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REPORT OF THE AD HOC COMMITTEE ON FACILITIES USE CHARGES  
UNIVERSITY CONFERENCE COORDINATING COMMITTEE

The University Conference Coordinating Committee at its January 25, 1965, meeting voted to recommend that the Chairman appoint an ad hoc committee to identify the nature and magnitude of costs associated with use of meeting rooms, to establish a schedule of specific charges which will recover such costs, and to establish criteria for levying these charges in a manner consistent with the University's own interests.

COSTS INVOLVED IN PROVISION OF MEETING ROOMS

The Subcommittee was informed that the University distinguishes between custodial work and building maintenance in requesting appropriations for plant operation. The responsibilities and costs for each area are well defined, and the Subcommittee considered that distinction to be meaningful and feasible for purposes of its study.

Broadly speaking, plant operation costs include repair and replacement of furniture and equipment. The Subcommittee also discerns other costs associated with the use of rooms which are more typically thought of as "overhead" costs. It somewhat arbitrarily refers to these and the furniture depreciation as "room use costs".

Finally the Subcommittee recognizes that the meeting room itself depreciates and that its replacement is just as much a lifetime cost as the other costs noted.

Custodial Costs

The legislative appropriation for the last fiscal year provided 28 cents per square foot of cleanable space per year for basic custodial services, and Plant Services is now using 30 cents per cleanable square foot in its budgeting. This includes a variety of services, such as sweeping floors, maintaining floors, inside cleaning of windows, and similar operations.

Mr. Joseph Leverone observed that the above figure is not adequate to do a proper job and that the 17 to 20 services contractors in the metropolitan area charge an average of 4.3 cents per cleanable square foot per month, which amounts to 51.6 cents per year. The University Hospitals are reimbursed for basic custodial services on the basis of the figure followed by the Legislature in making its appropriation, although the Housekeeper in the Hospitals alleges and Mr. Leverone acknowledges that the standards required in the Mayo Auditorium (which is maintained

by the Housekeeper) are higher than can be provided by that amount.

The above figures provide for one cleaning per day over 250 days during the year. Meeting rooms, however, are frequently used on weekends and are sometimes used by more than one group on the same calendar day. This has meant that the second group does not normally obtain a "clean room". Moreover, because the use of meeting rooms is irregular, the custodians must adjust their schedules to take care of the rooms, or special arrangements have to be made to obtain necessary custodial service.

#### Building Maintenance

Building maintenance includes heating, utilities, wall washing, and cleaning of outside of windows in addition to normal maintenance of the facility. It does not include the amortization of special equipment used by the maintenance crews. Mr. Lund indicates that a figure of 90 cents per gross square foot per year is now being used in budgeting maintenance costs.

#### Furnishings and Equipment

All meeting rooms are equipped with seating of one kind or another, and most of them have lecterns, basic audio-visual equipment, and other equipment necessary for meeting purposes. In addition, a limited number of facilities have foyers or areas which are carpeted in part and furnished with upholstered furniture, lamps, drapes, or similar equipment. A few have kitchenettes which are available for serving light refreshments.

None of the above furnishings are provided by the funds made available to Plant Services for basic custodial and maintenance care, and the Subcommittee is unaware of any systematic and adequate provision for the maintenance of movable furniture and equipment within meeting rooms. The Inventory Department has replaced tables and chairs when used equipment is available and has on occasion requested funds from the President's Reserve for new equipment. The Room Scheduling Office has also used funds made available by the President for improvement of general purpose rooms to clean drapes and to support other special services provided through Plant Services. The quality of furnishings and equipment appears to vary from room to room as special allotments are made available to improve them.

#### Other Services

In addition to the janitorial and maintenance costs, there are other costs inherent in the scheduling of meeting rooms which, although less obvious, do drain University funds. For instance, most meeting rooms are kept locked when not in use. This necessitates special openings for prospective users, caterers, equipment set ups, rehearsals, and similar activities other than the main event itself. Mrs. McHugh estimates that the Housekeeping staff of the Hospital spends ten hours a week doing this in connection with the Mayo Auditorium, and the Room Scheduling Office likewise devotes much time to locking and unlocking doors.

