

VIII. Use of University Facilities Policy—Summary of Changes

The existing policy primarily covered use of facilities by student groups and use of the chapels for special events (e.g., weddings).

The following list highlights significant changes from the original policy:

- The BPTF revised the policy to include general principles applicable to any use of University property to ensure all uses are consistent with the University's status as a tax-exempt organization.

Use of University Facilities Policy—Full Revision

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1. General principles

The facilities of Case Western Reserve are maintained primarily to serve the needs of the University community for teaching, research, scholarship, and administration. The instructional, research, service, and administrative requirements of the University take precedence over any other prospective use of University facilities. All space belongs to the University. No space (including classroom, laboratory, or office) belongs to an individual or department. The provisions of this policy apply to all facilities owned or leased by the University.

The University must follow applicable federal and state law to maintain its tax-exempt status. The University reserves the right to withhold from any individual or group the use of University facilities or service when, in the opinion of the University's officers, such use is not in the best interest of the institution or may place the University in a position of legal liability.

Regularly scheduled educational programs have absolute priority of use for all facilities. After that, campus facilities are made available in the following order of priority:

- Official University meetings and conferences
- Student activities
- Alumni activities
- Nonprofit organizations, with preference given to professional and learned societies and other University Circle member institutions
- Other organizations when the event is related to the University's interests

2. Terms of use

Use of University facilities by entities other than the University or recognized student organizations requires a University-approved lease or license agreement executed in accordance with the University's policies for contract approval, <http://www.case.edu/president/counsel/forms.html>.

Individuals or groups may be required to provide assurance of financial responsibility and insurance where functions appear to carry some risk of damage to property, injury to persons, or substantial costs. In addition, individuals and organizations using University facilities are required to comply with all applicable University policies.

Reasonable charges, including overhead for the use of space and related equipment, facilities, or amenities may be made to users of University facilities.

Requests for use (other than by students) for University property should be directed accordingly.

3. Use by commercial enterprises or to benefit a commercial enterprise

Commercial enterprises, regardless of sponsor, will not be afforded use of University facilities for profit-making purposes unless they can demonstrate that the use will further the University's educational or academic mission and is otherwise in compliance with this policy. Use of

University property for non-University purposes, or to benefit an entity other than the University must be reported to the Controller's Office.

4. Student groups and campus organizations

Recognized student organizations will be provided with space for their activities to the extent that space is available. These organizations will be furnished with office space, without charge, when it is available.

Charges for the use of facilities, other than necessary office space, may be assessed by the University in certain circumstances, such as:

- When the requested facility must be opened during a University recess;
- When the proposed use of the facility results in the need for special cleaning or repair work;
- When the requesting organization plans to charge for admission to the event; or
- When a gymnasium or other facility is to be used for purposes other than those for which it was designed.

Requests for undergraduate use of University facilities and services should be directed to the Thwing Center Administrative Office (<http://studentaffairs.case.edu/thwing/facilities/>).

Campus organizations that are not part of the University's formal educational program, but whose membership is composed principally of students or employees of the University, may request the use of University facilities in accordance with this policy.

5. Weddings and memorial services

University chapels—Amasa Stone and Harkness—may be reserved for use by faculty, staff, current students, and alumni, and the sons and daughters or brothers and sisters of faculty, staff, current students, and alumni. To assure the availability of the chapels for University-related individuals, chapels may only be reserved for the actual use by an individual who falls into one of these categories. Chapels may not be reserved by an eligible individual listed above for use by another individual who does not fall into one of these categories.

Use of a chapel will be denied if a chapel is reserved for use by an individual who is not eligible because the user does not fall into one of the listed categories.

In connection with a wedding or memorial service held at Amasa Stone Chapel or Harkness Chapel, a reception may also be held in an appropriate University facility. Such use must otherwise be in compliance with this policy.

6. Use of facilities for speech and assembly

The University supports the right of its students, faculty, and staff to discuss, express, advocate, and examine issues or ideas within constitutionally protected boundaries. Expressive activities and inquiry are vital to the academic endeavor. This right to free expression comes with a

responsibility to consider and accommodate other members of the University community. University facilities may not be used in a manner that disrupts University operations, restricts freedom of movement, damages property, or creates an unsafe situation for students, faculty, staff, or others.

7. Political issues and activities

Case Western Reserve University is committed to the free expression of political views by members of the campus community and to the value of discourse and debate as a critical part of the higher education experience. The University, as a tax exempt organization, is prohibited from participating in a political campaign on behalf of or in opposition to any candidate. University facilities and resources may not be used for political fundraising. University facilities and resources may be used for voter education activities conducted in accordance with University guidelines. Questions of appropriate use of University facilities for political purposes should be referred to the Office of Government Relations (<http://www.case.edu/pubaff/govrel/>) or the Office of General Counsel (<http://www.case.edu/president/counsel/>).