

ADLER GRADUATE SCHOOL

ROOM USE POLICY

The Adler Graduate School's (AGS) physical plant is generally reserved for activities necessary for delivering the educational programs offered by the School. In some circumstances, AGS will make its physical plant available (especially in the cases of AGS faculty members and *alumni) for uses other than those directly related to the delivery of AGS' educational programs. Depending on circumstances, these uses may or may not require a fee. Acceptable uses of AGS' space could include:

- Meetings/activities, not meant to generate revenues, sponsored by a non-profit organization that AGS wishes to facilitate in its role as a "good neighbor" or cooperative community member. No fee.
- Meetings/activities, not meant to generate revenues, of an AGS faculty member, alumnus/alumna, staff member, student or AGS volunteer that AGS wish to facilitate as a professional courtesy. No fee.
- Meetings/activities of non-profit or for-profit organizations or constituent groups that are meant to generate revenues. A fee will be charged.

In all cases, acceptable meetings/activities must be formally pre-approved by AGS' President or Academic Vice President or their designee and deemed to be consistent with AGS' Vision and Mission statements and their related Core Values. In cases where pre-approved meetings/activities are subject to a space use fee, the meeting/activity must also be covered by a signed proposal/agreement (form attached). The following guidelines will be used as it concerns fees.

1. Approved meetings/activities, meant to generate revenues and/or facilitate marketing of organizations (i.e., non-profit or for-profit) will be subject to a fee.
2. For purposes of this room use policy, all current faculty members and alumni will enjoy the privileges of a non-profit organization.

Fees covering the use of AGS' physical plant are as follows:

- Large classrooms – \$50/half-day and \$75/day for non-profit organizations and \$90/half-day and \$120/day for for-profit organizations.
- Small classrooms – \$35/half-day and \$50/day for non-profit organizations and \$70/half-day and \$90/day for for-profit organizations.
- The fees include general use of AGS physical plant, limited food storage capabilities, limited food preparation space and limited use of equipment which includes one tech cart and wifi access. Custodial or tech fees of \$50/hour will be charged if additional set-up, take-down or clean-up is required.

*Alumni are defined as graduates of the AGS' Master of Arts Program and/or having completed one or more of AGS' Certificate Programs

PROPOSAL/AGREEMENT COVERING ADLER GRADUATE SCHOOL ROOM USE

Date of proposal:_____

Name of person/organization making proposal:_____

Current AGS faculty member (yes/no)_____

AGS alumnus/alumna (yes/no):_____

Non-profit organization (yes/no):_____

For-profit organization (yes/no):_____

Date(s)/time(s) of proposed use:_____

Type of use proposed:_____

Will the proposed use generate revenues and/or have a marketing focus ?

(explain)_____

Plans for food/beverage storage, preparation and/or service (explain):_____

Signature of applicant:_____

Approval Status

Not approved:_____

Approved/conditions(explain):_____

AGS representative signature:_____

Applicant signature:_____

May 2012