## SCHEDULE OF SPECIFIC CHARGES

Recognizing that the third assignment of the Subcommittee could result in charges which cover all costs in some instances and only partial costs in other cases, the Subcommittee is suggesting a schedule of charges which can recover custodial and room use costs, building maintenance costs, and replacement or amortization costs of the facility.

### Custodial and Room Use Charge

The charges for recovering custodial costs are based on the budget allowance of 30 cents per cleanable square foot per year. It is the consensus of the Subcommittee that a similar figure of 30 cents per square foot per year will cover room use costs, i.e., maintenance and replacement of furniture, overhead costs associated with scheduling, extra custodial service not peculiar to a particular use, etc. Although recommended, this figure should be reviewed in light of further experience.

The basic charge recommended (60 cents per assignable square foot per year) covers most costs associated with a single additional use of a room, unlike heating, for example, which must be continuous whether or not the room is in use, and is consistent with the policy of making meeting rooms self supporting.

Because of the added maintenance and replacement costs involved with carpeting, upholstered furniture, and accessories (or display equipment in the case of the Architecture Court), the Subcommittee recommends an additional 30 cents per square foot. Air conditioning also involves additional costs, and the Subcommittee is accepting Mr. Roy Lund's recommendation that 30 cents per square foot be added to the basic charge for air conditioning which operates only when the room is in use. Thus, the basic charge may in some instances be as much as 90 cents or \$1.20 per square foot.

The above charges appear to be conservative, particularly when applied to assignable square feet only. Groups using the meeting rooms get to use toilets, corridors, elevators, etc. at no additional cost to themselves.

### Maintenance Charge

The second column of proposed charges includes maintenance as well as custodial and room use costs. This is based on a uniform cost of 90 cents per assignable square foot, for maintenance, which figure is used in budgeting. Air conditioning costs are included under room use rather than maintenance costs because the air conditioning operates only when the room is scheduled and is more in the nature of an "out of pocket" cost.

### Amortization Charge

The third column of proposed charges includes replacement or amortization costs for capital facilities in addition to costs covered

in the preceding columns. The Subcommittee is not qualified to evaluate these costs and has, therefore, concurred with the suggestion of Mr. Roy Lund that a figure of \$2.00 per assignable square foot per year be used.

Schedule A, appended to this Report, indicates the cost to operate selected rooms based on calculations using cost figures explained in the above paragraphs. Basic custodial and room use charges may vary from 60 cents to \$1.20 per square foot depending upon whether the room is air conditioned and whether it involves carpeting and/or upholstered furniture. One may obtain essentially the same cost figures per room by multiplying the basic cost or charge in the first column by the following factors and dividing the total by 250 working days:

<u>If Basic Custodial and Room Use Cost</u>	<u>Incl. Maintenance (Col. 1 times)</u>	<u>Incl. Amortization (Col. 2 times)</u>
(1)	(2)	(3)
is \$ .60, x area	2.5	2.33
is .90, x area	2.0	2.11
is 1.20, x area	1.75	1.95

The latter approach was followed inasmuch as it gave more consistency to costs in the second and third columns (See Schedule B appended). On the basis of the data in Schedule B, the Subcommittee recommends the following charges for rooms listed below. The same procedure may be applied to obtain charges for rooms not on the list.

**SCHEDULE OF CHARGES PROPOSED FOR REPRESENTATIVE ROOMS**

- A Custodial and room use costs only.
- B Above costs plus maintenance costs.
- C Above costs plus replacement or amortization costs.

	<u>A</u>	+	<u>B</u>	+	<u>C</u>
Architecture Court	\$ 25.00*1		\$ 50.00		\$100.00
Within Columns only	10.00*1		20.00		40.00
Botany Auditorium	5.00		15.00		30.00
Burton 120	5.00(3.50)*7		10.00		20.00
Business Admin. 170	5.00(4.00)*2*7		10.00		20.00
Chemical Engr. 240	5.00(4.00)*7		10.00		20.00
Chemistry Auditorium	10.00		25.00		50.00
Classroom Bldg. 5	6.00		15.00		35.00
Classroom Bldg. 10	5.00		12.50		30.00

