

Francis Marion University

Athletic Facilities

Use Policy for External Organizations

Purpose:

This regulation governs the use of athletic facilities at Francis Marion University campus or those facilities under the operating authority of the University. This policy applies to external groups and individuals. This policy imposes limits on the use of University facilities so that these facilities can fulfill their primary mission to serve the University.

Definitions:

1. **Affiliated Groups (University Groups):** is any group established by the President or established by virtue of an explicit delegation of the President's authority to the Director of Athletics. These include official recognized student organizations, departments, divisions, programs, committees, and the Alumni Association.
2. **External Groups (Non-University Groups):** groups other than recognized student and/or campus organizations that are legally separate from the University, even though some of the members or participants may be University personnel, alumni, or students. An External Group may be an individual.
3. **Sponsored External Group:** an External Group sponsored by an Affiliated Group. Except with respect to rates charged for the use of University facilities and any additional set-up fees or labor costs, a Sponsored External Group shall enjoy the rights and obligations of an Affiliated Group under this policy. For the purposes of this policy, an Affiliated Group is considered to "sponsor" an External Group only if the following conditions are met:
 - A. The Affiliated Group, and not merely a member of an Affiliated Group, determines to invite the External Group to use the facilities for purposes:
 - i. consistent with the mission of the University, and
 - ii. consistent with the goals and objectives of the Affiliated Group, and
 - B. The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned event or activity, and is not merely lending its endorsement to the External Group. (See also "fronting" policy)
4. **Non-University Function:** any event, function, or activity that is not a University sponsored function.
5. **University Function:** an activity performed by the University or University Group.
6. **"Fronting"** by University Groups: Francis Marion University faculty, staff, students, and student organizations may not reserve any facility on behalf of or for the use of an External Group. Francis Marion University faculty, staff, students, and student organizations also may not reserve publicly available facilities on behalf of or for the use of an External Group so the External Group can use the facility at a reduced rate. This conduct constitutes "fronting" and is prohibited. The Director of Athletics may deny or rescind permission to use that facility if it is determined that the use is not primarily for the benefit of the faculty, staff, student, or student group making the reservation. The University may apply the appropriate rate for use of the facility if it is determined that fronting has occurred. The University shall not be held liable or responsible for financial or other damages incurred by an individual or organization whose permission to use a facility is denied, rescinded, or modified (including a rate change), pursuant to this fronting policy.

Terms and Conditions for the Use of Athletic Facilities:

1. Authority to Schedule Use of Facilities:

Applications for the use of any University facility must be made directly through the Campus Space Coordinator using the Facilities Reservation request. Forms are available by contacting the Campus Space Coordinator at 843-661-1133. Space should be requested and forms submitted a minimum of two weeks in advance for routine events and earlier for large events or those requiring special consideration. External groups and sponsored external groups may schedule a facility up to 60 days in advance. Affiliated groups may schedule up to 12 months in advance. Space use is not approved until notification is received from the Space Coordinator. Individuals and Groups must read and adhere to the **Utilization of University Facilities and Campus Space** policy. This policy can be found at www.fmarion.edu/about/space.

2. Opening and Closing of Facilities

After operating hours and on weekends, Campus Police may open facilities based on the Facilities Reservation Request. To preclude a space being left unattended, no facility will be opened until a member of the requesting group is on hand to assume responsibility for the area. The individual and/or group is financially liable for any and all damages to University equipment, facilities, and grounds as duly determined by the University.

3. Certificate of Liability Insurance:

All External Groups using University facilities shall provide accepts responsibility to secure or ensure appropriate insurance coverage for participants, and submit proof of such coverage with the contract.

All agreements with External Groups will include a section requiring that the University be indemnified and held harmless from all liability, loss, damage, costs, and all other claims for expenses asserted against the University that may arise during or resulting from approved use.

4. Considerations of application are restricted to:

The facilities at Francis Marion University and the acreage which comprise the campus exist to support the educational mission of the University. Requests for the use of facilities by students, faculty and staff which address academic and student life needs are given first priority. Other requests to use University space are given due consideration as they impact the educational mission and resources of the University.

This policy is intended to facilitate the fair allocation and efficient use of facilities at Francis Marion University and to provide for the uniform and consistent administration of facility usage. This policy applies to the temporary use of specific facilities on the Francis Marion University campus that are made available for meetings, activities, and events. These procedures are used to coordinate the various needs for space and to prevent conflicting events.

- 5.** The rights to all concessions are reserved by the University and the group or individual will not be permitted to sell any soft drinks, confections, tobacco, or food for consumption on the premises without prior approval. If souvenirs, records, programs, etc. are sold, the External Group must obtain permission in writing from the University and the University will receive 15% of all gross sales.
- 6.** The President, Vice President for Student Affairs, Vice President for Business Affairs, Facilities Manager, or other delegated University official(s) shall have free access at all times to all space occupied by the External Group.
- 7.** At the discretion of the Director of Athletics, a facility use deposit and/or damage deposit may also be required before the facility is used.
- 8.** The External Group shall not sell more tickets or seat more spectators than provided by the facility.

