

Utah Tech University Policy

448: Use of Snow/Dolowitz Cabin



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I. Purpose

- 1.1 To establish policy for the use of Utah Tech University's ("the University") Snow/Dolowitz Cabin, located in Pine Valley, Utah.

II. Scope

- 2.1 This policy applies to all University and Non-university groups using the Snow/Dolowitz Cabin.

III. Definitions N/A

IV. Policy

- 4.1 Permission to use the facility does not imply endorsement, sponsorship, or support by the University, of the views, opinions, or programs of the users or speakers.
- 4.2 Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the University or federal and state laws. All organizations are expected to follow the policies and procedures governing this facility and grounds when being used.
- 4.3 Those eligible to rent the cabin are University groups, departments, clubs, and full-time and permanent part-time faculty and staff.
 - 4.3.1 The eligible renter (s) renting the facility must be in attendance during the entire rental period.
 - 4.3.2 An employee may reserve the cabin up to two times per year for personal use (maximum of four days/three nights per reservation).
 - 4.3.3 An employee may reserve the cabin for a specific holiday once every

three years.

4.4 Deposit and Rental Fee

4.4.1 A deposit is required to be paid before the reservation is made official. The reservation deposit may be refunded if a timely notification of cancellation is made or if the caretakers certify the cabin was left in an acceptable condition.

4.4.2 A prepaid rental fee will be charged for use of the facility. Fees are based on type of event being held.

4.5 Priority Scheduling

4.5.1 University events and student organizations are afforded the privilege of having first priority in scheduling reservations.

4.5.2 Reservations must be submitted by May 31, for events scheduled to occur in the forthcoming academic year (Fall, Spring, and Summer semesters).

4.5.2.1 After May 31, all requests will be granted on a first-come, first-serve basis. The following groups are given scheduling priority:

4.5.2.1.1 Priority One: Recognized student organizations and University events.

4.5.2.1.2 Priority Two: University faculty and staff

4.5.2.2 While reservations may be submitted for the upcoming year prior to the May 31 deadline, these requests may be considered on a first come, first serve basis, after student organizations and University event requests (submitted by May 31) have been considered.

4.5.2.3 Exceptions to this priority system are as follows:

4.5.2.3.1 A once a year reservation for the family of the donor.

4.5.2.3.2 Conferences and meetings that require more than a year to plan in order to secure speakers and/or correspond with circuit events hosted in conjunction with other entities.

4.5.2.3.3 Administration events (typically, those with some

urgency).

4.5.2.3.4 If granting an exception creates a conflict for a scheduled event, every effort will be made to notify the scheduling party as soon as possible.

4.6 Subleasing, subletting, or charging any type of fee for any event is prohibited.

4.7 Outdoor camping and the use of tents, camp trailers, motorhomes, etc. is prohibited.

4.8 University funds may not be expended for non-University use of the cabin.

V. References N/A

VI. Procedures N/A

VII. Addenda N/A

Policy Owner: Vice President of Administrative Affairs
Policy Steward: Executive Director of Facility Management and Executive Director of Events Services and Risk Management

History:

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