

Arizona State University Polytechnic

Facility Use Policies

The use of facilities at Arizona State University at the Polytechnic campus (hereinafter referred to as “ASU Poly”) is governed by all applicable laws and federal, state, industry, ASU and Arizona Board or Regents guidelines, regulations, policies and procedures, and the terms of conveyance of property for educational purposes by the U.S. Department of Education. In general, use of facilities at ASU Poly is considered either:

- a) a single event, which is approved with a Facility Use Request and Approval Form (Exhibit B) signed by ASU Poly Business & Finance, or
- b) a recurring, multiple or long-term activity, which requires an ASU Facilities Use Agreement, or other document processed and approved by ASU Poly Business & Finance and the U.S. Department of Education.

Please contact University & Business Services at (480) 727-1048 for information and use fees.

General Policies and Provisions

1. All ASU Poly facilities are viewed as university resources under the general control of the Assistant Vice President of Business and Finance at the Polytechnic campus as delegated by the Executive Vice President, CFO and Treasurer. These facilities shall be used to promote the educational, research and community service missions of the university.
2. Academic classes and laboratory scheduling shall have first priority and will be done in cooperation with Classroom Scheduling.
3. Academic and educational use shall have first priority over space located close to departmental areas of operation. No departmental/unit conference room shall be scheduled without first consulting with the responsible party within the department/unit where the room is located.
4. Authorization. An event is not considered authorized/approved until all affected departments have approved the event and any required payments have been made and/or arranged.
5. Special Event Permits. Any event/activity involving one or more of the following: open flame, electric generator, barricades or fencing, temporary structures, enclosed tents, or animals will need to submit a request for a special event permit to Environmental Health and Safety. No staking is permitted on any of the lawn spaces http://uabf.asu.edu/ehs_special_events
6. Raffles. No one may conduct a raffle or any other form of amusement gambling without submitting a written Amusement Gambling and Raffle Registration form for approval by the State’s Attorney General’s office. <http://www.azag.gov/consumer/gambling/RegForm.pdf>

7. Direct Costs. All groups are subject to direct costs incurred in servicing the event. Direct costs will apply when the event requires a reconfiguration of rooms or special set-ups, teardown, UTO assistance or equipment, and/or cleaning. If the rental of furniture or equipment is requested, such costs will also be charged to users. Direct costs may also include, but are not limited to, utilities, and the presence of technicians, ASU Police officers, or other personnel, if necessary.
8. Payment of Fees and Charges. The base rental charge, including any direct costs, must be paid within 15 days after invoiced. Payment for all facility usage at ASU Poly shall be made by check. Checks are to be made payable to Arizona State University and mailed or delivered with a copy of the invoice to the following address.

Arizona State University
Administration and Financial Services
6027 S. Sagewood
Mesa, AZ 85212

9. Insurance. All parties not insured by State Risk Management shall provide evidence of insurance with appropriate limits of coverage for each event on university premises no later than ten days prior to facility use.
10. Prohibited Conduct/Disruptive events. Event may be terminated for conduct in violation of University Student Initiatives Policy 802-01 - <http://www.asu.edu/aad/manuals/usi/usi802-01.html>
11. Compliance with University Policy. The event or activity must be conducted in compliance with all applicable laws and university policies and procedures. See applicable "Facility Use Terms and Conditions" - http://bf.asu.edu/files/FACILITY_USE_TERMS_AND_CONDITIONS.pdf.
12. United States Department of Education Consent. If this is a recurring, multiple or long-term activity, prior approval by the United States Department of Education is required before the Agreement may become effective.