

# MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	Student Policies
Name:	<b>Use of University Facilities Policy – Statement of the Board of Governors</b>				

## 1.0 PURPOSE

University physical facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times, when not required in the regularly planned educational program and with prior approval, the University facilities may be made available for extracurricular use to departments and to their organizational units of the University. These include organizations composed exclusively of faculty and staff, organizations which exist for the benefit of the University and recognized student organizations.

## 2.0 SCOPE

This Policy applies to all individuals/entities seeking the use of University facilities.

## 3.0 POLICY

When a facility is not in use by a regularly scheduled educational activity or by one of the University organizations listed above, the University President is authorized to approve its use by outside organizations, provided that the program does not pertain to soliciting political party membership or supporting or opposing political candidates, the raising of money for projects not directly connected with a University activity or for the conduct of private business.

If the invitation to an outside speaker or program requires a financial commitment, the business officer of the University shall negotiate and sign the contract. The finance officer will not honor requests for payment of an honorarium and/or expenses without prior written authorization. Any exceptions will be authorized by the President of the University.

Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. The University is not available for exploitation; special interests out of harmony with its educational objectives will not be served.

Recognized student organizations may use University facilities for open or closed meetings, subject only to local campus scheduling regulations. If an off-campus speaker is to be invited to address an open meeting of a recognized academic student organization, the faculty advisor, the head of the department and the chairman of the division in which the organization is academically based must give their approval before the invitation is extended. Non-academic student organizations must have the approval of their advisor and the Student Activities Office before the invitation is extended.

The final step to gaining approval is the filing of this notice at least 10 days prior to the meeting in the Student Activities Office (BSC 210).

No University facility may be reserved for an open meeting without evidence of the required approval. A roster of recognized student organizations and their faculty advisors will be provided annually by the Dean of Students. In all open meetings at which an off-campus speaker will speak, a faculty member, selected by the sponsoring organization shall serve as a moderator and a reasonable period shall be reserved for questions from the audience.

In the event a request for the use of a University facility by a recognized student organization is not granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.

Speakers may be invited to the campus to discuss political issues. Recognized student organizations may solicit memberships and dues at meetings. However, political party membership may not be solicited, political parties may not be supported or opposed, money may not be raised for projects not directly connected with a University activity and private business may not be conducted in University facilities.

The ultimate authority in the approval or disapproval of the aforementioned programs is the President of the University.

#### **4.0 HISTORY**

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

#### **5.0 RELATED DOCUMENTS**