

Chancellor's Memorandum

CM-1 – Use of Buildings

**To:** Vice Chancellors, Deans, Administrative Staff, Department Heads, and Students.

**From:** LSU Health Sciences Center New Orleans Chancellor

June 20, 1979

The buildings which are owned or leased by the various Schools of the Louisiana State University Health Sciences Center are purchased or rented with public funds. Therefore, it is expected that said buildings will be utilized to their maximum capacity in pursuit of the interests of the public and the objectives of the University, namely, education, research and service.

Any extra-curricular use of the buildings must be scheduled in consideration of these expectations. The following policy is to govern the use of buildings:

1. For each building, the Chancellor will delegate authority to one person (usually a Dean) the ultimate responsibility for scheduling extracurricular activities.
2. Organizations and activities which may be granted these privileges are:
  - a. All LSU Health Sciences Center educational activities or social activities in accord with LSU rules.
  - b. Organizations whose proposed activities in LSU facilities are clearly related to education, research or service in the health fields.

Examples:

1. Volunteer groups (as Louisiana Heart Assn.)
  2. Professional groups (as Louisiana State Medical Society)
  3. National associations (as American Society of Microbiologists)
  - c. LSU educational programs from other campuses within the University family.
3. Activities which must be prohibited are:
    - a. Social functions of any group other than those from the LSU Health Sciences Center.
    - b. Meetings sponsored solely by profit-making enterprises such as drug companies, equipment companies, insurance companies, etc.
  4. A nominal charge for housekeeping, use of learning resources, etc. may be assessed at the discretion of the responsible officer.

Exceptions to the above may be made only with approval from this office.

Signed: Allen A. Copping, Chancellor

Note: The Policy Memo as issued by Chancellor William H. Stewart on November 1, 1972 is revised only to update the format.