

45-1 System Facilities Use

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- 1. Purpose.** The purpose of these policies and procedures is to delineate the acceptable uses of the real property, including buildings, and the equipment attached to or associated with that property, hereinafter collectively referred to as "facilities," of Eastern New Mexico University System (the System) and to set forth guidelines for scheduling the use of such facilities, including the assignment of classroom space.
- 2. Policy.** The general policies established in furtherance of the foregoing purpose are as follows:
 - A. Facilities and equipment of the System are for use by its students, faculty and staff for activities and programs that are directly related to the educational functions of teaching, research, and preparation of scholarly material.
 - B. After educational functions, other System functions shall be given priority.
 - C. The System may grant use of its facilities when such use does not conflict with System educational functions.
 - D. Additional charges for the use of facilities for clean-up, maintenance, and/or security may be assessed as determined by Physical Plant and/or the Department of Public Safety (Portales), Business Office (Ruidoso), and the Security office in Roswell, NM. A fee bearing close relationship to fair market value must be paid for any commercial or personal, use of facilities.
 - E. The System shall not grant facilities use for the following:
 - (1) Presentations that compromise the safety of participants or the audience or
 - (2) Acts that endanger the structural integrity of the System buildings, or parts thereof, whether through the attachment of apparatus, anticipated audiences or some other means.
 - F. The System prohibits the possession or consumption of illegal substances on System property and prohibits the possession or consumption of alcoholic beverages except as authorized under ENMU-Portales policy. (See 70-9 Tailgating at Sporting Events and 80-9 Possession, Use, Sale and Distribution of Alcoholic Beverages) The priority guidelines for the use of System facilities are outlined in more detail in section 5. below.

The foregoing purposes and policies are implemented by the following.

Procedures

- 3. Administration.** These policies are administered by the executive director of Planning and Policy (Portales), Facilities Department (Roswell) and Business Office (Ruidoso).
- 4. Guidelines for Use.**

- A. The highest priority for the use of System facilities is to carrying out the System's educational functions.
- B. General use facilities (classrooms and meeting rooms) may be scheduled by faculty and staff members for educational, cultural, recreational, and organizational activities provided for the System community. Classrooms, computer labs, and academic facilities including Becky Sharp Auditorium are available for reservations at ENMU-Portales through the Office of Institutional Research (IR). Contact the Office for Campus Life for space in the Campus Union or the Golden Student Success Center (GSSC) to reserve space in these facilities at ENMU-Portales. Reservations for ENMU-Roswell events are scheduled through the Facilities department. ENMU-Ruidoso events are schedule through the Business Office.
- C. Requests for heating/cooling after hours or on weekends must be requested through the IR Office using the Facilities Request Form for the ENMU-Portales facilities.
- D. Special-use facilities (such as Buchanan Hall, University Theatre Center [UTC], and athletic facilities) at ENMU-Portales may be scheduled and used for educational, cultural, recreational, and organizational activities sponsored by the ENMU-Portales community. To reserve these spaces, contact the Music Department (Buchanan Hall), Theatre office (for stage areas and lobby), or Athletics Office (for athletic facilities). For classroom space in these facilities, contact the IR Office at ENMU-Portales. Reservations for ENMU-Roswell events are scheduled through the Facilities department. Special-use facilities for ENMU-Ruidoso are scheduled through various offices, depending on the type of special use space requested.

Conferences rooms in most buildings are reserved by staff in those facilities. Contact those offices or departments for reservations.

The University Computer Center (the UCC) in Portales, houses the secure data center for the ENMU System and the other campuses have a smaller data center with Campus specific systems. These data centers require higher security than other campus facilities. Authorized access to the data centers is limited to approved individuals.

- E. Cultural, social, and recreational events officially sponsored by the System community have priority in scheduling before outside groups.
 - F. System facilities may be scheduled and used by non-profit entities and educational institutions which conduct education or research programs. These entities may or may not have an affiliation with the System.
 - G. The general public may be invited to attend special programs that are scheduled, sponsored, and controlled by faculty members or staff. Such programs must be for the benefit of the System community.
 - H. Commercial use shall have the lowest priority for facilities use and shall not be granted without appropriate compensation. [See sections 2.D. above and 7. below.]
 - I. All facilities must be scheduled in advance.
- 5. Conditions for Use.** Conditions of such use shall be as follows:
- A. Formal scheduling of activities shall be in the name of the sponsor, who shall be a member of the ENMU community. The sponsor shall:

