

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: I:04:05**

**DATE: December 2006**

**REVISION DATES: April 2007, May 2022**

**SUBJECT: Rental of University Owned Facilities**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

This policy establishes guidelines and procedures pertaining to the rental of university-owned facilities.

**INTRODUCTION**

From time-to-time, university-owned facilities may be rented on an as-available basis. The educational needs and/or university needs will always take priority over outside and personal interests.

**POLICY**

All persons, including university employees and alumni, will pay the designated rental fee for facilities per the current schedule. All fees charged and collected for facility rental will be deposited into the applicable budget . University programs and/or officially recognized organizations are exempt from facility rental costs.

All applicable fees charged to internal campus groups and departments by JSU Conference Services will be excluded from this policy. The current fee schedule for JSU Conference Services is as follows:

<b>Item Description</b>	<b>Cost</b>
Community Bath Residence Halls	\$15/person (Double Occupancy) \$27/person (Single Occupancy)
Logan and Patterson Hall	\$20/person (Double Occupancy) \$37/person (Single Occupancy)
Meehan and Sparkman Hall	\$28/person
Administrative Fee	\$7.00/attendee
Breakfast	\$7.73/person
Lunch	\$9.09/person
Dinner	\$9.09/person
Linen	\$15.00
AV Equipment	\$25.00
Snow Cone Machine	\$25.00 for two hours
Cotton Candy Machine	\$25.00 for two hours
Ice	\$3.00 per 10 lb. bag

Certain events lend themselves to providing positive public relations and/or recruitment possibilities. In those instances, on a case-by-case basis, the President or his designee shall have the authority to waive rental fees.

The person or group desiring to use JSU facilities must contact the Building Manager and/or designated JSU representative to schedule facility usage. The Building Manager and/or designated JSU representative will have the ultimate responsibility for the facility.

At the time of the reservation, in addition to the facility rental fee, a refundable security deposit equal to the rental fee may be charged by the Building Manager or JSU representative . The deposit will not be refunded if the rented facility is not left in the original condition at the time of occupancy.

If damages exceed the deposit, a separate invoice will be delivered for the remaining costs associated with repairing all damages. The deposit will be refunded only after a walk-through inspection is conducted by the Building Manager, following the event.

Catered functions must be arranged by the group renting the facility, with the priority being given to the University's food service contractor.

### **CANCELLATIONS**

Cancellations should be delivered in writing to the appropriate Building Manager ([Building Manager List](#)). If a cancellation is sent less than 48 hours prior to the scheduled event, the result will be forfeiture of 50% of the facility rental fee. Separate notification to caterers is the responsibility of the individual/group leasing the facility.

### **RESPONSIBILITY**

The Senior Vice President for Finance and Administration and CFO is responsible for this policy.

### **EVALUATION**

This policy will be reviewed at least every five (5) years.