	A	+	B	+	C
Dairy Industries 15	\$ 5.00		\$ 12.50		\$ 30.00
Ford 55	5.00(4.00)*7		10.00		25.00
Green Auditorium	10.00		25.00		50.00
Home Econ. Fireplace Room	6.00*2		12.00		25.00
Jackson Auditorium	5.00		12.50		30.00
Mayo Auditorium	35.00*3		60.00		115.00
Foyer Only	15.00*3		25.00		50.00
Mayo 100	5.00*4		10.00		20.00
Mechanical Engr. 4	6.00		15.00		35.00
Mechanical Engr. 18	5.00(3.50)*7		10.00		20.00
Murphy Auditorium	5.00		10.00		25.00
Museum Auditorium	10.00		25.00		50.00
Nicholson Auditorium	10.00		25.00		50.00
Nicholson 211	6.50		15.00		35.00
Northrop Auditorium	130.00*5		260.00		550.00
Excl. Stage	110.00*5		220.00		465.00
Excl. Stage and Balconies	75.00*5		150.00		350.00
Owre 15	6.00		15.00		35.00
Peters Auditorium	10.00		25.00		50.00
Physics Auditorium	10.00		25.00		50.00
Physics 166	5.00(4.00)*7		10.00		25.00
Physics 170	5.00(4.00)*7		10.00		25.00
Science Classroom Bldg. 125	7.00		20.00		40.00
Scott Auditorium	20.00*4		40.00		80.00
Excl. Stage	15.00*4		25.00		50.00
Shevlin Cafeteria	6.50		17.50		40.00
Social Science 850	5.00*2		10.00		20.00
Wesbrook 201	7.50		20.00		*6

	<u>A</u>	+	<u>B</u>	+	<u>C</u>
Weasbrook 202	\$5.00(3.00)*7		\$7.50		*6

- \*1 Based on \$.90/sq.ft. to cover maintenance of display equipment and of displays.
- \*2 Based on \$.90/sq.ft. to cover special furniture and equipment.
- \*3 Based on \$1.20 to cover air conditioning costs, special furniture and equipment and extra custodial service beyond budgeted standards.
- \*4 Based on \$.90/sq.ft. to cover air conditioning costs.
- \*5 Based on \$.90/sq.ft. to cover air conditioning costs and handling of lights.
- \*6 Not available except for co-sponsored activities.
- \*7 Based on the Subcommittee's consensus that the minimum fee should be \$5.00 for all meeting rooms.

Note: The above charges do not include stevedores, ushers, stage manager and crew, ticket handlers, laborers and workmen, or equipment and services not normally provided with the room.

It is further recommended that the charges apply from midnight to midnight. Thus, an organization using a room in the evening only would pay the same amount as an organization using the same room both day and evening. Consequently, there may be two charges in one day. Multiple use would necessitate custodial service between the two meetings, however, and charging both groups would finance this extra service. Otherwise, a unit desiring a clean room would have to, itself, pay for custodial service if it happened to be preceded by another unit on the same day, but would pay nothing in most rooms if it were the only user that day.

Charges for Comparable Facilities

The Committee has available the schedules of room use charges at the University of Michigan, the State University of Iowa, and the University of Wisconsin, among other educational institutions. A perusal of the rates (See Schedule C appended) indicates a wide disparity in charges for rooms of comparable sizes and suggests that there is no systematic approach in determining what charge should be made for use of rooms. While the charges appear to have some relevance to capacities, they do not seem to relate closely to costs. It should be noted, however, that the local communities in which the above institutions are located differ considerably from the Twin City metropolitan area, and the above institutions undoubtedly fulfill a role in their respective communities which is satisfied by private entrepreneurs in the Twin City area.

The charge for use of the Minneapolis Armory is \$500 per day. This does not include a public address system, stevedores, stage hands, and similar special services. The area of the Armory is reported to be 28,000 square feet, which is somewhat less than that of Northrop Memorial Auditorium excluding the stage.

Mr. Julius Perlt of the Convention Center of the Minneapolis Chamber of Commerce reports that local hotels charge as much as

\$200-\$300 per day for main ballrooms, although competition in the hotel business has resulted in ballrooms being offered without charge when large blocks of sleeping rooms are included in the contract. He also observed that hotels charge as much as \$4,000 for exhibits in hotel areas; but again, competition has led to such space being offered without charge when large blocks of sleeping rooms are reserved. In addition, all motels and hotels make extra charges for services beyond the basic services provided in their contracts with outside groups.

