

Effective: February 2019

Administrative Policy PHILANTHROPIC USE OF UNIVERSITY FACILITIES

Approved: February 25, 2019
by President's Executive Cabinet

I. INTENT

The mission of the Millersville University of Pennsylvania as a regional public comprehensive university is to educate students and contribute to the economic development of the Commonwealth of Pennsylvania. 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.

II. POLICY

All uses of University facilities are subject to the provisions of the Pennsylvania State System of Higher Education policy "Expenditures of Public Funds Guidelines, Standards, and Limits" (2011-07), particularly sections III.A and III.N. It is the policy of Millersville University of Pennsylvania 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 President or President's designee.

III. DEFINITIONS

1. **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.

2. **Governmental entity:** an agency of national, state, county, township or borough government.

IV. PROCEDURE

- A. Any organization or entity requesting to use University facilities at no monetary cost must submit in writing 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.
- B. University facility costs associated with the proposed use of University facilities will be calculated by the University Office of Facilities.
- C. The Vice President for Finance and Administration 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 recommend to the President that the facility use be provided at no charge.
 - a. Only the President or the President's designee may approve the uncompensated use of University facilities under this policy.
 - b. The Vice President for Finance and Administration will notify the qualifying nonprofit organization or governmental entity of this determination.
- D. 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 President or the President's designee 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.