

## 12.70 – Use of NMSU Facility Space, Generally <sup>v122018</sup>

### PART 1: PURPOSE

This rule addresses the utilization and scheduling of space at NMSU. “Space” refers to areas both inside and outside NMSU facilities owned and controlled by the NMSU Board of Regents.

### PART 2: ACADEMIC USE

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For rules pertaining to the utilization and scheduling of academic space assigned by the provost and registrar, *See ARP 12.71 - Academic Space: Utilization and Scheduling.*

### PART 3: NON-ACADEMIC USE

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NMSU space may be used for non-academic purposes in facilities and locations designated to be available for such use by administration, as provided by this rule and other applicable public safety rules. NMSU is funded to support its academic mission; cost for activities will be passed along to the user. External entities and individuals who request to use NMSU facilities for non-academic purposes will be charged a site use fee or be subject to a rental agreement, based on the university’s actual costs and market value as approved by university administration. Large-scale events will be subject to additional university rules and procedures which require: inter-departmental coordination between relevant departments, coordination and formal agreements between the university and event sponsors and promoters, university provided security, optional supplemental security, liability insurance and other considerations for the protection of public health, safety and welfare on university premises. *See ARP 16.04 – Safety and Security at Public Events; ARP 16.05- Safety and Security at Private Events.*

### PART 4: PERSONAL GAIN AND COMPETITION WITH NMSU PROHIBITED

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NMSU space must not be used to teach for private gain or in programs which compete directly with university-supported programs.

### PART 5: KEYS AND LOCKS

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Employees of Facilities & Services (FS) are instructed not to open locked doors for any individual. The university’s Access Control department within the FS Operations and Utilities department (575-646-2209) will respond to requests for access, and open doors upon confirming the identification and authority of the requestor and securing permission from an appropriate administrator. Any new keys which may need to be issued will be coordinated between Facilities & Services staff and the appropriate department head.