Utilization of CHP Spaces by Non-WSU Entities

College of Health Professions (CHP)

Approved by the College of Health Professions Executive Council on January 9, 2018

Purpose

The College of Health Professions (CHP) is fortunate to be housed in excellent physical space within four separate buildings. On occasion, various units within the CHP receive requests from outside entities to utilize CHP-designated space.

The goal of this policy is two-fold: 1) ensure that CHP is complying with all University requirements while concurrently meeting the very important needs of our departments, and 2) provide a mechanism for outside entities to utilize CHP spaces when appropriate, particularly when there is a direct benefit to our educational mission.

This policy provides a framework on how to process requests for Utilization of CHP Spaces, and to establish boundaries for acceptable space utilization.

First, it is important to distinguish between internal and external requests.

Internal Requests

Any WSU employee or student group may make a request to utilize either academic spaces (e.g. classrooms) or non-academic spaces (e.g. meeting rooms, conference rooms), by using scheduling system, the Event Management System (EMS) accessible online at: http://ems.wichita.edu/EmsWebApp/.

Scheduling and usage of space is subject to availability, appropriate use, and existing university policies and

External Requests

When an outside entity requests to utilize space in places such as the Rhatigan Student Center, or the Hughes Metropolitan Complex, there are existing mechanisms, scheduling offices, and policies/procedures to accommodate and process these requests.

However, the above is not true for non-public spaces that have been university-designated for academic units such as the CHP. This would include the following buildings and spaces:

> Ahlberg Hall
> Old Town
> Advanced Education in General Dentistry Building
> Speech Language Hearing Clinic

Thus, it is our responsibility as a College to triage, process, and schedule these requests.

Guiding Principles

> Whenever possible/appropriate, external entities should <u>first</u> be encouraged to consider requesting space in locations such as the Rhatigan Student Center, or the Hughes Metropolitan Complex (see contact information below).
> Use of CHP designated space by external entities:
> - o Shall only occur when there is a direct benefit to our educational mission.
> - o Is limited to invitation only.
> - o Will require <u>advance</u> approval of the unit director and the dean of the college.
> - o Must be limited to designated areas, given that many areas in CHP have highly

Programs being done in the name of the University, at which external audiences (non-degree seeking) are expected, and either 1) a program registration fee is charged or underwritten (e.g. grants, sponsorships, research funds), or 2) continuing education units (CEUs, contact hours, or other profession-specific credits) or academic credits are offered, must be coordinated through the Office for Workforce, Professional & Community Education (WPCE), and that office will be partially funded through coordination fees charged to program sponsors.

The WSU Office for Workforce, Professional and Community Education shall be provided the opportunity to review requests for use of CHP designated space by external entities when a program registration fee is involved, or when continuing education units or academic credits are offered.

CONTACT INFORMATION:

University Event Services
The Rhatigan Student Center offers a variety of meeting and dining facilities to meet the needs of WSU students, faculty, staff and community members. They welcome the opportunity to host your special event, dance, meeting, meal, reception or private function. They also schedule nonacademic use of many Wichita State University buildings and classroom spaces. The University Event Services office is located on the second floor of the Rhatigan Student Center in Room 234. For more infor598 d/ CnBTthense998 (c)10(e)-2