



# THE JOHN MARSHALL LAW SCHOOL®

## Use of Law School Facilities for Events by Outside Groups and Individuals Policy

- 1. Purpose and Overview:** The John Marshall Law School is a private institution of higher learning devoted to educating its students. To fulfill this mission, law school facilities are used primarily to support instructional and other school-related activities. JMLS frequently receives requests from outside groups and individuals to use its facilities. Not all requests can be granted. This policy addresses the limited situations in which outside groups and individuals may be granted access to JMLS's facilities.
- 2. Definitions:** An outside group or individual, for purposes of this policy, includes individuals not affiliated with JMLS and JMLS employees and students who are not seeking to use campus facilities for official JMLS business or activities. Outside groups also include organizations in which JMLS faculty, staff, or students serve as members, officers, or directors but are not formally affiliated with JMLS. This policy does not apply to an Endorsed Student Organization as defined by JMLS's Endorsed Student Organization Handbook.
- 3. Requesting Access:** Requests to use JMLS facilities should be made at least four weeks before the anticipated event, although longer lead time is encouraged. Requests should be referred initially to the Director of Calendar & Events, who will check for conflicts and appropriateness. Other senior officials may also be asked to review the request. JMLS has blocked out certain dates, such as new student orientation, the reading and examination period, and Winter Break, when outside groups normally may not use JMLS facilities. The Dean must approve all uses by outside groups and individuals.
- 4. Fees and Scope of Access:** If JMLS permits the event to occur at its facilities, the Director of Calendar & Events will set any fee, will help coordinate the event, and will work with the General Counsel and Assistant Dean for Human Resources to develop a formal agreement for the outside group or individual to execute prior to the event.
- 5. Compliance with JMLS Policies:** All JMLS policies can be accessed through JMLS's Institutional Policies webpage by visiting

<https://www.jmls.edu/policy/> and must be reviewed by the outside group or individual prior to the event.

Requests to use JMLS audiovisual (AV) or information technology (IT) equipment by an outside group or a contractor retained by, or on behalf of, an outside group must be pre-approved by the Director of Information Technology Services (ITS). Any use of or connection to JMLS AV or IT equipment is subject to any rules or restrictions imposed by the JMLS ITS Department. Additionally, AV requests outside the scope of JMLS ITS support may require the outside group to provide and pay for its own AV support personnel, services, and equipment. The outside group will be responsible for the cost to repair or replace any damaged equipment.

In addition, JMLS may require the outside individual or group to provide proof of insurance covering the event, or to purchase event coverage insurance.

*Administrative policy adopted November 15, 2018 effective immediately.*