9.50 Use of Facilities & Space Management

A. **Academic Purpose:** Classrooms and other academic space at the university will be used primarily for academic purposes for the benefit of an academic program.

B. **Limited Non-Academic Use:** Under limited circumstances, academic areas may be used for non-academic purposes. The goals of the organization wishing to use the facilities must be consistent with the mission and goals of the university. Large-scale events or those with liability concerns might require the presence of an organizational advisor and/or liability insurance. Building use fees may be charged as follows: (1) recognized university organizations will not be charged a fee; (2) not-for-profit organizations may be charged a minimal fee; and (3) for-profit ventures will be charged a fee.

C. **Personal Gain and Competition with NMSU Prohibited:** University facilities may not be used to teach students for private gain or in programs which compete directly with university-supported programs.

D. **Keys and Locks:** Employees of Facilities and Services are instructed not to open locked doors for any individual. The locksmith shop will respond and open doors upon confirming the identification of the requestor and securing permission from the department head. Any new keys will be delivered to the department head for issuance.

E. **Use of Community College Facilities:** The community college campus executive officers are responsible for assigning space in the following priorities: academic instruction, continuing community education sponsored by the community college, student organizations, and community organizations. The campus executive officers are authorized to refuse use of the facilities on a case-by-case basis and charge a user fee as deemed necessary.

F. **Space Management:** It shall be the policy of the Office of Space Management to provide the data and analysis to ensure that all space owned by the Board of Regents of NMSU is being used to its full potential and allocated fairly. Any proposed or requested change in how space is allocated between colleges and/or any other major administrative unit must be forwarded to the Office of Space Management and to Facilities and Services for analysis and recommendation as part of the approval process.

9.50.10 Use of Facilities - Pan American Center/Corbett Center

A. The director of special events is responsible for management, operation and supervision of events conducted in the Pan American Center and also serves as the advisor to, and manager of, the ASNMSU concert and cultural programs.

B. The Pan American Center is designed to accommodate athletic events, concert and theatrical presentations, public assemblies, commercial events, conventions and other special events. Use of the facility may involve rental or service fees, and requests for space should be directed to the Office of Special Events.

C. As a matter of policy, Pan American Center does not lend or provide its furnishings and
equipment to others for outside use except in those cases where specific equipment is intended for use on a rental basis.

D. All entertainment held on campus by the ASNMSU, other student organizations, or the university itself, with contractual agreements in excess of $2,000, shall be negotiated and coordinated through the director of special events or the advisors of ASNMSU, in cooperation with the organization advisor and officers. Such agreements of $2,000 or less may be coordinated and negotiated by the organization advisor in cooperation with the director of campus activities. In all cases, contractual agreements for live entertainment shall be processed through the appropriate staff member noted above to the assistant vice president for auxiliary services, who is the only designated authority to sign such contracts on behalf of the university. Legal review necessary to any contract shall be initiated by the assistant vice president for auxiliary services.

E. The university police department shall evaluate and approve/disapprove requests for special activities to be held on property under the control of the Board of Regents.

F. All requests, exceptions, and interpretations of this policy will be managed by the chief of police (or designee), including determinations of staffing, traffic patterns, and special precautions.

G. All costs incurred because of the event shall be charged back to the sponsor of the event.

H. The decision of the chief of police may be appealed to the assistant vice president for human resource services. The decision of the assistant vice president for human resource services in these matters will be final.