

SOP Work Group
Charging for Newcomb Hall Space
April 29, 2003

Original SOP Recommendation:

Grant student priority for use of space in Newcomb Hall and charge faculty and staff for use of rooms in Newcomb. Currently, students can be bumped by faculty and staff from classrooms and administrative spaces, but students lack this right in a building funded with student fees. In addition, Newcomb loses considerable revenue because key units, including ITC, HR, and Summer Orientation, do not pay room rentals. Use the new money generated to support programming.

Work Group Tasks:

- Analyze current fee structure
- Develop appropriate fee structure, policies, and an implementation plan
- Evaluate possible effects of implementation

Work Group Findings:

SOP recommended charging faculty and staff for use of rooms in Newcomb Hall and using the new money generated to support programming. This recommendation was not made just to generate revenue or because of frequent scheduling conflicts between student and faculty/staff use of space. In fact, most faculty and staff use Newcomb Hall during the day, while students typically request space in the late afternoon and evening. The recommendation was based on the perceived inequity regarding space. Students can be bumped by faculty and staff from classrooms and administrative spaces, but students lack this right in a building funded with student fees.

Currently, Newcomb Hall receives \$25,000 in Educational and General (E&G) funding for use of space, the same amount it has received each year since approximately 1996. During the period July 1, 2001 to June 30, 2002, Newcomb also collected \$34,005 from E&G units that were required to pay a room reservation fee. E&G units are only assessed a space rental fee when certain criteria are met (see Appendix A for these criteria and corresponding room rental charges). During the period in question, key users of the space included Admissions (175 bookings), Alderman Library (63 bookings), Orientation (1,032 bookings), and Career Services (201 bookings). The data also show frequent use by academic departments from a number of schools (see Appendix B for summary of departmental bookings between July 1, 2001, and June 30, 2002).

Using an average rate of \$50 for all rooms, we estimated that if Newcomb Hall charged E&G departments for use of space, \$162,550 in revenue would be generated, assuming that the same number of reservations were made. Nevertheless, although that potential for increased revenue exists, the work group believes that, given the recent budget cuts, now is not the time to consider increasing fees. Newcomb does seek to enhance its operating budget through outside revenue, but not when it compromises access and priority for student groups.

The work group also found that, contrary to popular belief, students are rarely bumped by faculty and staff from classrooms and administrative spaces. The University Registrar, Old Cabell Hall, and McLeod Hall rarely if ever bump student organizations, and the Rotunda only bumps any group—student, faculty, or staff--when the Board of Visitors needs a space. The additions of the Student Activities Center and Mr. ROGeRS to the programming landscape should make it easier for students to find appropriate programming space.

Work Group Recommendations:

Given the current economic conditions, the work group recommends the following:

1. Postpone any change in the charging for space policy in Newcomb Hall. We like the mixed use of Newcomb, with its mingling of faculty, staff, and students. Newcomb's current fee structure fosters goodwill among University departments, which should not be jeopardized. As a next step, the Office of the Vice President for Student Affairs will conduct a review to determine if the University's central subsidy to Newcomb should be increased as a means of minimizing additional costs incurred at the department level.
2. Review this policy again when the economy and budget situation are improved.

Appendix A
Room and Set-Up Fees

Please note that student organizations and University departments are charged only when certain criteria are met. Room rates are charged in accordance with the following:

- A "student" rate will be incurred by a student organization if the majority of attendees to the program are not currently enrolled University of Virginia faculty and staff.
- A "department" rate will be charged to a University department if a registration or similar fee is collected or if the program is social in nature or otherwise not directly related to University business.
- A "non-university" fee will be charged to a University department when an event or program is sponsored where the majority of the participants are not University faculty or staff or currently enrolled University students.
- All non-University groups will be assessed a room fee regardless of the nature of the program.
- An additional table fee may be charged at events where vendors are brought in to sell, showcase, or provide information on their products or services.

Room	Student Rate	Department Rate	Non-University Rate
Ballroom	\$100	\$175	\$800*
Board Room	\$25	\$50	\$250
Commonwealth Room	\$25	\$50	\$275
Conference Room 168	\$25	\$50	\$250
Conference Room 187	\$20	\$40	\$100
Conference Room 389	\$25	\$50	\$200
Conference Room 481	\$25	\$50	\$150
Newcomb Hall Theater	\$75	\$150	\$500
South Meeting Room	\$25	\$50	\$275
Lambeth 101	\$35	\$75	\$100
SAB	\$100	\$175	\$550

*Special event rates are in effect for prom and wedding receptions.

