

UDC Guiding Principles of Facility Usage and Reservations

Guiding Principles have been developed to assist in the decision-making process for space reservations at the University of the District of Columbia. These principles reflect the University's commitment to openness, integrity, and its core values. These principles are to be used in conjunction with the Facility Use policy to ensure that facilities at UDC are:

- **Multifunctional:** Provide multifunctional space for optimization purposes.
- **Interdisciplinary:** Provide opportunities to colocate functions and activities.
- **Promote Utilization and Collaboration:** Create synergistic spaces that encourage new models for collaboration such as bringing units together for ease of communication and interaction.
- **Cost-Effective:** Utilize current space attributes with attention to feasibility and financial responsibility.

9 Guiding Principles

1. UDC is a learning environment with a mission rooted in producing lifelong learning opportunities. As such, programs/events must fit that mission.
2. Precedence for reservation will be provided to the service needs of UDC for instructional, research, public assembly, student activities, and recreational activities related to education.
3. Given the strong commitment UDC has to serve the needs of the community of the District of Columbia, all non-university groups are welcome to use facilities based on availability and adherence to rental rates.

4. Any individual or group, including UDC students, faculty or staff, may reserve space and use the facilities.
5. Scheduling priority exists for any official activities of the University itself; otherwise all facilities are scheduled on a first come, first served basis.
6. Events and functions must logically relate to the mission of the club, organization or department requesting space.
7. The Office of Auxiliary Enterprises will monitor the use of UDC facilities and serve as the primary point of contact for space reservations.
8. Space and equipment can vary given the audience and the space. Accordingly, there is a variance in fees between affiliated and nonaffiliated individuals and groups. Use by University organizations and departments is usually free of charge.
9. Events which require extra staff or extended operating hours will be charged a staffing fee. Certain events may incur a room rental fee as well.