

Western New Mexico University Policy and Contract for Use of the Fine Arts Center Theatre by Campus Organizations

Western New Mexico University (WNMU) shall permit the use of the WNMU facility known as the Fine Arts Center Theatre (herein referred to as FACT) by Campus Organizations pursuant to this policy.

I. Definitions

- **Campus Organization**

A campus organization includes any organization that is part of the WNMU organizational structure. This includes any organization that is part of or comprised of a WNMU department or office and includes recognized student groups.

- **University Event**

A University event is any event that is organized and run by a “Campus Organization” (as defined above) that is related to WNMU business. In order to qualify as a University event, employees of WNMU must be present to run the event.

- **Recruiting Event**

An event organized expressly for the purpose of introducing prospective students to the WNMU campus and its learning environment. Such an event should be sponsored by a “Campus Organization” (as defined above) and employees of WNMU and the sponsoring organization must be present to run the event.

- **Private Event**

An off campus group or organization or individual that is not organized or run by a Campus Organization (as defined above) and that is not related to WNMU business. Such an event does not qualify as a University event if an employee of WNMU is present to run the event. Private events are subject to the WNMU Policy and Contract for Use of the Fine Arts Center by Non-University Users.

The Western New Mexico University Fine Arts Center Theatre, as a state building, is to be used by WNMU for its purposes and by members of the public in accordance with WNMU policy.

A. Conditions of Use

Use of the FACT by a Campus Organization for an event under this policy is permitted only when the following conditions are met:

1. The Facilities Director (Technical Director of the FACT) determines that the Event falls under the definition of a University Event requested by a Campus Organization. Events determined to be Private Events, as defined above, fall

- under the WNMU Policy and Contract for Use of the Fine Arts Center Theatre by Non-University Users and will be charged a fee for facilities and equipment.
2. The facility and any requested equipment is available on the dates and at the time requested by the Campus Organization.
 3. The event does not violate federal, state or local laws or WNMU policy.
 4. The Campus Organization acknowledges that use of the facility for the event does not constitute WNMU or State of New Mexico endorsement of the event or the views or objectives of the Campus Organization or the event.
 5. No Alcohol will be served or consumed during the event.
 6. Illegal drugs are prohibited on the WNMU campus.
 7. Loss or damage to the FACT, any equipment or any other WNMU property, other than normal wear and tear, will be the financial responsibility of the Campus Organization.
 8. The event does not involve obscenity, as determined under applicable law. Obscene material can be material that is written, pictorial or recorded which, taken as a whole, appeals to the prurient interest in sex as judged by the average person applying a local contemporary community intolerance standard; describes or depicts sexual conduct in a patently offensive way; and taken as a whole, lacks serious literary, artistic, political or scientific value.
 9. The Technical Director of the FACT has determined that the FACT can accommodate the equipment that will be used during the event, whether the equipment is provided by the FACT facility or provided by the Campus Organization.
 10. The Director of Campus Police has determined that the event does not create a safety/security risk that campus law enforcement officers could not control with reasonable efforts.

B. Scheduling Requirements

1. Use of the FACT by a Campus Organization is scheduled on a first-come-first-serve basis. All requests to schedule the FACT must be made directly to the

- Technical Director of the FACT as soon as possible but no later than 10 business days prior to the event.
2. All requests to schedule use of the FACT shall be made on the appropriate FACT Facilities Use Form and submitted to the Technical Director of the FACT no later than 10 business days prior to the event. All information requested on the form must be provided, including the facility requested, the equipment to be used during the event, the equipment to be provided by the WNMU Special Events Office (such as extra chairs and tables), the nature of the proposed event, the number of persons expected to attend the event, and the time(s) and date(s) for the event.
 3. All requests must be accompanied by a Technical Rider specifying lighting and sound technical specifications for the event. The Technical Rider must be approved by the Technical Director of the FACT.
 4. All requests to schedule use of the FACT must be approved by the Technical Director of the FACT and the Director of Campus Police in advance of the event.
 5. Upon receipt of the FACT Facilities Use Form and information regarding any technical needs associated with the event, the Technical Director of the FACT and the Director of Campus Police shall make a determination whether to approve the event based on this policy.
 6. The Technical Director of the Fact shall inform the Campus Organization no later than 5 business days prior to the event whether the request to use the FACT has been approved.
 7. The Campus Organization must give 2 business days prior written notice of the cancellation of an event to the Technical Director of the FACT.
 8. The Campus Organization agrees to provide set up and rehearsal times to the Technical Director of the FACT at least 72 hours in advance of the event.

C. Appeals Process

If a Campus Organization is denied use of the FACT, the Campus Organization may appeal that decision within 2 business days of its notification of the denial by the Technical Director. Such appeals shall be in writing and submitted to the Vice President of Academic Affairs. The Vice President of Academic Affairs shall determine whether

the denial was consistent with this policy and shall notify the Campus Organization and the Technical Director within 2 business days of receipt of the appeal.

Signature of Authorized Representative of the Campus Organization

Signature: _____ Date: _____

Name of Campus Organization

FACT Technical Director Approval:

Signature: _____ Date: _____

Director of Campus Police Approval:

Signature: _____ Date: _____