Facilities Use Guidelines for Non-College Organizations
During the Academic Year

Background and Philosophy
Since 1954, when the women’s college and men’s college were merged into the present coeducational liberal arts institution, Moravian College has welcomed community groups and organizations to campus, and has permitted their use of College facilities.

In sharing facilities with the community, however, the College has been careful to insure that its resources which have been given for the purposes of the institution’s primary educational mission do not become diverted in any significant way from that mission.

In particular, the College welcomes programs and presentations that--
• enhance and extend Moravian’s academic program;
• serve the College’s admissions and development programs;
• uphold the institution’s image; and,
• help the College to fulfill its broader mission in the community.

Examples of presentations that meet these guidelines include—selected cultural events, professional symposia, athletic events and community meetings, Moravian Church meetings and presentations, community sponsored children’s events, and public service presentations.

While the College is able to host a variety of groups and conferences during the summer months, facilities use by non-campus groups during the academic year is necessarily limited. These guidelines relate primarily to facilities during the academic year. Non-college use of facilities during the academic year is not actively maintained at an appropriate, operable level in conjunction with simultaneous primary College utilization.

Availability of Facilities
Primary use of Moravian College facilities during the academic year is for college-related programming by students, faculty and administration. Use of facilities by non-College groups may be permitted when it does not interfere with normal College operations and does not cause excessive
expenditure of time. Requests for regular monthly meetings by non-College groups are not granted during the academic year.

All college and seminary facilities are considered the property and responsibility of the corporate institution, Moravian College. Although individual and departmental needs are given first consideration in the assignment of facilities, the decision to permit non-campus groups to use a given area is an institutional decision that rests with the Director of the Haupert Union and Office of Event Management, in consultation with the approval of the appropriate Vice President.

Borhek Chapel is available for weddings and other religious functions, i.e., baptisms, memorial services etc., of students, faculty, staff, and alumni, and their immediate families. For purposes of this reference, “immediate family” is understood to be parents, spouse, or child. All requests for use of the Chapel for such ceremonies are referred to the HUB Director’s Office.

Use of College facilities by the general public for private social affairs, i.e., wedding receptions, birthday parties, graduation parties, retirement parties etc., is considered on a case by case basis during the academic year. Personal requests by students, faculty, staff and trustees and full-time food service personnel will be given consideration if such requests do not significantly impact upon normal College activity.

A master calendar for facilities use is maintained in the Office of the HUB Director. Reference is made to this calendar to determine availability of a facility. All facility use by non-College groups must be registered. Registration of these groups is done by the HUB Director.

Charges

Use of College facilities entails cost. The College believes it is fair and prudent to recover that cost by charging nominal, uniform rates to users of those facilities. At the same time, it recognizes that there may be circumstances under which it is in the best interest of the College to waive such charges. This may be done at the discretion of the Director of the HUB, in consultation with the appropriate Vice President and/or others as appropriate.
Facility requests made by students, faculty, or staff for personal use or for use by groups or organizations in which the individual has personal involvement will be considered as non-campus use at the current charge. The Doghouse may be booked at no charge to college personnel.

Food requests must be catered by the College’s food service.

If special services are required from Food Service, Campus Safety, Media Services, or CIT, charges will be made for those costs at the current rate. Services and costs will be discussed by the proposed user and the Event Management Officer prior to the scheduling of an event. The Office of Event Management will be in consultation with appropriate departments as needed regarding costs for these services. Following the event, a bill will be sent to the user from the Bursar’s Office for rental and services provided. *Individual departments are not responsible for organizing the group’s events or initiating contacts.*

Groups requesting use of facilities on Church Street Campus must contact the HUB Director’s Office for approval of such use. The HUB Director’s Office will consult with the Music Facility Coordinator regarding requests and availability of facilities based on the Music Department’s own schedules and preferences. If the event is found to be both feasible and desirable, the group or organization will work directly with the Music Facility Coordinator to make arrangements. Setup and breakdown costs for performance events will be billed at the current rate.

**Regulations**

1. All publicity for events not sponsored by Moravian College shall include the phrase “…using the facilities of Moravian College.”

2. A certificate of insurance, as evidence that Moravian College is protected as additional insured, must be submitted to the College Business Office at least 10 days prior to the date of the event.

3. The user accepts full responsibility for any damage done to the structures, fields, collections or facilities of Moravian College, and agrees to protect, indemnify, and save the College from all liability resulting from the use of such facility.
4. The user shall be held responsible for the preservation of order during the period of his use of the College facility. The College may require the employment of security personnel, at the user’s expense. Appropriate College personnel must have free access to all facilities at all times.

5. All audio-visual needs are to be provided by the College’s Media Services Department at the user’s expense. Any exceptions must be discussed with the HUB Director and Media Services.

6. Food Service charges will be based on cost of food and staffing of event.

7. Setup and electrical needs must be supplied to the Event Management Office two weeks prior to the event.

8. No smoking is permitted in any building on Moravian’s campus.

9. Alcoholic beverages may be served at non-college functions if permission is granted by the Event Management Office. Event liability insurance must be secured in an amount specified by the College and no less than $1,000,000. A professional bartender must be hired, all Pennsylvania state laws must be abided by as well as all College regulations. Approval must be granted in writing by the College two weeks prior to the event.

10. The use of decorations or scenery, or moving furniture, including pianos, room dividers, or other college property, is negotiable. Logistics will be reviewed by the Event Management Office. Written permissions must be secured from the College two weeks prior to the event.

11. Nothing will be sold, distributed, exhibited, or displayed without permission of the Event Management Office.

12. Groups sponsoring activities that meet the previously noted guidelines may accept donations on site. These donations are to be handled only by members of the group sponsoring the activity and not by any College employee. In addition, the public must be informed that the sponsoring organization, not the College, is the
donee. This notice may be in the form of a sign and/or printed material distributed at the activity.

13. Interest groups, including, but not limited to religious and political organizations, may be granted permission to disseminate non-commercial information and literature, and to hold discussions with patrons to inform them of the goals of the organization. Specific locations and times for these activities shall be mutually agreed upon by the College and the user. The College reserves the right to limit the number of people authorized to take part in such activities.

14. All tax liabilities are to be assumed by the user.

15. All users of College facilities are required to have a policy in their activities and programs of non discrimination on the basis of gender, race, color, national origin, age or handicap as defined by law.

Procedures

1. All requests for facilities use by external groups must be referred to the HUB Director’s Office. Authorized approval or denial of said request originates in this office.

2. The HUB Director, in consultation with the Event Management Team, determines whether the request meets the College facility use guidelines.

3. If guidelines are met, the HUB Director will investigate the availability of a proper site for the event.

4. If the site is available, a “hold” is placed on the requested facility. The feasibility question for services requested is resolved (facility services, media, food services, security, etc.).

5. The site is confirmed with the HUB Event Management Office.
6. The client is notified by correspondence from the HUB Director concerning the event site, date, and time; and all details of services are confirmed. Rental fees and hourly charges for services are indicated and a copy of the regulations is enclosed.

7. Copies of the confirmation letter are forwarded to the Business Office, and to all other appropriate service areas.

8. A follow-up call is made by the HUB director to determine if the arrangements are satisfactory and in order.