Appendix B

Summary of Departmental Bookings between July 1, 2001, and June 30, 2002

<i>University Department</i>	<i>Number of Bookings</i>	<i>Setup Count</i>
ADMISSIONS-OFFICE OF	175	27,351
AFRICAN AMER.AFFAIRS OFF.	53	2312
AIR SCIENCE - DEPT	20	160
ALDERMAN LIBRARY	63	1803
ALUMNI ASSOCIATION	30	200
ANTHROPOLOGY-DEPARTMENT	3	420
ARCHITECT OFFICE OF	10	134
ARCHITECTURE-SCHOOL OF	6	100
ARMY ROTC (MILITARY SCI)	10	240
ART DEPT	5	85
ARTS & SCI - GRAD DEAN	5	163
ARTS & SCI - NEW CABELL	6	195
ARTS & SCI -GRAD SCHOOL	3	212
ARTS & SCI DEAN OF COLLEG	3	250
ARTS & SCI DEAN OF FAC	10	506
ARTS & SCIENCE-GARRETT	4	50
ASIAN/MIDDLE EASTERN LANG	1	40
ASTRONOMY DEPARTMENT	1	30
ATHLETICS-DEPARTMENT OF	17	2025
BENEFITS ADMINISTRATION	9	480
BIOLOGY DEPARTMENT	3	330
BLANDY FARM	1	30
BOARD OF VISITORS	1	40
BROWN RESIDENTIAL COLLEGE	57	3220
BUSINESS OPERATIONS	1	20
CARTER G. WOODSON INSTIT.	5	250
CASE (ALCOHOL SUB. ED)	53	848
CATERING DEPARTMENT	6	106
CAVALIER COMPUTERS	3	0
CENTER FOR ORG DEV (MEDICAL)	1	72
CENTER ON RELIG. AND DEMOCRACY	7	301
CHIEF OF STAFF/QUALITY PROGRAMS	6	245
CLASSICS-DEPARTMENT OF	2	162
COMMUNICATIONS DISORDER	2	32
CONFERENCE SERVICES	33	1843
CONTINUING & PROF STUDIES	5	446

CONTINUING MEDICAL EDUC.	1	175
COOPER CTR FOR PUB.SERVIC	16	1088
CULTURAL PROGRAMMING BRD	27	1906
CULTURE FEST COM/NEWC PRG	3	135
CURRY SCHOOL OF EDUCATION	25	1057
DARDEN SCHOOL	1	250
DEVELOPMENT & TRAINING	6	480
DEVELOPMENT OFF-FONTAINE	11	260
DEVELOPMENT OFF-ROTUNDA	4	100
DINING SERVICES-DIV. OF	101	861
DRAMA-DEPARTMENT OF	6	20
EAST ASIA CENTER	6	440
EMERGENCY DEPARTMENT	1	153
ENGINEERING SCHOOL OF	6	400
ENGLISH-DEPARTMENT OF	6	574
ENVIR HEALTH & SAFETY	4	60
ENVIR SCIENCES DEPT	2	82
EQUAL OPPORTUNITIES PRG.	11	330
EXEC VP AND CHIEF OPERATING	1	60
FAC.PLANNING/CONSTRUCTION	6	236
FACILITIES MANAGEMENT	94	1088
FACULTY & EMPLOYEE ASSISTANCE	4	480
FACULTY SENATE	29	497
FAMILY HOUSING	8	50
FAMILY MEDICINE-DEPT. OF	1	100
FINANCIAL ADMINISTRATON	21	2560
FORUM CONTEMP THOUGHT	1	40
GERMANIC LANG.&LIT.-DEPT.	2	45
HEALTH EVALUATION SCIENCES	1	8
HEALTH SYSTEM COMPUTING	1	20
HIPAA INTITIATIVES,OFFICE OF	3	224
HISTORY-CORCORAN DEPT. OF	14	996
HOUSING DIVISION	19	52
HUMAN RESOURCES-DEPT. OF	29	3337
HUMAN RESOURCES-DIV OF TRAINING	10	325
INSTIT ADVANCE STUDY/CULT	3	130
INSTIT ADVANCED TECH.	1	5
INSTIT ASSESSMENT & STUDIES	4	25
INTERNATIONAL CENTER	57	420
INTERNATIONAL RES. COLLEGE	38	860
INTERNATIONAL STUDIES	28	195
INTRAMURAL DEPARTMENT	15	125

