



**Claremont
Graduate
University**

Effective 10/2014
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Expiration 01/2023

Owner **Mary Ann
Rodriguez: Vice
President And
Chief Financial
Officer**

Policy Area **Risk
Management**

References **Facility Use**

Policy on the Use of College Facilities

General Policy

This policy is intended to address the temporary use of space for classes, seminars and other one-time events. Requests for permanent reallocation of space must be submitted in writing to the Office of Finance and Administration. The facilities of Claremont Graduate University (CGU) are primarily for use by its students, faculty and staff for activities and programs that are directly related to instructional programs, research, and the administration of the institution. CGU may grant use of its facilities to outside organizations for purposes consistent with the educational goals of CGU provided that the event is co-sponsored by a CGU department or institute. Students must have approval by a staff or faculty member, either in writing or verbal to the scheduler, prior to submission of the room request. Keys will be checked out one day prior to the event to a staff or faculty member only.

Organizations or institutions, which are NOT members of the Claremont Colleges nor its affiliates, must contact the Office of Risk Management and complete a Short-Term Facilities Use Agreement.

Social events, such as weddings or graduation parties, may be held on campus by CGU faculty, staff or students. Requests for such events must be submitted in writing and approved by the Office of Finance and Administration. Students must have written approval by a staff or faculty member prior to submission to the Office of Finance and Administration.

A. **Priority** for institutional space will be given in the following order:

1. Departments, divisions, academic programs and administrative units of CGU shall have priority over any other groups in the use of space. Scheduling of classes for students will receive top priority over all other groups; groups currently scheduled will be relocated.
2. Recognized student organizations, institutes and alumni of CGU shall have priority over other Claremont Colleges' organizations.

3. Departments, inter-collegiate groups and student organizations of the other Claremont Colleges shall be considered only after requests from CGU organizations have been accommodated.
- B. **Scheduling** will be centrally coordinated as follows in order to ensure the most effective use of classrooms and other institutional spaces:
1. **Classrooms**-The assignment of all CGU classrooms, case rooms and seminar rooms (**Attachment A**) will be coordinated through the Student Affairs Office. Priority for rooms with high tech equipment will be given to courses or special events that plan to utilize that equipment.
 - a. **Contact**-Edris Stuebner, rooms@cgu.edu, extension 7-3370
 2. **Institutional Spaces**-Use of CGU's public spaces is coordinated through various offices (**Attachment B**).
 3. **Conference Rooms**-There are a number of conference rooms throughout CGU that are assigned to various academic units or administrative departments. Although units and departments to which such conference rooms are assigned have priority over their use, such rooms are generally available to the CGU community on a reservation basis. The names, extension numbers and e-mail addresses of those responsible for assignment of use of conference rooms are listed on **Attachment C**.
- C. **Facility Charges**- Depending on the nature, duration and special requirements for events, charges for the following support services may be assessed. All charges must be paid in a timely manner in accordance with contractual obligations. Arrangements for catering and security are to be made by the group hosting the event and not by the department responsible for scheduling the use of the site.
1. Staff services
 2. Maintenance
 3. Security
 4. Utilities
 5. Equipment and supplies
 6. Food services
 7. Outside contractors
 8. Facility usage
- D. **Conditions for Facility Use by Campus Organizations**
1. Approval must be obtained by designated scheduler.
- E. **Conditions for Facility Use by Organizations & Institutions** (Members of the Claremont Colleges or an affiliate)
1. Insure that any advertising or promotion of the event shall identify the organization sponsoring the event and not use CGU's name without prior written approval from the institution.
 2. Must provide the necessary support personnel.

3. Must insure that all non-CGU decorations, staging and equipment meet the State Fire Code provisions.

F. Limitations on Use of CGU Facilities

1. CGU facilities are not available to any organization practicing unlawful discrimination.
2. CGU facilities will be denied to organizations whose previous conduct was of a culpable or reprehensible nature, or if the group has established a pattern of interference with educational activities, property damage or personal injuries.
3. CGU facilities will not be made available for advocacy directed to, inciting, or producing imminent lawless action.
4. CGU facilities will not be made available to any organizations or institutions that are members neither of the Claremont Colleges nor its affiliates.
5. CGU facilities will not be made available to any persons who are not students, staff or faculty members.

G. Use of the Michael J. Johnston Board of Trustees Room proper, the lobby and the adjacent courtyard are to be used under the following policies and procedures:

1. The use of these three areas is restricted to approved groups, i.e., constituents of the Claremont Graduate University, including the Board, the faculty of CGU, the CUC/CGU administration, and sponsored institutional organizations.
2. Its primary purpose is to provide a special setting for appropriate events which will benefit and reflect the character of the institution. The Boardroom is not to function as a classroom. However, academic conferences, seminars and other events can be scheduled.
3. To protect the tables in the Boardroom, mats must be placed at each seating area used.
4. To protect the extensive restoration of the Boardroom, decoration involving tape, tacks, nails, glue, wiring, paint of any kind, etc. may not be applied to any surface. Any decorations need approval of the Office of the President.
5. Any specialized equipment required for a function in the Boardroom, beyond the customary audio-visual equipment, podiums, etc., such as contracted sound or lighting systems, etc. must be approved by the Office of the President.
6. The courtyard may be reserved separately from the Boardroom, but may not be scheduled for use when the Boardroom is scheduled for use by another group.

Attachments

[Attachment A-Classrooms](#)

[Attachment B-Institutional Spaces](#)

Approval Signatures

Step Description	Approver	Date
Final Approval by CGU President	Len Jessup: President [EW]	01/2022
Cabinet Member Approval	Leslie Negritto: Vice President and Chief Operating Officer	12/2021
Policy Owner Approval	Leslie Negritto: Vice President and Chief Operating Officer	12/2021

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