#### LEVEL OF CHARGES

The use of University building facilities is governed by a policy statement approved by the Board of Regents on April 13, 1937. This statement is appended, as Schedule D, to this report. In brief, the statement encourages extracurricular meetings, symposia and other activities which would directly further the educational process of the University but also assures that University facilities which belong to the taxpayers of Minnesota will not be used for the specific and exclusive advantage of private organizations. The Subcommittee recognizes, however, that the University is in the unusual position of being one of the few holders in the Twin Cities area which can accommodate certain particular activities. The Williams Arena is an example.

The Subcommittee has carefully reviewed the various kinds of uses to which its facilities are put. It discerned four general groupings of activities which, in its judgment, should be viewed differently in levying charges for use of rooms. It recommends that the charges be levied as follows:

#### A. Use of Meeting Rooms When No Admission is Charged\*

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| 1. Educational meetings sponsored by departments, schools or colleges of the University which are definite extensions of the educational program of the University and for which no admission is charged (such as lectures, concerts, faculty and employee organizational meetings, and similar uses). | a. No charge at any time for rooms with regular custodial service.<br>b. Charge to cover custodial and room use costs for rooms without regular custodial service or when the meeting is open to the public.   |
| <hr/>  |  |
| 2. Faculty organizations, including wives of faculty members.<br><br>Employee Organizations<br><br>Student Organizations   | a. No charge for rooms with regular custodial service prior to 6:00 p.m. on class days Monday-Friday.<br><br>b. Charge to cover custodial and room use costs for rooms after 6:00 and on weekends and holidays, and for rooms without regular custodial service. |

Government and other public educational agencies (including high school speech and music contests).

c. Charge to cover basic custodial room use and maintenance costs if the meeting is open to the general public

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3. Educational meetings sponsored by departments, schools or colleges of the University in conjunction with outside organizations.

a. Charge to cover custodial and room use costs when meeting involves membership only.

Professional, scientific, and learned organizations having state or national recognition (American Cancer Society, etc.).

b. Charge to cover basic custodial and room use and maintenance costs if meeting is open to the general public.

Short courses, institutes and continuing education programs

Community non-profit groups for meetings of public or social significance which contribute to the community welfare. (League of Women Voters, Social Welfare League, Red Cross, Boy Scouts, etc.).

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4. Non-university organizations (religious, fraternal and similar groups; VFW; Farm Bureau, etc.).

a. Charge to cover all custodial, room use, maintenance and amortization costs plus charges for additional facilities, services and supplies.

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B. Use of Meeting Rooms When Admission is Charged\*

1. Net proceeds are turned over to a scholarship fund administered by the University.

Basic charges as appropriate under A.

Net proceeds are retained by the sponsoring department, school or college of the University.

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2. Receipts are retained by sponsoring non-university organization.

Basic charges under A or 25% of gross receipts, whichever is greater.

Receipts are retained by sponsoring student organization.

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C. Use of Facilities Other Than Meeting Rooms

1. Charges will be established by the unit having jurisdiction over the space, following the general principles set forth for meeting rooms.
2. Charges will be established and filed with the Conference Coordinator wherever the basic costs are sufficiently consistent and comparable for each reservation to justify such a charge. Charges shall be listed as "to be arranged" for facilities which do not lend themselves to a standard charge.

\* "An admission charge is defined as a fee or other financial transaction levied as a condition of attendance or requested as a donation from those who attend the event."

The Subcommittee recognizes the possibility that inconsistency in charging for use of University facilities can lead to a chaotic and possibly embarrassing situation. It therefore urges that all events open to the public or co-sponsored by an outside organization be charged for use of facilities which are not centrally scheduled on the same basis as centrally scheduled meeting rooms. The University unit having jurisdiction over the space may, of course, elect to pay the charge from its own funds, but confusion as to policy can be minimized in such instances by presenting a receipted statement to the outside organization or group.

