



Facilities Use Agreements Guidance & Definitions

Four Types of Pre-Approved Facilities Use Agreements

1. Facilities Use Agreement (Lite)
 - a. This template is intended for situations where the risk level at the university is low. It should be used for routine purposes and activities that involve minimal risk. Some examples of suitable uses for this agreement include renting rooms at the Student Union Building for meetings or training sessions, organizing events with a small number of participants and low-risk activities, and situations where we typically wouldn't require renters to have insurance.
2. Facilities Use Agreement (Standard)
 - a. This template is recommended for situations where the risk level at the university is classified as moderate. It should be used when the proposed use involves potential hazards, and it is important to implement reasonable measures to mitigate the risks. Some examples of suitable uses for this agreement would be events where Permittee has more access to facilities, a participant count exceeding 25, where specialized equipment may be utilized, or events that encompass more than just a small meeting. Examples include conferences, workshops, seminars, exhibitions, etc.
 - i. If Permittee does not have insurance, direct them to tulip.ajg.com to purchase special events coverage. Reach out to Risk Management with insurance-related questions.
3. Facilities Use Agreement (Comprehensive)
 - a. This template is intended for situations where the risk level at the university is categorized as moderate to high. It should be used when the permittee is a third party or a group organizing a large-scale event or will have considerable access to ISU facilities and perhaps for a longer duration of time. It is crucial to ensure that the third party has appropriate insurance coverage to mitigate potential risks to the university, as there is a possibility of serious injury or property loss. Extensive planning, precautions, and safeguards must be implemented to protect the university's interests. Examples of suitable uses for this type of agreement include weddings, athletic camps, events that are open to the public, events involving minors, and events where alcohol will be served, among others.
 - i. If Permittee does not have insurance, direct them to tulip.ajg.com to purchase special events coverage. Reach out to Risk Management with insurance-related questions.
4. Government or Sister-Institution Facilities Use Agreement
 - a. This template is recommended for situations involving interactions with another State Agency or Sister-Institution (i.e. Boise State University, University of Idaho). Since we are insured by the State and share the same public contracting requirements, we have made specific modifications to streamline the process when working with another State Entity. These alterations are aimed at enhancing efficiency and ensuring smooth collaboration between the parties.



ISU Sponsored Event vs. External Organization

In general, when an event is classified as an official ISU-sponsored event, the utilization of facilities typically does not involve any charges or is offered at a discounted rate provided by the University. However, when ISU is renting space to an external organization ISU has a duty to charge for that use. There are instances when an ISU group might collaborate with an external organization to co-sponsor an event. In such cases of co-sponsoring, a representative from the University group must act as the primary contact for the event (making the reservation, providing the details, etc.). Additionally, in order to receive the University rate, the invoice must be paid through a University Department index. The sponsoring ISU group will also be financially responsible for any damages which may occur.

No Fronting Policy

ISU employees have a duty to avoid engaging in the practice known as "fronting" on behalf of an external organization. Fronting refers to a situation where an ISU employee reserves University space on behalf of an outside organization at no cost or at a discounted University rate. This practice violates ISU Policy, Public Policy, and can result in negative consequences if continued abuse occurs. It is important for ISU employees to uphold these policies and avoid participating in fronting.

The University may take the following actions against an ISU employee that fails to comply with this or with any other University regulation or policy by engaging in Fronting:

- Deny or rescind the ISU employee’s permission to use the space, even if the Event has already commenced;
- Allow the Event to proceed, but adjust all fees related to the Event to the appropriate rates;
- Restrict any involved ISU employee from reserving space either at the specific venue where the Fronting took place or, in cases of severe misconduct, anywhere on Campus;
- Restrict any involved third party from reserving space on Campus.

Facilities Use Agreement Risk Matrix

The Facilities Use Agreement Risk Matrix serves as a valuable tool for ISU personnel who regularly handle Facilities Use Agreements. Its purpose is to assist personnel in selecting the most suitable agreement for each unique event by considering specific details and associated risks. When in doubt, reach out to the Office of General Counsel for assistance in determining the best agreement for the event.

	Access	Type of Event	Attendance	# of Attendees	Food/Beverage	Set Up/Equipment	Minors	Impact on Operations	Type of User
High Risk Comprehensive Facilities Use Agreement	Full Access to Entire Building/Facility	Weddings, Large Scale Events, Public Events, Conferences	Open to Public Event is Advertised	100+	Serving Alcohol	Temporary structures/staging/ significant use of special equipment	Minors not accompanied by Parent or Guardian	Event will likely disrupt regular business operations During Class Hours Requires Public Safety and/or Facilities coordination	Private Company Businesses Cooperation
Moderate Risk Standard Facilities Use Agreement	Partial Access to Building/Facility	Events, Luncheons, Smaller Conferences	Registration Ticket	25 - 99	Serving Food/Beverage	Moderate use of special equipment.	Minors accompanied by Parent or Guardian	Impact is minimal or manageable with little effort or coordination	Non-Profit Community Org
Low Risk Lite Facilities Use Agreement	Single Room	Small Meetings or Gatherings	Invite Only Limited Event	1 - 25	Little or No food No Alcohol	None-Minimal use of special equipment. Computer/Pull Down Screens	No Minors	No impact on regular ISU business	Individual Parent Group