IQ HEALTH OF VIRGINIA	82	1980
ITC/ASTRONOMY(FORESTRY)	28	1031
ITC/CARRUTHERS HALL	4	141
ITC/CRESAP RD	17	664
ITC/WILSON	1	15
LAW SCHOOL ALUMNI ASSOC.	2	175
LEADERSHIP DEV CENTER	12	427
MAJOR EVENTS OFFICE OF	26	1582
MATHEMATICS-DEPARTMENT OF	2	30
MCINTIRE SCH.OF COMMERCE	24	3381
MEDIA STUDIES	1	200
MEDICAL COMPUTING SERVICES	3	167
MEDICAL SCHOOL STD AFFAIR	1	150
MEDICINE-SCHOOL OF	1	200
MILLER CENTER, PUBLIC AFFAIRS	1	30
MUSIC-DEPARTMENT OF	74	360
NAVAL SCIENCE-DEPT(NAVY)	6	245
NEUROLOGY DEPT	1	250
NEWCOMB HALL	95	2448
NEWCOMB HALL-BLDG MANAGER	69	1056
NEWCOMB HALL-DIRECTOR	91	193
NEWCOMB HALL-OPERATIONS	129	721
NEWCOMB PROGRAMS OFFICE	41	2976
NURSING-SCHOOL OF	8	210
OCCUPATIONAL HEALTH	2	160
ODOS - DEAN RUE	63	1023
ODOS- FRAT & SORORITY LIFE, OFFICE	57	2347
ODOS- STUDENT LIFE - DEAN PABLO	14	437
ODOS- STUDENT LIFE -DEAN GOODELL	74	1738
ODOS- STUDENT LIFE -DEAN SISSON	43	903
ODOS- STUDENT LIFE- DEAN NAIR	40	1371
OPERATING ROOM	1	220
ORIENTATION-OFFICE OF	1032	12,807
PARKING & TRANS. SERVICES	4	740
PATHOLOGY DEPT.	11	340
PEER HEALTH EDUCATORS	62	100
PHILOSOPHY-DEPARTMENT OF	6	172
POLICE-DEPARTMENT OF	12	354
POLITICAL&SOCIAL THOUGHT	2	65
PRESIDENT'S OFFICE	10	865
PRINTING SERVICES	1	56
PROCUREMENT(PURCHASING)	19	932

PROFESSIONAL NURSING STAFF	1	112
PROVOST'S OFFICE	35	3444
PSYCHOLOGY-DEPARTMENT OF	16	421
RELIGIOUS STUDIES-DEPT OF	11	682
RESERVATIONS OFFICE	2233	24,491
RESIDENCE LIFE-OFFICE OF	40	2648
RUSSIAN & E.EURO. STUDIES	2	50
SCIENCE & ENGIN. LIBRARY	1	22
SLAVIC LANG.&LIT.-DEPT.OF	1	50
SOUTH ASIAN STUDIES-CENT.	3	200
SPAN.ITAL.PORTUG.-DEPT.OF	1	70
SPONSORED PROGRAMS OFFICE	15	360
STA TRAVEL	31	80
STD FINANCIAL SERVICES	3	45
STD HEALTH-DEPT. OF	39	444
STUDIES IN WOMEN AND GENDER	8	120
SUMMER ENRICHMENT PROGRAM	6	1470
SUMMER SESSION	1	50
TEACHING RESOURCE CENTER	6	192
THOMAS JEFF CNT/ED DESIGN	6	215
TOSHI - PINNACLE PLANNING	21	116
UNIV BOOKSTORE	1	6
UNIV CAREER SERVICES(UCS)	201	5080
UNIV RELATIONS-OFFICE OF	9	425
UVA CHILD DEV.&DAYCARE	3	270
UVA RECYCLING	35	0
VA ENGR FOUNDATION	1	64
VA FILM FEST ADVISORY BRD	7	0
VA FOUND.FOR THE HUMANIT.	3	500
VP RESEARCH&PUBLIC SERVICE-IVY	1	30
VP & PROVOST-OFFICE OF	2	100
VP FOR DEVELOPMENT	1	15
VP FOR MANAG.& BUDGET	23	852
VP FOR STU.AFFAIRS-OFFICE	24	1194
WACHOVIA BANK (N.H.)	12	0
WFPA	1	80
WOMEN'S CENTER	39	1665
WOODROW WILSON DEPT OF POLITICS	35	1098
WTJU RADIO STATION	35	867
<i>University Department Total</i>	6332	155,740