

DEPAUL UNIVERSITY



Use of DePaul Facilities by External Groups

Category: Operations

Responsible Department: Facility Operations

Responsible Officer: VP for Facility Operations/Senior Executive for University Mission

Effective Date: 7/10/2017

Policy Summary

The university reserves the right to refuse space reservations in all facilities to external groups or events whose purpose is in conflict with the university's identity, mission, and values. This policy does NOT apply to University events, or events where University units or recognized student organizations are active participants in the planning and execution.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff

This policy applies to all staff charged with accepting and confirming reservations for the use of university facilities by external groups.

Policy

The university reserves the right to refuse space reservations in all facilities to external groups or events whose purpose is in conflict with the university's identity, mission, and values. At the request of the appropriate reservation authority, the final determination of the existence of a conflict is made by the Senior Executive for University Mission.

External groups who are working with a University unit or recognized student organization are exempt from this policy. This includes academic and scholarly events. To qualify for this exemption, the University unit or student organization must be an active participant in the event.

The reservation authority will determine active participation, and will consult with the academic or administrative officer of the University unit or the Vice President of Student Affairs if necessary to make that determination.

The University reserves the right to cancel the reservation of an external group that fails to provide accurate information about the purpose of the event.

Related Policies:

[Space Reservations at University Student Center Facilities](#)

[Catering Service Exclusivity](#)

[Political Campaign Activities](#)

[Drug-Free Workplace and Legal Drinking Age Compliance](#)

Procedures

Space reservation methods and policies are unique to each facility, and each controlling authority. This policy defines broad procedures where outside groups are concerned.

External groups will be given a copy of use policies for the particular University facility upon their request for a space reservation. Each facility and controlling authority must include a statement about this policy in the facility use policies.

All requests for use of university facilities by external groups must be accompanied by a written statement about the identity and purpose of the sponsoring group and event. If a question about the purpose arises, the request will be forwarded by the reservation authority to the Senior Executive for University Mission, who will make a determination within 48 hours.

For more information about the specific facilities and requirements including forms, please see the contacts below:

- **Athletics Center**
2326 N. Sheffield Ave., (773) 325-7545
- **Center for Identity, Inclusion & Social Change**
2250 N. Sheffield Ave. #105, (773) 325-7759
- **Concert & Recital Halls**
School of Music, 804 W. Belden Ave., (773) 325-4469
- **DePaul Center (8th & 11th Floor and Conference Center)**
Loop Student Centers & Conference Services, 1 East Jackson Blvd., (312) 362-8624
- **Egan Urban Center**
2233 N. Kenmore Ave., (773) 325-7457
- **Lincoln Park Student Center, Cortelyou Commons, Munroe Hall 114-116 & Quad**
Lincoln Park Student Center, 2250 N. Sheffield Ave. #303, (773) 325-7356
- **[Merle Reskin Theatre](#)**
60 E. Balbo Ave., (773) 325-7819
- **Ray Meyer Recreation Center**
Ray Meyer Fitness & Recreation Center, 2235 N. Sheffield Ave., (773) 325-4559
- **Richardson Library**
John T. Richardson Library, 2350 N. Kenmore Ave., (773) 325-7774

- **The Theatre School**
2350 N. Racine Ave., (773) 325-7819

Divisional Collaborations

None.

Contact Information

Vice President for Facility Operations:
(312) 362-8682

Senior Executive for University Mission
(312) 362-8042

Director of Student Centers
(773) 325-4075

Appendices

None.

History/Revisions

Origination Date: 01/01/2008
Last Amended Date: 07/10/2017
Next Review Date: N/A