Vernon L. Ausen, Chairman  
Holger K. Christiansen  
N. L. Gault  
Gordon Starr  
Robert Hammel

March 14, 1966

SCHEDULE A

CALCULATION OF MEETING ROOM COSTS PER DAY  
 BASED ON THE COST TIMES SQUARE FOOT METHOD\*1

	Assignable Sq.Ft.	Custodial and Room Use Cost (60¢/sq.ft./yr.)	Maintenance Cost (90¢/sq.ft.)	Amortization (\$2.00/sq.ft.)
Architecture Court	7225	\$26.01*2	\$26.01	\$57.80
Within Columns Only	2601	9.36*2	9.36	20.81
Botany Auditorium	2220	5.33	7.99	17.76
Burton 120	1491	3.58	5.37	11.93
B.A. 170	1084	3.90*1	3.90	8.67
Chem Engineering 240	1765	4.24	6.35	14.12
Chemistry 100	4071	9.77	14.66	32.57
C.B. 5	2622	6.29	9.44	20.98
C.B. 10	2048	4.92	7.37	16.38
Dairy Industries 15	2236	5.37	8.05	17.89
Ford Hall 55	1747	4.19	6.29	13.98
Green Hall Auditorium	2582	6.20	9.30	20.66
Home Ec. Fireplace Rm.	1734	6.24*2	6.24	13.87
Jackson Auditorium	2247	5.39	8.09	17.98
Mayo Auditorium	6923	33.23*3	24.92	55.38
Foyer Only	3011	14.45*3	10.84	24.09
Mayo 100	1359	4.89*2	4.89	10.87
M.E. 4	2463	5.91	8.87	19.70
M.E. 18	1490	3.58	5.36	11.92
Murphy Hall 105	1698	4.08	6.11	13.58
Museum Auditorium	3028	7.27	10.90	24.22
Nicholson Hall 45	3549	8.52	12.78	28.39

SCHEDULE A (cont'd)

	Assignable Sq. Ft.	Custodial and Room Use Cost (60¢/sq.ft./yr.)	Maintenance Cost (90¢/sq.ft.)	Amortization (\$2.00/sq.ft.)
Nicholson Hall 211	2843	\$ 6.82	\$ 10.23	\$ 22.74
Northrop Auditorium	36056	129.80*2	129.80	288.45
Balcony	11642	41.91*2	41.91	93.14
Stage	5778	20.80*2	20.80	46.22
Owre 15	2339	5.61	8.42	18.71
Peters Auditorium	3557	8.54	12.81	28.46
Physics 150	4508	10.82	16.23	36.06
Physics 166	1744	4.19	6.28	13.95
Physics 170	1811	4.35	6.52	14.49
Science Bldg. 125	3002	7.20	10.81	24.02
Scott Hall Auditorium	5996	21.59*2	21.59	47.97
Stage	2500	9.00*2	9.00	20.00
Shevlin Cafeteria	2720	6.53	9.79	21.76
Social Science 859	1310	4.72*2	4.72	10.48
Wesbrook Hall 201	3133	7.52	11.28	25.06
Wesbrook Hall 202	1339	3.21	4.82	10.71

\*1 Calculated over 250 days.

\*2 Based on \$.90/sq.ft.

\*3 Based on \$1.20/sq.ft.

SCHEDULE B

CALCULATION OF MEETING ROOM COSTS PER DAY

BASED ON THE RATIO METHOD<sup>\*1</sup>

	Assignable Sq. Ft.	Custodial and Room Use Cost <sup>*2</sup>	Maintenance Cost. Incl.	Amortization Cost Incl.
Architecture Court	7225	\$26.00 <sup>*3</sup>	\$52.00	\$101.00
Within Columns Only	2601	10.00 <sup>*3</sup>	20.00	42.00
Botany Auditorium	2220	5.00	12.50	29.00
Burton 120	1191	3.50	8.75	20.00
B.A. 170	1084	4.00 <sup>*3</sup>	8.00	17.00
Chem. Engineering 240	1765	4.00	10.00	23.00
Chemistry 100	4071	10.00	25.00	58.00
C.B. 5	2622	6.00	15.00	35.00
C.B. 10	2048	5.00	12.50	29.00
Dairy Industries 15	2236	5.00	12.50	29.00
Ford Hall 55	1747	4.00	10.00	23.00
Green Hall Auditorium	2582	6.00	15.00	35.00
Home Ec. Fireplace Rm.	1734	6.00 <sup>*3</sup>	12.00	25.00
Jackson Auditorium	2247	5.00	12.50	29.00
Mayo Auditorium	6923	33.00 <sup>*4</sup>	58.00	113.00
Foyer only	3011	15.00 <sup>*4</sup>	26.00	51.00
Mayo 100	1359	5.00 <sup>*3</sup>	10.00	21.00
M.E. 4	2463	6.00	15.00	35.00
M.E. 18	1490	3.50	8.75	20.00
Murphy Hall 105	1698	4.00	10.00	23.00
Museum Auditorium	3028	9.00	22.50	52.00
Nicholson Auditorium	3549	8.50	21.25	50.00

SCHEDULE B (cont'd.)

