

External Party Space Reservation Policy

I. POLICY STATEMENT

University space can only be reserved for events and activities sponsored by an officially recognized Auburn University student organization or an Auburn University academic or administrative unit.

II. POLICY PRINCIPLES

Auburn University provides external parties the opportunity to host events at our facilities through a formal sponsorship process. Prior to submitting a request for use of our space, the external party must secure sponsorship from an officially recognized Auburn University student organization or an Auburn University academic or administrative unit. Sponsorship of external parties requires the student organization or unit be in attendance at the event. Additionally, the sponsoring organization or unit understands they assume responsibility for any unpaid costs or property damage associated with the event.

Securing a sponsor does not guarantee the request will be approved by Auburn University. Other factors to be considered include the availability of space, weather, proximity to finals, holiday breaks, and other appropriate and relevant considerations. Events requiring significant security resources may require a longer review process.

III. EFFECTIVE DATE

August 29, 2017

IV. APPLICABILITY

All university space reservations.

V. POLICY MANAGEMENT

Responsible Office: Office of the President

Responsible Executive: President

Responsible Officer: Provost and Vice President for Academic Affairs

VI. DEFINITIONS

N/A

VII. POLICY PROCEDURES

N/A

VIII. SANCTIONS

Events that do not comply with this policy are subject to cancellation. Individuals or groups who violate this policy may be subject to other sanctions including loss of privileges to reserve or occupy university space. University constituents that do not comply with this policy may be subject to discipline.

IX. EXCLUSIONS

N/A