

POLICIES AND PROCEDURES

Department: Programming & Outreach
Subject: Use of College Facilities
Date Issued: April 10, 2006
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Approved By: President & Cabinet, February 26, 2025

I. Policy

This policy outlines the basic guidelines for acceptable use of college facilities. This policy intends to provide guidance on the approval process to request the use of college facilities, the evaluation process to ensure that the use of facilities adheres to the mission of Luther College, and assurance that the event does not inhibit the safety and security of the college's students, staff, faculty, visitors, or property. The goal is not to obstruct freedom of speech or hinder academic freedom; rather, the objective is to support the mission of Luther College in a safe and educational environment.

II. Scope

This policy applies to any interested person or group who requests the use of campus facilities.

III. Terms and Definitions

- *Use of Facilities*: The usage of any room, building, grounds, or space owned or controlled by Luther College.
- *Facilities Calendars*: A record of scheduled events maintained by the office of Programming and Outreach at Luther College. The schedule includes details of specific events including the date, time, location, and name of the event, as well as the contact information for the event sponsor contact. Availability of space is determined by these calendars and requests will be confirmed or denied by the Programming and Outreach Office Coordinator.
- *Campus-wide Event*: Events hosted for the benefit of the entire Luther College campus are managed at the institutional level and involve planning and coordination across multiple administrative offices such as Programming and Outreach, Campus Security, President's or Provost's Office, Advancement, and related host offices or departments such as Athletics, Music, Enrollment Management, or individual subject matter participants.
- *Safety*: An environment in which a person or category of people can feel confident that they will not be exposed to discrimination, criticism, harassment, or any other emotional or physical harm, or that college resources and facilities are not at unreasonable risk.
- *Discrimination*: When an individual is treated adversely because of membership in one of the legally protected groups under federal or state law. Discriminatory practices based on bias against a person's age, color, creed, disability (actual or perceived), gender identity, genetic information, national origin,

race, religion, sex, sexual orientation, or veteran status are prohibited.

- *Harassment:* When unwelcome conduct based on an individual's membership in a protected group unreasonably interferes with the individual's work or educational environment. It includes verbal, visual, or physical conduct where such conduct may have the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile, or offensive working or educational environment.
- *Cabinet:* The Senior Leadership Team comprised of the President, Provost, Vice Presidents, Chief Equity and Inclusion Officer, and the Executive Assistant to the President.

IV. Procedures and Guidelines

A. Appropriate use of college facilities includes but is not limited to information contained in policies or webpages maintained by the Programming and Outreach Office. Inappropriate use of college facilities includes but is not limited to:

- i. an event that may present a substantial safety and security risk to students, faculty, staff, and visitors;
- ii. an event that may present a substantial risk to public safety and security within the Decorah community;
- iii. an event that interferes with or may present material or substantial disruption to the educational mission of the college;
- iv. an event for business operation not associated with the college;
- v. an event that fosters any form of discrimination and/or harassment;
- vi. an event that may present an atmosphere of violence;
- vii. an event that promotes illegal activities;
- viii. an event where an outside entity refuses to sign a contract or comply with the requirements of the contract such as adequate insurance coverage or security detail.

B. Reservation requests and review of planned events

i. Programming and Outreach is responsible for administering the [Calendar of Events](#) and the Facilities reservation calendars, with the exceptions noted below:

1. The Athletics Department schedules events and facility reservations related to varsity and intramural athletic activities that occur on lower campus.
2. The Registrar's Office schedules rooms for academic courses.
3. The Department of Visual and Performing Arts schedules activities in Jewel Theater and art galleries in the Center for the Arts in support of academic courses. The Programming and Outreach Office should be consulted before performances and activities related to academic courses are scheduled in the Center for the Arts.
4. The Department of Music maintains a calendar of recitals and concerts for music students and ensembles, and it schedules performances in the Jenson-Noble Recital Hall. The Programming and Outreach Office should be consulted prior to finalizing the music calendar.
5. While each area listed schedules their spaces, each area is responsible for ensuring the entering of their respective events on the campus master [Calendar of Events](#).

ii. All requests for room reservations, with the exception noted above, must be submitted to Programming and Outreach. Specific guidelines for reservation requests by on- and off-campus groups are described below.

- iii. All planned events are subject to review and denial of service. Programming and Outreach will review all events, in collaboration with Campus Security, Risk Management, Communication, and other key departments, as needed. In most cases, at least two weeks will be necessary to complete the review process. Program planners should account for this in their planning process. Failure to provide sufficient notice for proper review and approval is justification for denial of services.
 - 1. The review will focus on issues of safety and risk mitigation to ensure that the event does not represent an inappropriate use of facilities, as described above.
 - 2. As circumstances may change from the time an event was first approved, a secondary review should occur prior to the time an event takes place on campus, usually no later than two weeks prior to the event.
 - 3. Should the Programming and Outreach Office and the collaborative review team recommend an event not occur, the program planner may appeal the decision to the Vice President for Communication.
- iv. If a request to schedule an event conflicts with a previously arranged meeting or event, the Vice President for Communication will be consulted. If it is determined that two events are not in conflict, both may be held in different locations concurrently.
- v. Room reservations that conflict with evening classes as scheduled by the Registrar, weekday chapel, or Sunday worship services may only be scheduled at the discretion of the Vice President for Communication.
- vi. Along with requests to use established outdoor spaces such as Bentdahl Commons or Davidson Møtopllass, use of Luther's grounds must also be submitted on the [Event Request Form](#).
- vii. Permission to utilize Luther facilities does not automatically grant the ability to use Luther College's name, registered trademarks, or logos, and any usage once granted must comply with Luther's established Brand Guidelines and Toolkit.

