

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

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 non-compensated use of University facilities under 4 (m)-is policy.
 - b. The Vice President for Finance and Administration will notify the qualifying non-profit organization or governmental entity of 4 (m)-is determination.
- D. If 4 (m)-e request is approved, non-compensated terms and justification of the use will be 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