

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 ("the facility"), located in Pine Valley, Utah.

II. Scope

- 2.1 This policy applies to anyone using the facility.

III. Definitions – N/A

IV. Policy

- 4.1 Activities at the facility shall in no way violate the purposes, property, policies, procedures, or regulations of the University or federal and state laws. All facility users are expected to follow the policies and procedures governing this facility and its grounds when being used.
- 4.2 Those eligible to rent the facility are Utah Tech University groups, departments, clubs, and full-time and permanent part-time faculty (See Policy 631A) and staff.
 - 4.2.1 The eligible user(s) renting the facility must be in attendance during the entire rental period.
 - 4.2.2 A University employee may reserve the facility for personal use (maximum of four days/three nights per reservation).
 - 4.2.3 An employee may reserve the facility for a specific holiday once every three years.
- 4.3 Deposit and Rental Fee

- 4.3.1 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 facility was left in an acceptable condition.
- 4.3.2 A prepaid rental fee will be charged for use of the facility. Fees are based on type of event being held.

4.4 Priority Scheduling

- 4.4.1 Reservations must be submitted by May 31, for events scheduled to occur in the upcoming academic year (Fall, Spring, and Summer semester/term).
 - 4.4.1.1 After May 31, all requests will be granted on a first-come, first-serve basis. Requests are processed using the following scheduling priorities:
 - 4.4.1.1.1 Priority One: Recognized student organizations, University-sponsored events, and University departments/groups.
 - 4.4.1.1.2 Priority Two: University faculty and staff for personal use.
 - 4.4.1.2 While Priority Two reservations may be submitted for the upcoming academic year prior to the May 31 deadline, these requests are considered on a first-come, first-serve basis, after Priority One requests (submitted by May 31) have been considered.
 - 4.4.1.3 Exceptions to this priority system are as follows:
 - 4.4.1.3.1 A once-a-year reservation for the family of the facility donor.
 - 4.4.1.3.2 Conferences and meetings that require more than a year to plan, secure speakers, and/or correspond with circuit events hosted in conjunction with other entities.
 - 4.4.1.3.3 Administration events (typically, those with some urgency).
 - 4.4.1.3.4 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.

- 4.5 Subleasing, subletting, or charging any type of fee for any event at the facility is prohibited.
- 4.6 Outdoor camping and the use of tents, camp trailers, motorhomes, etc., at the facility and on its ground are prohibited.
- 4.7 University funds may not be expended for personal use of the facility by University employees.

V. References

- 5.1 University Policy 631A: Clarification on Existing Part-Time Salaried Faculty

VI. Procedures—N/A

VII. Addenda—N/A

Policy Owner: Vice President of Administrative Affairs

Policy Steward: Assistant Vice President of Facility Management, Executive
Director of Audit, Risk, and Compliance

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