	Assignable Sq. Ft.	Custodial and Room Use Cost*2	Maintenance Cost Incl.	Amortization Cost Incl.
Nicholson 211	2843	\$ 7.00	\$ 17.50	\$ 41.00
Northrop Auditorium	36056	130.00*3	260.00	549.00
Excl. Stage	30278	110.00*3	220.00	464.00
Excl. Balconies	24414	90.00*3	180.00	380.00
Excl. Both	18636	70.00*3	140.00	295.00
Owre 15	2339	5.50	13.75	32.00
Peters Auditorium	3557	8.50	21.25	50.00
Physics 150	4508	11.00	27.50	64.00
Physics 166	1744	4.00	10.00	25.00
Physics 170	1811	4.00	10.00	25.00
Science Bldg. 125	3002	7.00	17.50	41.00
Scott Hall Auditorium	5996	21.00*3	42.00	89.00
Excl. Stage	3496	12.00*3	24.00	51.00
Shevlin Cafeteria	2720	6.50	16.25	38.00
Social Science 850	1310	5.00*3	10.00	21.00
Wesbrook Hall 201	3133	7.50	18.75	44.00
Wesbrook Hall 202	1339	3.00	7.50	17.50

\*1 See page 4 for explanation.

\*2 Based on \$.60/sq. ft.

\*3 Based on \$.90/sq.ft.

\*4 Based on \$1.20/sq.ft.

SCHEDULE C

EXAMPLES OF BASIC FACILITIES USE CHARGES AT OTHER UNIVERSITIES

<u>The State University of Iowa*1</u>	Capacity	Rental
Art - Basement Lecture	150	7.50
Chemistry 225	440	10.00
Chemistry 300	441	10.00
Engineering S-107	149	7.50
Library Shambough Lect. Rm.	250	10.00
Calvin Hall Lecture Room	265	7.50
MacBride Auditorium	850	15.00
Music Building N. Rehearsal Hall	224	10.00
Music Building S. Rehearsal Hall	73	10.00
Pharmacy Auditorium	362	10.00
Physics Room 301	205	7.50
Iowa Memorial Auditorium	1,700	Full 175.00
Main Lounge		Half 125.00
Field House and Armory	12,000	250.00
Special Set Up		300.00
Public Address System		80.00
Traffic and Parking Control		70.00

The University of Michigan\*2

Hill Auditorium		
Entire	4,177	250.00
Main Floor and First Balcony	2,755	215.00
Main Floor only	1,732	165.00
Rockham Lecture Hall	1,137	40.00
Auditorium "A" Angel Hall	346	25.00
Architecture Auditorium	394	25.00
Kellogg Auditorium	280	25.00
Natural Science Auditorium	481	25.00

The University of Wisconsin\*3

It is understood that whenever extra expense to the University is occasioned by the events sponsored by University departments, governmental or public educational agencies, student organizations, or public groups, such expense will be accepted as the responsibility of the sponsoring organization.

SCHEDULE C (cont'd)

	Capacity	Rental
Ag Hall Auditorium	638	35.00
Music Hall	600	35.00
Commerce Auditorium	530	35.00
Bascom 165	374	20.00
Education 116	309	20.00
Lathrop Hall (except pool)		20.00
Wisconsin Center Auditorium	196	20.00

All of these rates are minimums. A charge of 25 percent of the gross receipts applies where it is greater than the scheduled rate. The rates include the services of one custodian or janitor--nothing more.

