



## USE OF ATHLETICS FACILITIES

**Policy Title:** Use of Athletics Facilities

**Policy Type:** Administrative Policy

**Policy Number:** Administrative Policy # 60-04 (2014)

**Approved:** President

**Responsible Office:** Department of Athletics

**Responsible Executive:** Director of Athletics

**Applies to:** University Community and Outside Organizations

### POLICY STATEMENT

This policy establishes basic guidelines for Norfolk State University campus organizations and off campus organizations with scheduling of athletics facilities (Joseph G. Echols Memorial Hall, William “Dick” Price Stadium, Tennis complex, Softball field, Marty L. Miller Baseball Stadium and Football Practice Field). All scheduling must be coordinated through the Office of Student Affairs, Department of Auxiliary Services and the Department of Athletics.

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### DEFINITIONS

None

### CONTACT(S)

The Department of Intercollegiate Athletics Business Office officially interprets this policy. The Senior Associate Athletics Director for Administration/SWA is responsible for obtaining approval for any revisions as required by the Director of Athletics through the appropriate governance

structures. Questions regarding this policy should be directed to the Department of Intercollegiate Athletics.

## **STAKEHOLDER(S)**

University Community and Outside Organizations

## **USE OF ATHLETICS FACILITIES POLICY CONTENT**

This policy establishes basic guidelines for Norfolk State University campus organizations and off campus organizations with scheduling of athletics facilities.

Scheduling of athletics facilities (Joseph G. Echols Memorial Hall, William “Dick” Price Stadium, Tennis complex, Softball field, Marty L. Miller Baseball Stadium and Football Practice Field) must be coordinated through the Office of Student Affairs, Department of Auxiliary Services and the Department of Athletics.

The Senior Associate Athletics Director/ SWA is the athletics designee to approve all facility use requests from the Office of Student Activities or Auxiliary Services.

### **A. NSU Campus Organizations**

On campus groups and organizations who desire to use any of the athletic facilities on campus must complete a request through the 25Live program. Each department has a designated staff member to submit these requests for facilities throughout campus. The staff member will submit the request and an email will be received once it is approved with all relevant departments. The Director of Conference Services is the main contact for all requests submitted through 25Live.

Scheduling of classroom space in Joseph G. Echols Memorial Hall must be coordinated through the Department of Physical Education and Exercise Science and Army ROTC. The chairperson of the Physical Education Department must approve any request for use during scheduled class time.

### **B. Off-Campus Organizations**

Off-campus organizations who desire to use athletic facilities, must contact the Office of Auxiliary Enterprises and/or the Director of Conference Services to obtain an Activity Form for Off-Campus Organizations. Facility availability is coordinated between the offices of Auxiliary Enterprises and the Athletics Department. The Athletics Department does jointly sponsor some activities. In these cases, the Athletics Department will notify the Office of Auxiliary Enterprises in writing. The Auxiliary Enterprises Office coordinates all support staffing and services for these events.

## **PUBLICATION**

This policy shall be widely published or distributed to the Athletics community. To ensure timely publication and distribution thereof, the Department of Intercollegiate Athletics will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Post the policy on the Department of Intercollegiate Athletics Website ([www.nsuspartans.com](http://www.nsuspartans.com)); and
3. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 04/14/2021
- Approval by, date: President, 7/16/2014
- Revision History: 6/30/13; 5/27/14
- Supersedes: Policy No. 3.9, Athletics Policies and Procedures

## **RELATED DOCUMENTS**

None

## **FORMS**

Activity Form for Off Campus Organizations