

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

<p>Use of Campus Guest House</p>	<p>3-042 FISCAL SERVICES July 2013</p>
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POLICY

- 1.01 The OSU Institute of Technology (OSUIT) Guest House is intended for use by alumni, guests and select personnel of the university, for academic, administrative and general operational purposes. As available and with prior approval obtained through the Student Union & Auxiliary Services Office, space may be reserved for designated alumni, guests and select university personnel. In accordance with this policy, Guest House space may be available for use by/for:
- A. Professional candidates interviewing for employment with OSUIT;
 - B. OSUIT Alumni who have been invited by the university to campus to participate in a special event or activity;
 - C. Guests of OSUIT who have been invited by the university to campus to participate in a special event or activity;
 - D. Select university personnel in need of remaining on campus during inclement weather or during other campus emergency situations;
- 1.02 Alumni, guests, clients and select university personnel will be allowed to use the Campus Guest House only on availability basis.
- 1.03 Use of the Campus Guest House must comply with applicable laws and university policies.
- 1.04 Any exception to established guidelines must be approved in advance by the university's administration.

PROCEDURES

Rental of the Campus Guest House

- 2.01 Requests to the Campus Guest House will be classified as:
- A. Cost Free – the function meets the eligibility criteria.
 - B. Service Charge – the function meets the eligibility criteria. A charge schedule is available in the Student Union & Auxiliary Services Office.

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- 2.02 As a general rule, use of the Campus Guest House may require direct or indirect compensation to the university.
- 2.03 Use of the space(s) not funded through the Educational and General Budget of the university by groups not directly affiliated with or employed by the university, may result in a direct charge. This relates to meetings, conferences, short courses, institutes, activities or events sponsored by or for non-university groups or persons.
- 2.04 When use of the Campus Guest House is compensated (fully or partially) through the university fee structure for general building use by OSUIT alumni, guest, or select personnel of the university there is normally no charge for University-related meetings and events when the following criteria is met:
- A. The meeting or event is sponsored by the university;
 - B. The nature of the meeting or event is within the recognized purposes of the university and is intended for alumni, guest and select university personnel; and
 - C. There is no admission charge. Registration fees and donations that result in revenue in excess of direct program costs will be viewed as profit from which a rental fee may be charged.
- 2.05 In addition to a rental fee (2.01B), technical charges or setup fees may be assessed for use of facilities when the sponsoring group requires equipment, staging, or settings beyond that which are normally provided for the facility being reserved.
- 2.06 Events determined to be a desirable contribution to the general welfare of the university community may be sponsored by the university, and thereby exempt from rental charges. Technical charges will normally not be waived, and any such exception must be approved in advance.

Reserving Campus Guest House Space

- 3.01 All use of the Campus Guest House space must be reserved through the Office of Student Union & Auxiliary Services. All reservations will be made on a first come, first served basis, based on availability of space and compliance with the guidelines of this policy.
- 3.02 If direct charges are being made, appropriate arrangements for payment must be completed before reservations will be processed and confirmed. This requirement will be met when the Student Union & Auxiliary Services Office has received either a
- A. cash payment in advance of the space being used, or
 - B. university account number.
- 3.03 Any group failing to pay charges when billed will be denied usage of the Campus Guest House until their account is paid in full.

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- 3.04 The Student Union & Auxiliary Services Office reserves the right, if necessary, to make room changes to better accommodate the specific needs of the customer. Considerable care will be given to ensure comparable room assignments and meeting space. If a room change is necessary, the customer will be notified in advance.