

Guidelines for the Use of University Facilities

(Adopted by the University Senate on May 13, 1971, revised May 12, 1977)

1. For the purpose of these Guidelines, the following definitions apply:
 - a) A University facility is one which is primarily academic, social, dormitory, residential, or non-commercial in nature. Excluded from the scope of these Guidelines is space within a University facility used for offices of faculty, staff, or other employees; non-dormitory residences (e.g., Silver Towers apartments); or for commercial purposes (e.g., space rented to a public restaurant).
 - b) A University organization is an organization whose membership is limited exclusively to students, faculty, administration, staff, or alumni of New York University. A non-University organization is any organization whose membership is not so limited.
 - c) Members of the University community are persons who are currently students, faculty, administration, staff, or alumni of New York University.
2. The use of University facilities shall be limited to lawful purposes consistent with the educational purposes of the University. The assignment of space within University facilities shall be determined within the Guidelines by the primary function of the facility, the attendant priority in its use, and the purpose for which the space is designed and for which it is suitable.
3. It is recognized that the assignment of space in University facilities for academic and administrative use is not covered by these Guidelines, and is the responsibility of administrative officials designated by the President.
4. Reasonable charges, including overhead, for the use of space and related equipment, facilities or amenities may be made to users of University facilities.
5. For each University facility the President shall designate the appropriate dean or Officer (hereinafter, the local office) who shall be primarily responsible for allocating space available for non-academic purposes and for coordinating the non-academic use of such space with its academic use. A local office may be responsible for more than one facility.
 - a) The local office shall prepare a list of space within the facility available for non-academic use, which shall be determined in accordance with the purposes for which the space was designed and its customary use. Such space may include classrooms or seminar rooms when not in academic use or held in reserve for academic use.
 - b) The Office of the Vice President for Administration in consultation with the local offices shall prepare and publish, consistent with these Guidelines, a schedule of fees, if any, for the use of space within the facility for non-academic purposes. The schedule may include the requirement of a deposit according to the proposed use of the facility.
 - c) The local office shall prepare a reservation form¹³ and a summary of special rules and regulations governing the use of space for non-academic purposes within the facility. The reservation form shall indicate the persons assuming responsibility for the use of the space and the nature of the responsibility for charges, extra expenses, and damages. The form shall also indicate whether persons other than members of the University community are to participate, whether by invitation or otherwise, in

the use of the facility. The summary of the rules and regulations shall include notice of legal limitations on the number of persons who can be accommodated in the given space, and opening and closing hours.

6. The assignment of space listed as available for non-academic use will be governed by these Guidelines. If an applicant, otherwise qualified to reserve and use space within a University facility, is denied requested space by the local office on the grounds that the proposed use is inappropriate, the Office of the Vice President for Administration shall endeavor to find alternative space suitable for the user's purpose.

7. All space assignments for non-academic purposes must be made in writing on the appropriate reservation form and approved by the local office responsible for the facility.

8. Assignment of the use of space within a University facility available for non-academic purposes may be made to a non-University organization on meeting the following conditions:

- a) The applicant must be sponsored by a unit of the University administration or faculty, by a faculty organization, or by a registered student organization that will assume responsibility, including financial obligations, for the non-University organization in connection with the application.
- b) The purpose and objectives of the non-University organization must be consistent with the educational purposes of the University and not conflict with any legal restrictions on the use of University facilities.
- c) The organization must qualify as a non-profit organization eligible for tax exemption under section 421 of the New York Real Property Tax Law. The burden of establishing eligibility rests with the organization, but doubtful cases shall be referred to the Office of General Counsel for decision.

9. An application for assignment of space for one or more occasions made by a member of the University community or in the name of a University organization shall be deemed to be made by a non-University organization and subject to all the requirements of those guidelines applying to non-University organizations when, for any occasion, the expected attendance of persons who are not members of the University community exceeds the expected attendance of persons who are members of the University community.

10. A standard space reservation form is available from the Office of Room Assignments, in the Office of the University Registrar (see the University Directory for contact information). The acceptance of reservations and the assignment of space within a University facility available for non-academic purposes will be made in accordance with the following schedule of priorities:

- a) Members of the University community for whose use the facility was primarily designed, e.g., School of Education administration, faculty, or students in Education Building; Weinstein residents in Weinstein.
- b) University organizations of faculty, administration, staff, or alumni and registered student and student-faculty organizations.
- c) Meetings (limited to two) to organize a University organization, as defined above, sponsored by a member of the student body, faculty or administration.
- d) Other use by students, faculty, and administration.
- e) Non-University organizations meeting the requirements of paragraph 8 above.

11. Recognizing the need to create conditions in which people of all shades of political opinion are given an opportunity to meet and discuss their views, University facilities may be used by members of the University community for the purposes of engaging in political activities when those activities are directed to and conducted within the University. However, the University cannot under its charter and the obligations of a not-for-profit educational institution in New York State become a source of subsidy for strictly political action groups. University facilities are not available to non-University organizations for use in political activities. Questions of appropriate use of University facilities for political activities should be referred to the Office of General Counsel (see the NYU Public Directory for contact information).

12. The use of University facilities for the purpose of raising funds whether through charter admission to an event, by soliciting voluntary contributions, or otherwise, is permitted only under the following conditions:

- a) By University organizations, provided the funds raised are intended for purposes consistent with the purposes of the University and its exemption from registration under the New York Social Services Law, and in no event are intended to be used for the support of political activities.
- b) By non-University organizations, qualifying under paragraph 8 above to use University facilities, provided the funds are to be used for the purposes upon which their eligibility for tax-exempt status is based.

13. Local offices may designate areas within University facilities for the distribution of literature or other materials by students as long as such activity does not (a) impede the flow of traffic or (b) disrupt the normal functions of the facility. Sales persons, advertising distributors or other persons not members of the University community are prohibited from soliciting or distributing literature in University facilities at any time.

14. The University Senate Committee on Public Affairs shall be responsible for the review of these Guidelines and for developing additional Guidelines, if needed, for approval by the Senate; for hearing grievances and arbitrating disputes; and for determining violations of the Guidelines. Appeals from decisions of the Committee may be made to the Senate.

15. Any violation of University regulations, including these Guidelines, shall be sufficient cause for the cancellation of, or limitation on, assignment of space without prejudice to any other sanctions that may be imposed by any disciplinary body within the University.