C. Reservation requests by on-campus groups

- i. All reservation requests from on-campus groups are submitted to Programming and Outreach using the [Event Request Form](#), or by calling or visiting the Programming and Outreach office in the Center for Faith and Life.
- ii. The Facilities Calendar determines if space is available for meetings or events. A meeting or event that is not reserved on a facility calendar will not be honored, and will not be eligible for campus support for promotions, including listing on campus event calendars.
- iii. For clarity, reserving a campus space on the Facilities Calendar does not automatically place events on the official Luther Calendar of Events. Organizers are responsible for providing the additional information, including event start and ending times, contact information for organizers and a description of the event. By default, all events should be listed on the Calendar of Events to assist visitors with campus wayfinding.
- iv. In general, on-campus groups have scheduling priority over off-campus groups, including those with an on-campus affiliation.

- v. Luther's academic calendar is set two years in advance. At the time the calendar is set, facilities for the following events are assigned: worship services, convocations, Homecoming, Commencement, Baccalaureate, Family Weekend, Regents Meetings, and New Student Orientation. These academic calendar events are defined as campus-wide events for planning and scheduling purposes. For all other events that need a space on campus (beyond regularly scheduled academic courses), priority will be given as described below, in descending order:
 - 1. Christmas at Luther performances
 - 2. Admissions Events (including events focused on recruiting such as Dorian Festivals)
 - 3. Events hosted in the CFL are by default designated as campus-wide events. Examples include:
 - Events designated as part of the Center Stage Series
 - Homecoming concerts for primary touring ensembles (Nordic Choir, Symphony Orchestra, Concert Band, and Jazz Orchestra)
 - Distinguished Lectures and named endowed lectures
 - Events hosted by campus Centers or academic departments.
 - 4. Complex music department events (oratorios, Cathedral and Collegiate homecoming concerts, spring operas) Events and conferences sponsored by academic departments, Centers, Development, Student Activity Council, Paideia Text and Issues lectures.
 - 5. Camps or conferences officially hosted or sponsored by Luther.
 - 6. Events sponsored and facilitated by a recognized student organization.
 - 7. Department and student organization meetings.
 - 8. Events for personal use by faculty, staff, or students with a rental fee.
 - 9. Events sponsored by off-campus organizations and persons.
- vi. Events may be denied if they conflict with all-college events such as Homecoming, Family Weekend, Christmas at Luther, Distinguished Lecture Series, convocations, new student orientation, Commencement, or the Center Stage Series.
- vii. No events shall be booked on the following holidays: New Year's Day, Fourth of July and Thanksgiving Day, as well as all other Luther paid holidays. (Refer to [Human Resources Holiday Schedule](#).)
- viii. No events open to the public, as well as mandatory meetings for students, whether co-curricular or curricular, shall be held during the six days prior to final exams so that students have uninterrupted time to complete papers and prepare for exams. Any requests for exceptions during finals week will be considered by the Provost or the Vice President for Communication.
- ix. No events open to the public shall be held during the winter closure without pre-approval from the President's Cabinet.
- x. Tickets for events presented by on-campus groups will be sold at the Luther Ticket Office.
- xi. Room reservation guidelines for on-campus groups shall also apply to Luther Affiliated Groups (refer to section G).

D. Reservation requests by off-campus groups

- i. To give priority to on-campus groups, reservation requests from off-campus groups may only be made 60 days in advance for event dates within the traditional semesters of the academic year. Permission may be granted to schedule an event more than 60 days prior at the discretion of the Vice President for Communication.
- ii. Reservation requests from off-campus groups for events during *college breaks* may be made

- iii. up to 12 months in advance and will be considered on a case-by-case basis.
- iv. No events shall be booked on the following holidays: New Year's Day, Fourth of July and Thanksgiving Day, as well as all other Luther paid holidays. (Refer to [Human Resources Holiday Schedule](#).) Exceptions may be considered but must be approved by the Programming and Outreach Office in consultation with Campus Security, Facilities, and Communication.
- iv. Reservation requests from off-campus groups should be submitted through the [Event Request Form for Conferences and Events](#), or by contacting the Office of Programming and Outreach.
- v. Fees will be applicable for facility usage by off-campus groups and are managed by the Coordinator of Camps and Special Events.
- vi. Requests for summer conferences, retreats, or programs will be directed to the Coordinator of Camps and Special Events. Tickets for events presented by off-campus groups may be sold at the Luther Ticket Office. Fees will apply.
- vii. A contract and/or a facility use agreement/invoice will be required between Luther College and any off-campus group wishing to schedule an event. Contracts will be issued by the college's Division of Finance and Administration.
- viii. Events scheduled by off-campus groups may not be promoted in any way until a contract and/or rental agreement has been fully executed.
- ix. A non-refundable deposit may be required to secure a reservation by an off-campus group.
- x. Use of the Luther College name, logo, trademarks, and other identification of Luther College, including venue names, must be approved in advance by the Division of Communication.

