wishing to bring students on campus earlier than the stated official opening of the residence halls, must submit those names in writing to the Residence Life Office. This request must include the date and reason for early arrival. Residence Life will disseminate information to appropriate departments.
- A list of the students who will be remaining in the residence halls during the periods that the halls are closed will be forwarded to the appropriate departments. This list should be provided in a timely manner and must also state reason for stay, building location, and length of stay.
- Requests for usage of any athletic spaces, including summer camps, must be submitted to the appropriate department in a timely manner. These requests must include the individual or group sponsoring the activity as well as the campus contact for the group.
- Guidelines for planning meetings and events, ordering catering, requesting public safety assistance and transportation are located within the Event Management folder on the S:/ drive