\*1 Capacities: John S. Walters, letter of Dec. 14, 1965  
 Rates: John S. Walters, mimeo of Sept. 1, 1964

\*2 Ted McCarrel, letter of February 9, 1965

\*3 Excerpt from Wisconsin Union Intrahouse Memorandum of July 1, 1960

SCHEDULE D

UNIVERSITY OF MINNESOTA  
BOARD OF REGENTS  
MINUTES

April 17, 1937

Voted to approve, Regent Rand voting No, the following:

STATEMENT COVERING THE USE OF UNIVERSITY BUILDINGS

The University of Minnesota is a publicly supported institution of higher education, maintained by the people of the state to further the educational and cultural opportunities of the citizens without respect to political faith, race, or creed, and to contribute to the advancement of the general welfare through research. Education, broadly conceived, is the fundamental purpose and responsibility of the University and to this end its staff members direct their effort. Contributing to this primary purpose and erected solely to further it are physical plant facilities consisting of the many buildings that house the various educational activities that are initiated and developed by the University. These buildings are of many types and adapted to a wide variety of purposes, some of which are specialized, as in the case of libraries, laboratory buildings, the stadium and the like; and others which are adaptable to more general use, such as classroom buildings, auditoria, etc. Regardless of the uses which the University buildings may be put, all of them were conceived and planned with the immediate needs of the institution and its educational program in mind. The one justification for the extension of the physical plant has been that of enabling the institution to do its broad educational task more effectively.

Because the buildings of the University are requisite to the educational activities and designed to house them, specific underlying assumptions are made with respect to their use. They are at any and all times available for purposes which the University itself develops as part of its own educational program. Such use constantly extends beyond that associated with the courses of instruction. It may and does include programs that contribute to the physical and cultural development of the students supplementary to the formal course work. The University, through its departments, invites lecturers to come to the campus; it provides opportunities to hear good music, to see fine examples of art, and in many specific ways it stimulates the intellectual and emotional life of the students. All such extra classroom activity is a definite part of the educational program. The people of the state are invited to share in many of these advantages and do so.

It is not in connection with such educational programs that questions arise concerning the use of the buildings of the University; rather, it is in connection with the desire of and request by non-university groups to come to the campus and use the facilities to house programs or activities which they themselves have initiated. The University appreciates the fact that its buildings are sometimes more adequate for specific purposes than are other buildings that may be available. At the same time, it reiterates its basic

## SCHEDULE D (cont'd.)

assumption that the buildings were designed for the educational uses of the University and not for general use.

There are circumstances in which the purposes of non-university groups coincide with those of the University itself. In such circumstances non-university groups have been invited to the campus because of the contribution that might be made to the University's own programs. In all such cases, however, the groups are present only by invitation of the University and under its immediate and actual sponsorship. One may cite as illustrations the invitations extended by the University to various professional academic groups (such as the American Association for the Advancement of Science), to groups in which the University as an institution holds membership, to such organizations as the Minneapolis Symphony Orchestra (which is presented by the University), to the high schools of the state in connection with the state music contest or the state basketball contest--both of which activities are part of the educational programs of public schools of Minnesota and are also closely allied to the educational programs of the University. The appearance of such groups on the campus is always conditioned by agreements, basic in which is the provision that all pertinent details are arranged by the University or subject to its formal approval.

In order that there may be a clarification of the policy governing the use of university facilities, these principles are enumerated:

1. The University of Minnesota will not under any circumstances permit the unrestricted use by non-university groups of any of its facilities, provided for the furtherance of its educational functions.
2. The University, by the very nature of the functions for which it exists as a publicly supported institution of higher education, cannot enter into joint sponsorship of any project or program that is to result in profits or private gain for the cooperating group or groups.
3. The University, established for the benefit of all the people of the state without regard to political faith, race, or religion, cannot be a joint sponsor with any non-campus organization for any political, racial, or sectarian gathering.
4. Whenever non-university groups share in the use of university buildings it must be upon invitation of the University and under joint sponsorship, with the further understanding that all of the conditions governing that sponsorship are to be set by the University.
5. The University, upon entering into joint sponsorship of any program or activity, assumes the full responsibility for all details, such as setting of hours, selling of tickets and pricing the same, supervision of buildings, etc. It reserves the right to approve all copy for advertising as well as all news releases.
6. The University will not enter into joint sponsorship of any program or activity in which the educational implications are not self-evident, and which does not directly supplement the educational purposes of the University.