9. Facilities Charges:

Smith University Gymnasium (main court plus north and south ends)	\$950 Daily
Main Basketball Court	\$350 Daily
Auxiliary Basketball Courts (each)	\$150 Daily
Racquet Ball Courts	\$75 per Court
Kassab Tennis Courts	\$30 per Court or \$200 Daily
UC Clifford Cormell Baseball Field	\$200 Daily
UC Softball Field	\$150 Daily
UC Game Soccer Field	\$150 Daily
Practice Fields	\$100 Daily/each
Track and Infield	\$100 Daily
Cross Country Meets/Races (use outside facilities)	\$300 Daily

UC RENTAL FEE CHART FOR ATHLETIC DEPARTMENT EQUIPMENT:

Scoreboard Clock	\$50 Daily
Arena Sound System	\$50 Daily
Baseball Score Board	\$50 Daily
Baseball Sound System	\$50 Daily
Softball Score Board	\$50 Daily
Soccer Score Board	\$50 Daily

Griffin Athletic Complex	
Sparrow Stadium	\$650 Daily
Hartzler Field	\$300 Daily
Softball Field	\$300 Daily
Baseball Score Board	\$50 Daily
Baseball Sound System	\$50 Daily
Softball Score Board	\$50 Daily
Softball Sound System	\$50 Daily
Soccer Score Board	\$50 Daily
Soccer Sound System	\$50 Daily

Additional fees for may be required for setup and other services. Examples include, but are not limited to: custodial, grounds services, electrical support, after hours support staff, or campus police.

10. Payment Due Date - If a facilities charge and/or charges for additional services are assessed, payment in full is due within two (2) weeks of invoice date. A late charge will be applied for delinquent payments. All fees are subject to change without prior notice. A breakage deposit may be required where the University deems necessary.
11. All equipment, materials, props, etc., brought to the facility shall be removed immediately after the program unless prior arrangement has been made in writing. All above equipment, etc., not removed at the scheduled time will be removed by employees of Francis Marion University and stored at the expense of the external group or disposed of appropriately.
12. The University reserves the right to deny use of its facilities to any applicant when in the judgment of a University official such use is not in the best interest of the University.
13. All necessary FMU security costs will be assumed by the external organization or group. FMU Campus Police will determine the security requirements of the event. It is the organization or group's responsibility to coordinate with the FMU Campus Police and arrange appropriate security. All events must be staffed with appropriate security.
Note: In the event the organization or group does not contact the FMU Campus Police department, security will be assigned based on maximum capacity of the facility (indoor and/or outdoor). Charges will be assessed accordingly.
14. The individual representing the organization or group whose signature appears on the Facilities Reservation form must be present for the entire event(s) and is financially liable for all costs associated with the event.

15. External Groups may not use University phone numbers as a contact number for any event without expressed written authorization from Francis Marion University.
16. External Groups requiring audio/visual equipment must contact the University Media Center to make appropriate arrangements for the use of such equipment. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required.
17. External Groups may not appropriate or make use of the University's name or any of the University's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested and prior written authorization must be given before any use of such material regardless of the mode of transmission.
18. All University visitors must abide by the rules, regulations and policies of the University as well as all federal, state and local laws, including those listed in the **Utilization of University Facilities and Campus Space policy**.
19. Dining Services Provider: Catering for events can be arranged through the contracted University Dining Services provider by calling the Catering Manager at (843) 661-1262 to coordinate menus and services after the appropriate facility has been scheduled. Outside individuals or groups are not allowed to bring in food.
20. **Liabilities and Limitations:** Francis Marion University, its respective officers, employees, agents, and assigns explicitly disclaim any and all liability, damage, injury, or death resulting from the use of its facilities by University or non-University groups, regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Francis Marion University, its Board of Trustees, its respective officers, employees, agents, and assigns. Further, individuals, University or non-University groups, their officers, employees, agents, or assigns shall hold harmless and indemnify Francis Marion University, its Board of Trustees, its respective officers, employees, agents, and assigns from any and all liability, damage, injury, or death resulting from the use of its facilities, regardless of whether or not such liability, damage, injury, or death arises, in whole or in part, from the negligence of Francis Marion University, its respective officers, employees, agents, and assigns.
21. **Emergencies**
For a medical emergency, to report a fire, or to summon Campus Police:
 - dial (843) 661-1109 from an off-campus or cell phone
 - dial 1109 from a campus phone
 - use one of the Emergency Call Boxes or access telephones on campus. These devices provide 24 hour access to Campus Police.
 - go directly to the Campus Police Office located in the Campus Police/Facilities Management Building at 4802 Patriot Drive. The building is normally open Monday through Friday from 8:30 a.m. to 11:30 p.m.**Automated External Defibrillator (AED) Units** - Automated External Defibrillator (AED) units are available in several buildings on campus but should be used only by persons trained in the use of this equipment.
Emergency Siren System - An emergency siren system has been added to the campus to notify the campus community of emergencies that might threaten the health and safety of the FMU community. In the event of a natural or man-made emergency the siren system may be activated to advise what action should be taken.
Fire Evacuation - In the event of a fire or as a result of fire alarm activation, all persons in the facility will evacuate the building. Everyone will remain outside the building until the area is cleared by Campus Police or responding fire department personnel.

Individuals and Groups must read and adhere to the **Utilization of University Facilities and Campus Space policy**. This policy can be found at www.fmarion.edu/about/space . Please call the Campus Space Coordinator at 843-661-1133 for more information.