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CTSA/Community Engagement Guidelines

There are 5 tiers being employed to determine how space usage will be charged in CTSA. While we would like to employ Tier 1 more often, these tiers are sound and give us flexibility when dealing with prospective users. In many cases, prospective users will contact the Facilities Manager to begin the dialogue, though that is not always the case. These tiers will continue to be used as the starting point for discussions and/or negotiations about charges. The Dean will approve charges in very unusual cases.

Tier 1

Users will be charged the published facilities rental rates. These rates include most equipment. Staff support, instruments (such as pianos), rehearsal fees and theatre preservation fees are additional costs. Charges in this tier are not negotiable.

Audience: New external entities with no affiliation or previous relationship with the University or school will be charged based on this tier in most cases.

Tier 2

Users will be charged the published HOURLY facilities rental rate. Staff support, instruments (such as pianos), rehearsal fees and theatre preservation fees are additional costs. Charges in this tier are negotiable.

Audience: Entities internal to the University, alumni, those who have worked with the school in the past, or those relationships with a perceived, but not easily quantifiable benefit.

Tier 3

Users will be charged \$2.00 per venue seat as the facilities rental rate. Staff support, equipment, and incidentals (air, garbage pick-up, lights etc.) may or may not be included in charges. Charges in this tier are negotiable.

Audience: Faculty initiated with a perceived, but not easily quantifiable benefit.

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Tier 4

Users will be charged for staff support, equipment, and incidentals (air, garbage pick-up, lights etc.). Facilities are provided as a community service and may be made because they promote "goodwill".

Audience: Entities internal to the University or those relationships with a perceived, but not easily quantifiable benefit

Tier 5

No fees will be charged, and must be approved by the Dean.

Audience: Dean- or faculty-initiated or those relationships with a perceived, but not easily quantifiable benefit