E. Weddings

Weddings are permitted as schedules allow. Please refer to the Luther College [Wedding Policy](#).

F. Politicians and Political Candidates

- i. Requests by politicians, candidates, or political parties will be vetted by the College on the basis of the date and time of contact by the requesting party. Equal access to facilities will be provided to all legally registered candidates.
- ii. Upon successful vetting, the Programming and Outreach will coordinate details of the visit with the Media Relations Specialist, Communication, and Director of Campus Safety.
- iii. The use of Luther College facilities for politicians or political candidates shall not be construed as an endorsement of any political position.
- iv. Facilities available for politicians and political candidates to speak will be limited to the following locations, subject to availability, and may not disrupt classes in adjoining spaces.

1. Center for Faith & Life
 - Main Hall
 - Recital Hall
2. Valders Hall of Science
 - Room 206 (lecture hall)
3. Franklin W. Olin Building
 - Room 102 (lecture hall)
4. Gerdin Fieldhouse
 - Arena
 - North Gymnasium
5. Outdoors
 - Bentdahl Commons

G. Affiliated Groups

Four groups with a long history at Luther College are considered affiliated groups. The groups (and their sponsoring departments) are Luther Woman's Club (Alumni), Emeriti Colloquium (Provost), American Association of University Women (Political Science), and Symra Literary Society (Nordic Studies). Affiliated groups may use campus facilities free of charge, include their events on the public Luther Events Calendar, and receive limited staff support from their supporting department (scheduling and help with administrative tasks such as photocopying, printing, etc.).

H. Modification or cancellation of registration/reservation

- i. Luther reserves the right to make modifications and or cancellations to a registered event or program when deemed necessary.
 1. If a reasonable substitution is available, all attempts will be made to utilize an alternative location or date.
 2. If an event registration is a contracted agreement, the contract shall guide the determination regarding any modifications to the event or program.

I. Denial of service

- i. Luther reserves the right to deny service or access to an event.
- ii. All persons on Luther College property are required to comply with the instructions of a properly identified college official.

J. Fundraising, Sales, Advertising

- i. Student fundraising associated with events must refer to the guidelines specified in the [Student Handbook](#).
- ii. The sale of merchandise or services by faculty or staff on campus is prohibited.
- iii. The sale of merchandise or services by vendors must be approved by Campus Programming, the Book Shop, or as regulated by the contract for facilities use.
- iv. The use of banners or other signage must be approved prior to installation. Please refer to the Student Activities office, Residence Life Office, Programming and Outreach, or the [Student Handbook](#) for more information.
- v. Use of the Luther College name, logo, and trademarks in advertising must be approved prior to use by Programming and Outreach and the Division of Communication.

K. Dining services

- i. Groups requiring meals or refreshments should contact Luther College Catering. Outside catering is not permitted in Dahl Centennial Union, except as approved by the Cabinet.
- ii. All off-campus vendors must provide Luther College with a Certificate of Insurance for liability and workers' compensation, listing Luther College as an additional insured.

L. Information Technology Services (ITS)

i. Network Access

1. The Luther wireless network exists to provide basic internet access to guests on campus. Guests who require dedicated network access will provide should contact the Technology Help Desk to discuss these needs.

ii. Network Capacity

Luther College's wireless network is built to accommodate typical college usage. Groups planning activities involving large numbers of users simultaneously accessing the wireless network from the same location, and groups that consider use of the wireless network critical to the success of their event should review their needs with the Programming and Outreach prior to confirming the scheduled event(s). Should there be issues when groups are on campus, they should contact the Technology Help Desk.

iii. Technology Support

1. Space reservation requests requiring support for technology in the space, or additional technology not already in the space (whether in-person, virtual, or hybrid), should be reviewed by ITS prior to confirmation of the request.

M. Open spaces, including lounges and hallways, cannot be booked for meetings or events during the academic year, except for all campus events, such as Homecoming, Commencement, Christmas at Luther, and Family Weekend.

N. Endorsement

- i. The views expressed by confirmed events and programs should not be implied as an endorsement or approval by the sponsoring group or the College.
- ii. The approval of the use of Luther College's name or venue names as a part of promotion and wayfinding for events should additionally not be construed as any endorsement or approval of events.

V. Confidentiality and Record

1. All records, billing information, facilities calendars, and contracts are kept confidential and secure in the Office of Campus Programming.