Northeastern Illinois University (the “University”) shall provide facilities in good, usable condition for the fulfillment of its mission, vision and values.

This policy will set limits on acceptable facility use and assign responsibility for any damage or alterations to physical property owned by the University.

All students, faculty, staff and community individuals or organizations who wish to use University facilities.

**DEFINITIONS**

**Damage:** Injury or harm that reduces value or usefulness.

**Alteration:** A change or modification.

**Sponsoring individual/organization:** An individual/organization recognized by the University as having the authority to use University facilities and resources to produce or present events that provide benefit to the University.

**REGULATIONS**

1. Organizations or individuals may not transfer their reserved facilities for the use of others, nor may they relinquish their responsibility as the sponsor without cancelling the event via adequate notice in writing.

2. Any party reserving a University facility assumes responsibility for maintaining the condition of the facility during its use. The sponsoring organization or individual shall be responsible for all damage to, or misappropriation of, University facilities or equipment occurring as a result of the use of facilities including damage to University facilities or misappropriation of University property by all attendees, authorized or unauthorized. In addition, sponsoring organizations are required to remove all non-University equipment, props, signage, etc. from the facilities upon completion of their event.

3. Any physical changes to University facilities must be approved in advance by the appropriate person: the Director of Student Union, Event and Conference Services or the Assistant Vice President for Facilities Management or the appropriate facility coordinator. Such alterations will include, but not be limited to, the removal, moving or addition of equipment, decorations, or stage properties and may result in an assessed service charge. Any unauthorized alteration of facilities will be corrected by University personnel at the expense of the sponsoring organization.
Responsibility for Use of University Facilities
Policy E4.3
Effective Date: 03/04/2015

PROCEDURES

All facility use requests must be made through either Academic Affairs or the Office of Student Union, Event and Conference Services as outlined in the General Facility Use Policy.

GUIDELINES

Northeastern Illinois University reserves the right to deny the use of its facilities and property to any organization whose activities or intentions are not consistent with the University's mission, policies or procedures or are in violation of local, state or federal law.

RELATED POLICIES, DOCUMENTS, AND LINKS

E2.3 University Smoking Policy
E4.1 General Facilities Use
G1.2 Insurance for Use of University Facilities by Non-University Organizations

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Student Union, Event, and Conference Services</td>
<td>(773) 442-4630</td>
<td><a href="mailto:SUECS@neiu.edu">SUECS@neiu.edu</a></td>
</tr>
</tbody>
</table>

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.