UNIVERSITY POLICY
POLICY ON RENTAL CHARGES AND CHARGEBACK PROCEDURES

POLICY

In accordance with PA state System of Higher Education policies 1996-03, Defining Auxiliary Enterprises and Establishing Financial Reporting Requirements, and 2010-01-A, Expenditures of Public Funds, Slippery Rock University will assess fees to cover the costs of providing goods and services.

RENTAL PROCEDURES:

- All registered students pay a Student Center fee approved by the Council of Trustees for support of the operational costs of the Student Center. Rental rate schedules are developed and implemented with the understanding that students have paid for routine Student Center goods and services.

- Rental fees for event space utilization will be determined through application of the following classifications of event types:
  - A **Student Activity** is a program or event sponsored by a recognized student organization with a primary audience of Slippery Rock University students (participation by faculty, staff, community members, and other non-students is merely incidental to the primary audience of Slippery Rock University students). Examples of student activities include, but are not limited to: student organization meetings, student social events, program board events, etc.
  - A **University Activity** is a program or event sponsored by a university department with a primary focus on fulfilling an academic or administrative function of the institution. Currently enrolled students may be participants in the activity, but the activity is initiated to meet department goals rather than to provide a student activity. Examples include, but are not limited to: enrollment services recruitment events, career fairs, department meetings, search committee meetings, staff professional development or social activities, student conduct hearings, academic majors meetings, arts exhibitions, cultural presentations, academic class meetings, etc.
  - A **University Co-Sponsored Activity** is a program or event initiated by a recognized student organization or university departments in association with a non-SRU entity for the purpose of providing activities that mutually benefit all co-sponsors. The university sponsor must serve as the primary contact for the use of space and provide substantiation of the university benefit to be derived from the co-sponsorship arrangement (university departments will be required to complete a co-sponsorship form and obtain approval from the appropriate vice president). Examples include: academic conferences, student organization regional workshops, local host site for organization in which the university department is a member, etc.
  - An **External Activity** is a program or event initiated by an individual or organization not affiliated with Slippery Rock University (e.g. corporate training meeting, wedding, reception, etc.).
• Rental fees will be assessed using the rate schedule in effect at the time a facility use agreement or reservation request is completed.

• The following discount schedule will apply to rental rates:
  o External Activity – pays 100%; no discount
    ▪ Non-profit/Tax-exempt – pays 90% (10% discount)
  o University Co-Sponsored Activity – pays 75% (25% discount)
  o University Activity – pays 50% (50% discount)
  o Student Activity – pays no fee

• Rental fees cover routine use of facilities. Additional services will be billed at the rate in effect at the time of service. To the extent possible, additional services will be quoted as part of the reservation request process. Additional service fees may include, but are not limited to:
  o Extended building hours
  o Extra staffing requests
  o Extra custodial coverage
  o University Police security services
  o Facilities and Planning overtime charges for services
  o Catering or food service charges
  o Restitution for damage, loss or vandalism

CHARGEBACK PROCEDURES:

• Smith Student Center – facility rentals
  Use of meeting and event space in the Smith Student Center by SRU departments prohibits availability for student use of this space which was constructed and is paid for through student fees.
  o E & G Department use of this space will be recognized as an institutional operating expense; cost to be assessed annually based on actual usage and charged at 50% of the standard rental rate. The cost will be credited against the indirect charge assessed to the Smith Student Center by the University.
  o Auxiliary Department use of this space will be charged on a per event basis at 50% of the standard rental rate. The Smith Center will generate an invoice to the auxiliary operation. Invoice payment will be processed as an internal accounting transaction (not through a purchase order) by the Accounting Office.

• Smith Student Center – office/retail space rental
  The following areas have contributed to the construction of the Smith Student Center either through a lump sum payment and/or through annual contribution to the bond payment: food services and SGA Bookstore. These departments are responsible for the ongoing costs associated with the maintenance and cleaning of their respective spaces.
  o Other auxiliary, affiliate organizations and/or E & G departments assigned space within the Student Center will be assessed an annual rental fee based on the square footage assigned to that department. The rental fee will be $12.00 per square foot; to be adjusted annually based on the consumer price index (CPI). A market study will be conducted every five (5) years to determine how to adjust
office space rental fees to ensure that rental rates remain competitive with other rentals in the surrounding area.

- The annual cost for E & G space will be credited against the indirect charge assessed to the Smith Student Center by the University.
- The annual rental cost for auxiliary space will be paid from an invoice generated by the Smith Student Center and processed as an internal accounting transaction (not through a purchase order) by the Accounting Office.

- **Academic Use of Auxiliary Space**
  - At times, the University may require rental of auxiliary space for use as instructional space.
  - Cost will be calculated based on the space and frequency of use; charged at 50% of the standard rental rate for each class period.
  - The cost will be credited against the indirect charge assessed to the affected auxiliary operation.

- **University Police – Coverage for student activities**
  - The Center for Student Involvement and Leadership will serve as the coordinator of student events. The department will establish a process to prioritize late night requests.
  - Up to five late-night events per semester may be scheduled under the following prorated fee schedule:
    * If the event is limited to SRU students only, there will not be a charge to the sponsoring organization for police services.
    * If the event is open to non-SRU students, a prorated charge for police coverage will be determined based on the percentage of non-SRU attendees. Example: If 60% of the attendees are non-SRU students, the organization will be charged for 60% of the cost for police services.
  - Each approved late-night event must be scheduled in accordance with the late-night event policy requiring at least 30 days advance notice to the facility manager.
    * An estimate of charges will be completed as part of the late-night event checklist provided by the facility manager
    * A security meeting will be held in advance of each event in accordance with the late-night policy. Review of intended attendees, identification method of SRU students, maximum event capacity, and anticipated charges will occur at that meeting.
  - A maximum number of attendees/participants will be identified prior to the event. When that number is reached, entrance to the event will be closed.
  - A method of identifying SRU students will be in place for each event.
  - If additional late night events, in excess of the five (5) approved events are scheduled, the sponsoring organization/department will be charged 100% of the cost for police services.

Approved by Cabinet – September 29, 2014