

# Board of Trustees of the Nebraska State Colleges

## Auxiliary Operations

POLICY  
NAME: Non-Student Use

POLICY  
NUMBER: 9010

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### A. PURPOSE

To identify appropriate non-student uses of the Auxiliary System facilities.

### B. DEFINITIONS

1. **Auxiliary System:** Facilities comprised of housing facilities, buildings and structures used for athletic and wellness purposes, student centers, medical centers and parking facilities that are pledged under a revenue bond resolution.
2. **Bond Resolution:** The legal document between the bond issuer and the bondholder(s) containing the details related to the bond issue, including the purpose, obligations of the issuer, rights of bondholders, and includes the Master Resolution.
3. **Master Resolution:** The Board adopted a Master Resolution on June 11, 2002, that created a combined system of housing and auxiliary facilities for the three Colleges. The Master Resolution contains the bond covenants and is also considered a Bond Resolution.
4. **Revenue Bonds:** A series of bonds issued to finance the construction, purchase, remodel, repair, furnish and equipping of Auxiliary System facilities.

### C. POLICY

#### 1. Purpose of Auxiliary System

The Auxiliary System facilities, have been to support the programs needed to provide a satisfactory campus environment for the students. However, periodically the Colleges may find it necessary and/or advantageous to provide space for non-student uses that benefit the Colleges or the community. Use of the facilities for non-student purposes is prohibited if, in doing so, the students are unduly prevented from their normal, rightful and expected usage of them.

##### 1.1. Emergency Use

The Colleges may provide housing or use other Auxiliary System facilities for non-college functions in the case of an emergency or highly unusual

conditions occurring in the region. The Chancellor is to be notified prior to such use.

### 1.2 Other Approved Uses

Other non-student uses of the Auxiliary System facilities, of a non-emergency nature, such as the following are authorized:

- Events hosted or co-sponsored by the College;
- Students from other institutions and their sponsors who are visiting the campus on official business;
- Invited guests of the Colleges or person performing services for the college;
- Community "overflow" which cannot be satisfied by similar commercial facilities in the community;
- Housing of faculty or staff;
- Prospective students and families; and
- Families of current students

### 1.3. Non-Student Use Rates

Each College shall develop a schedule of fees and charges for non-student use of its Auxiliary System facilities and provide the schedule to the System Office.

## 2. Housing Facilities

The Colleges may rent housing to faculty, staff or other affiliated parties if housing is available. Individuals shall not be housed in the same apartment or residence hall room with students. The colleges shall not allow housing facilities to be used by persons who would normally use similar commercial facilities in their visit to the community unless deemed to be an emergency or unusual circumstance.

### 2.1 Housing Contract

Every person who rents any type of housing unit from one of the Colleges shall enter into a contract for the period of time during which the unit will be occupied. The contract will identify who will be allowed to reside in the unit. A contract shall be provided to the renter and his/her signature affixed before occupying a College-owned housing unit.

### 2.2 Delinquent or Unpaid Rent

In the event payment of rental is not made at the time stipulated in the contract, the College shall initiate campus proceedings for collection of debt owed according to collection procedures.

### 3. Food Service Facilities

The food service facilities may be used for non-student purposes whenever to do so is beneficial to the campus and the community and does not interfere with students' access to and use of the facilities. Each College, when establishing charges for non-student use of its food service facilities, will take into consideration the costs involved and will establish rates that will assure that no financial loss will result to the Auxiliary System. Such rates shall follow the posted cash prices offered by the food service operation or will be negotiated catering rates.

#### FORMS/APPENDICES:

None

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#### SOURCE:

<b>Legal Reference:</b>	Neb Rev. Stat. 85-314	Board of trustees; rules and regulations.
	Neb. Rev. Stat. 85-408	Dormitories; housing facilities; other facilities; rates, fees, or charges, pledge for payment of bonds; surplus; approval by Legislature.

**Policy Adopted:** March 1994

**Policy Revised:** September 1997, September 2023