

Facilities Use Policy

University resources are intended for the benefit of the public. As public servants, we all have a responsibility to be stewards of University resources for that purpose. In general, it is not appropriate to use University resources for private gain. The University's [Code of Conduct](#) is clear that the personal use of University property is contrary to our stewardship responsibilities.

[University Policy 5-204](#) allows University faculty members use their offices for private consulting work. *However, this policy does not extend to other spaces on campus.* In addition, Policy 5-204 limits engagement in private consulting activities to *no more than four (4) days per month for full-time faculty.*

University Policy 1-015 (Safety of Minors), requires faculty members to register any private lessons for personal profit held on University premises involving students not enrolled in the University of Utah who are under 18 years of age with Youth Protection and Program Support. <https://regulations.utah.edu/general/1-015.php>

- a. Faculty members should complete all the requirements listed at <https://youthprotection.utah.edu/> including the online Safety of Minors Policy Training video at <https://utah.bridgeapp.com/>.
- b. Non-University students who are under 18 years of age and their Parents/Legal Guardians must complete the waiver: MINOR PARTICIPANT INFORMED CONSENT & PARENT/GUARDIAN CONSENT TO TREATMENT, WAIVER AND RELEASE FOR NON- U OF U EVENT OR ACTIVITY (located at <https://riskmanagement.utah.edu/forms/index.php>). The form must be turned into the Theatre Office before the faculty member teaches the minor private lessons in their faculty office.
- c. Because the Safety of Minors Policy and Rules prohibit one-on-one interaction between an adult and minor, and because the Department of Theatre Offices do not have windows to permit observation by others, the parent/legal guardian must remain in the faculty office during the lesson if the student is a non-University student who is under 18 years of age.

Faculty, staff, and students may request to reserve shared spaces in Department of Theatre buildings for the reasons listed below and in priority order (1 = highest, 5 = lowest):

1. Department of Theatre classes
2. Department-supported productions
3. Completion of student coursework (e.g., rehearsing a scene or using the drafting tables in the Design Studio in connection with an assignment for a DoT class)
4. Faculty research (full-time faculty)
5. Grant-funded students projects with *prior* approval (that is, prior to submitting a grant proposal)