

# OAKLAND UNIVERSITY

## ADMINISTRATIVE POLICIES AND PROCEDURES

### 370 USE OF OAKLAND UNIVERSITY FACILITIES

**SUBJECT:** USE OF OAKLAND UNIVERSITY FACILITIES

**NUMBER:** 370

**AUTHORIZING BODY:** STRATEGY COUNCIL

**RESPONSIBLE OFFICE:** STRATEGY COUNCIL

**DATE ISSUED:** JANUARY 1973

**LAST UPDATE:** AUGUST 2020

**RATIONALE:**

Oakland University facilities and outdoor space may be used by University and Non-University individuals only for activities that support the mission statement, values statement, ordinances, policies and procedures of the University and which conform to relevant laws and ordinances.

**POLICY:**

**Authorization to Use University Facilities:** All use of facilities must be authorized by a University administrative or academic unit, and must conform to the academic, research and outreach purposes of the University and its mission statement, values statement, ordinances, policies, and procedures.

**Academic Facilities:** The Registrar has delegated authority to assign all general purpose classrooms. The Academic Deans assume responsibility for assigning all other General Funded academic spaces within their respective academic disciplines including computer and science labs, recital halls, auditoriums, conference rooms and special seminar rooms. If additional instructional space is needed for classes, the Registrar can request the use of conference rooms and special seminar rooms from the appropriate Academic Dean. For details see OU AP&P #190 Classroom Scheduling.

**Non-Academic Facilities:** The University has decentralized facility-scheduling structure for Non-Academic Facilities that assigns authority to the following Employees for designated space scheduling:

1. Sr. Business Manager, Office of Finance and Administration for Meadow Brook Theatre and Meadow Brook Amphitheater (done by 313 Presents).
2. Director of Administration and Finance for Meadow Brook Hall.
3. Director of the Oakland Center or their designee for the Oakland Center and designated campus ground space.
4. Director, University Recreation and Well-Being for designated indoor and outdoor student recreation facilities and space.
5. Director of Athletics for designated indoor and outdoor athletic facilities and space.
6. Director of Housing for all residence halls, apartment facilities, and Meadow Brook subdivision.
7. Chief of Police for parking facilities.
8. Director of Golf Courses for golf courses and related facilities.

Please contact the appropriate director if specific information is needed.

The network connections provided in University space provide Internet connections that must be used in accordance with University policies, in particular OU AP&P #890 Acceptable Use and OU AP&P #850 Network Infrastructure Policy. Also, all use of the network must comply with the MichNet – Merit Network, Inc. acceptable use policies. Those responsible for sponsoring events in University space are also responsible for providing network authentication and access in compliance with University policies.

## **SCOPE AND APPLICABILITY:**

## **DEFINITIONS:**

## **PROCEDURES:**

## **RELATED POLICIES AND FORMS:**

- OU AP&P #190 Classroom Scheduling
- OU AP&P #850 Network Infrastructure Policy
- OU AP&P #890 Acceptable Use

**APPENDIX:**