- (1) Accept responsibility for sponsoring and supervising the program;
 - (2) Accept responsibility for assuring that the scheduled facilities are used for the purposes for which they are scheduled;
 - (3) Accept responsibility for reimbursing for damage to the facilities, including cleanup costs, which might occur in connection with the scheduled activity;
 - (4) Assure that all promotion and advertising of events involving the use of the facilities shall identify the individual or group sponsor of the event and
 - (5) Take all reasonable steps necessary to ensure that the use of scheduled facilities complies with local, state, and federal laws and System policies.
- B. The use of System facilities includes the rights of speakers to be heard, the rights of the System community to hear speakers, and the reputation of the System as a center of free speech and scholarly inquiry. The scheduling sponsor must assure that such rights of freedom of expression will be honored.
- C. Potential for disruption may occasionally arise at events held at any of the System campuses. On such occasions, the executive director for Planning and Policy (Portales) or the President of ENMU-Roswell or Ruidoso, or his or her designee, may appoint a presiding officer for the event who shall be empowered to take necessary steps to see that participants are treated with courtesy and to ensure reasonable conduct of the event. ENMU-Portales, Roswell or Ruidoso may require insurance and/or surety bond and/or security personnel be furnished that are adequate for the protection of attendees and the System facilities involved.
- D. The sponsor of an event must determine whether the event shall be open or closed to the public and indicate that determination at the time of scheduling. If such meetings are open to the public, they shall be open to the press. Unobtrusive use of media devices is permitted during any public meeting, provided such use is consistent with contractual and scheduling agreements. The presiding officer shall judge whether such use is obtrusive and may request persons to stop using their cameras or recording devices.
- 6. Assigning Academic Facilities.** The Office for Institutional Research (IR) (Portales), Office of Institutional Effectiveness and Student Records (Ruidoso), and the Office of Academic and Student Affairs (Roswell) is responsible for assigning academic classroom space. Following are procedures used to reserve facilities:
- A. Faculty may request a specific room in which to hold a class when they submit class scheduling materials. The above-referenced office for each campus shall make the final determination for a class's location based on need and room size as well as other pertinent considerations.
 - B. Requests to revise a course location and/or time are made through the academic department chair. It is the responsibility of the department chair to determine if the requested change is feasible. If the change is determined feasible, an e-mail with the current location or time of the class and the requested change is sent from the department chair (Portales), vice president of Student Learning and Success (Ruidoso) or AVP (Roswell) to confirm the change.
 - C. To schedule a classroom for one (1)-time or occasional use, the sponsors shall contact the appropriate designated office. If space is available, a Request for Academic Facilities is initiated and sent to the sponsor. Requests shall be submitted no later than five (5) working

days before the reservation date. Any arrangements for special equipment should be requested by the sponsor to the appropriate office within the same time frame.

- 7. Assigning Facilities to Non-System Groups.** Scheduling facilities for uses that are not sponsored by the System shall be the responsibility of the designated office on each campus. Following are guidelines for such use:
- A. An on-campus faculty or staff member must sponsor non-system entities requesting the use of facilities.
 - B. ENMU-Portales ITS shall be contacted when the use of space is requested in the UCC to assure the availability of personnel to open the building and provide access to the area(s) requested.
 - C. The sponsor requesting the use of facilities shall contact IR (Portales), Business Office (Ruidoso), or the Facilities Department (Roswell), for a Facility Reservation Request and relevant policies and regulations. The Request shall designate requested use time and associated fees.
 - D. Fees may be required for facilities used for commercial or non-academic purposes. The fee amount is due to the cashier at least five (5) business days before the event. Commercial activities require an additional security deposit.
 - E. If an activity is canceled before the event and the System has not performed any services, there shall be no charge. Fees, if paid, shall be returned upon notification of cancellation.
 - F. In the Campus Union Building, ENMU-Portales, if an activity does not vacate the building during regular hours, a per-hour fee shall be charged.
- 8. General Limitations on Use.** General limitations on the use of System facilities are as follows:
- A. The System may contract with an individual, group, or firm to provide services on the campus which results in financial gain for the vendor or contractor provided such services have a clear educational function. [See section 2.A. above.] Solicitors, salespersons, peddlers, and canvassers seeking student contact are not permitted to operate within any building except the Campus Union Building (CUB) (Portales). The vice presidents for Student Affairs (Portales), Student Learning & Success (Ruidoso) or Academic and Student Affairs (Roswell) may authorize the distribution of student-oriented promotional materials.
 - B. System facilities may not be used for fund-raising events except through programs scheduled and sponsored by students, faculty, or staff. Such events shall be for educational, charitable, or on-campus organizational purposes or cultural programs presented for members of the System community. Student groups or individual students using facilities for such fund-raising events may contract for these program services and collect monies with oversight from the Business Office. Arrangements for proper control of monies raised must be made with the Business Office at least two (2) weeks or as soon as possible in advance of the event. Monies must be deposited in the account of the appropriate campus. Groups using student funds must work with the vice president for Student Affairs (Portales), vice president for Student Learning and Success (Ruidoso) or the vice president of Academic and Student Affairs (Roswell) in compliance with this policy.
 - C. Spaces in System facilities and open access campus offices may not be used in any manner to involve the System as endorsing a partisan, political, sectarian or religious position, including

the display of posters, flyers, etc. that are partisan.

D. System facilities may not be used in a manner that interferes with the System's teaching, research, administrative and/or service activities. Illustrative but not definitive of such kinds of interference are the following:

- (1) Violence;
- (2) Damage to property;
- (3) Persistent noise at a level clearly or repeatedly disruptive of classes, research, administrative, business, study, etc. and
- (4) Protests that extend into academic, administrative or student offices, classrooms, laboratories, and study centers that are not considered part of public corridors, except by permission or invitation.

E. The System may deny the use of facilities to individuals or organizations whose activities on campus or elsewhere have established a pattern of causing interference with System activities, property damage or personal injuries. In such cases, final approval rests with the president of the appropriate campus. This section is not a censorship device to prevent unpopular speakers from presenting views on a college campus but is solely designed to protect the System from involving itself in situations that may present danger to the institution.

9. Requests for Office/Storage Space. The Office for Planning and Policy (OPP) (Portales), Office of the President (Ruidoso) or the Facilities Department (Roswell) has the responsibility for the allocation of offices and storage for academic personnel. Requests for office/storage space must be made by written memorandum or email and must include details such as personnel affected, definitions of space needed, intended use, and other pertinent factors. All changes in office assignments and functions must be coordinated through the offices referenced above.

10. Modifications to Offices/Building Space. Requests to modify any System space (including painting walls) or install fixtures first must be approved by the dean or area executive administrator, in consultation with the director of Physical Plant (Portales) or designated office (Roswell and Ruidoso)

Approved by Board of Regents on May 12, 2006.

Approved by Board of Regents on March 13, 2020.

Approved by Board of Regents on September 25, 2020