



Policy SA013: Philanthropic Use of University Facilities

Recommended for Approval by:

Susanne Fenske

Susanne K. Fenske, Ph.D., Vice President for Institutional Effectiveness and Student Affairs

Approved by:

Jon Anderson

Jon Anderson, Ph.D., President

Effective Date: 08/22/2024

A. Intent

The mission of the Pennsylvania Western University as a comprehensive regional institution of higher education and a member of the Pennsylvania State System of Higher Education is through innovation, academic excellence, and empowering environments, Pennsylvania Western University provides accessible education that cultivates career-ready, life-long learners and leaders, who enrich and engage each other, their communities, the region, and beyond. Consistent with policies governing expenditures of public funds, all University expenditures must directly support this public mission. This policy governs occasions when the mission of the University is served through Facility Use agreements with outside entities, including other governmental entities or qualifying nonprofit organizations, which are not assessed a charge for their use of University facilities because that use contributes to the realization of the University's mission.

B. Definition(s)

- Qualifying nonprofit organization: an organization holding a current Internal Revenue Service 501(c)(3) tax-exempt certification and having an organizational mission that is consistent with the educational and economic development purposes of the University.
- Governmental entity: an agency of national, state, county, township, or borough government.

C. Policy

All uses of University facilities are subject to the provisions of the Pennsylvania State System of Higher Education policy "Expenditures of Public Funds". It is the policy of Pennsylvania Western

University that the use of its facilities by outside organizations or individuals requires that the University be fully compensated for all costs incurred by the University in providing such facilities usage, or that the University realize nonmonetary consideration that directly supports the mission of the University. While community relations and goodwill are important to the University, these reasons alone do not justify the use of University facilities to support the work of outside organizations. Uses of University facilities that directly contribute to the realization of the University's public mission may be permitted for qualifying nonprofit organizations and governmental entities without monetary cost. All such uses must be approved by the Vice President of Student Affairs or designee.

D. Procedure(s)

Any organization or entity requesting to use University facilities for an event or program at no monetary cost must submit in writing a request to the Event Services Team prior to the execution of a Facility Use Agreement, or any use of University facilities, a description of how its proposed use of University facilities will directly contribute to the educational or economic development mission of the University. It is recommended requests begins sixty (60) days prior to event.

University facility costs associated with the proposed use of University facilities will be calculated by the Event Services Office. Any costs associated above and beyond the standard facility rental fee for setup/tear down/technical assistance, custodial, parking, etc. are not included in this policy and sponsoring organizations may be responsible for those expenses as outlined by their Event Services contact.

The Vice President of Student Affairs or designees will evaluate the costs and justification of the proposed use and determine whether the proposed use contributes to the mission of the University to a sufficient extent to justify the expenditures related to the proposed use, and if so may approve that the facility use be provided at a discount or no charge and will notify the Event Services contact of their decision.

The Event Services contact will notify the qualifying nonprofit organization or governmental entity of this determination.

If the request is approved, the terms and justification of the use will be memorialized in a fully executed Facility Use Agreement between the University and qualifying nonprofit organization or entity. Should the University require an alternative use of the facilities, or the organization or entity no longer meets the criteria for continued use of University facilities at no cost, or the use of facilities no longer conforms to the approved use, or the Vice President of Student Affairs or designees otherwise determines for any reason that it is no longer in the University's interest to continue the use, the University may immediately terminate the Facility Use Agreement.

This request cannot carry over to another year or another event or program.

E. Related policies

- Policy 2010-01-A: Expenditures of Public Funds
https://www.passhe.edu/inside/policies/BOG_Policies/Policy%202010-01-A.pdf
- Policy 1983-22-A: Use of Facilities
https://www.passhe.edu/inside/policies/BOG_Policies/Policy%201983-22-A.pdf
- Policy 2014-01-A: Protection of Minors

F. Contact Information

Office/Name	Location	Phone	Email
Event Services	PennWest California, Convocation Center	724.938.4803	calconferences@pennwest.edu
Event Services	PennWest Clarion, Gemmell Student Center	814.393.1944	clarionconferences@pennwest.edu
Event Services	PennWest Edinboro, Pogue Student Center	814.732.2425	boroconferences@pennwest.edu

G. Policy Review Schedule

Contact Event Services Department for dates. All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.