

Chancellor's Memorandum

CM-1 – Management and Use of Buildings, Properties & Facilities

Initially Issued: November 1, 1972
Last Revised: September 5, 2023
Monitoring Unit: Office of Property & Facilities Management

I. PURPOSE

LSU Health Sciences Center at New Orleans (“LSUHSC-NO”) owns buildings, properties, and facilities built with or purchased using State funds, and therefore must ensure use and management of these buildings, properties, and facilities to their maximum capacity in the best interest of the public as well as the institution’s objectives of research, teaching, and service. These State buildings, properties, and facilities are subject to all regulations and codes of the Louisiana Office of State Buildings and other applicable laws and regulations including accessibility and other provisions of the Americans with Disabilities Act (ADA). Any special or extra-curricular use of these buildings, properties, or facilities must be scheduled in consideration of these laws, regulations, and expectations.

The LSUHSC-NO Office of Property and Facilities Management (OPFM) is responsible for the operation, maintenance, planning, and administration of all LSUHSC-NO buildings, properties, and facilities, including such functions as space planning, capital budgeting, construction management, renovations, maintenance, utilities, grounds care, custodial, trash collection, and other facilities services.

This policy establishes guidelines for the management and use of all LSUHSC-NO buildings, properties, and facilities, in accord with and subject to applicable state and federal laws.

II. GENERAL POLICY GUIDELINES

1. Members of the LSUHSC-NO community shall participate in maintaining a professional, safe, and secure environment in all campus buildings, properties, grounds, and facilities, including through appropriate use of keys and identification badges, reporting of any security, health, environmental or safety issues, and compliance with all notices, alarms, or other official directives. For further detailed guidance, please see the [OPFM Building Use Manual](#).
2. The use of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, athletic facilities, and all other public campus areas unless prior written approval is obtained for special events sponsored on or off-campus, pursuant to guidelines for responsible use of alcohol as further described in [CM-36 Guidelines for the Responsible use of Alcohol at the LSU Health Sciences Center](#).
3. The unauthorized use of, possession of, or being under the influence of alcohol and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at work, on call, on duty, at school, or engaged in LSUHSC-NO business on or off campus, as further described in [CM-38 Substance Abuse and Drug Free Workplace Policy](#).

4. The use of tobacco in all varieties, including but not limited to cigarettes, smokeless tobacco, electronic smoking / vaping devices and other forms, is prohibited in all LSUHSC-NO owned, operated or leased buildings, properties, and grounds, as further described in [CM-58 Tobacco Use Policy](#).

5. LSUHSC-NO may lease its buildings, properties, and facilities, pursuant to [LSU Bylaws Article VII.1.E](#) and [PM-6, Lease of Immovable Property](#), to certain third parties including, among others, non-profit corporations, public bodies, private entities that will construct improvements to further the educational, research or public service missions, or to businesses located in a campus area designated as a business incubator or research park.

6. LSUHSC-NO may name its buildings, properties, and facilities, or any portions thereof, to honor significant contributions to the institution made by living or deceased persons, pursuant to [PM-2, Naming of University Facilities](#). Any proposals for such naming may originate with the applicable Dean, Vice Chancellor, or other senior institutional leader, accompanied by sufficient written justification. If the proposed honoree holds or previously held an academic appointment at LSUHSC-NO, the proposal should be considered and approved by the Faculty Senate. The Chancellor must concur with and approve any such proposed recommended naming before transmission of the request to the President for consideration by the LSU Board of Supervisors.

7. All building, property, and facility-related projects, including but not limited to renovations, repairs, new construction, and capital improvements must be coordinated with and managed through OPFM. Any requests for such projects must be submitted in writing for review and approval to OPFM after the approval of the applicable Dean or Vice Chancellor.

8. Digital display signs will be provided for schools and departments to display posters, signs, or other materials appropriate for an academic or business setting, and each school or department will maintain primary control over the digital displays in their respective areas. Any other signs, flyers, artwork, or similar items must be submitted for approval, placement, and removal by OPFM, and any unapproved or expired items may be removed without notification.

9. At any time, OPFM has the right of access for inspection to all premises of LSUHSC-NO buildings, properties, and facilities. Inspections of enclosed individual offices and workstations will be no more extensive than what is necessary to ensure compliance with the [OPFM Building Use Manual](#).

10. Departments, units, centers, and divisions of LSUHSC-NO, recognized campus groups and affiliates, and certain non-university affiliated organizations may be granted permission to use LSUHSC-NO buildings, properties, or facilities for non-profit purposes when there is no interference with LSUHSC-NO's operations, mission and objectives, as further detailed in Section III below.

III. GUIDELINES ON FACILITIES USE FOR SPECIAL EVENTS

1. LSUHSC-NO buildings, properties or facilities may be used for special or extracurricular events pursuant to [PM-32 Use of LSU Facilities & Premises](#). All such events must be approved in advance by a person designated by the Chancellor as the responsible authority for scheduling activities in each building (usually the Dean) and by OPFM.

2. All LSUHSC-NO departments, units, divisions, clubs, recognized student, faculty or staff organizations, and formal affiliates, as well as educational divisions of other LSU System campuses, may be approved for use of available LSUHSC-NO buildings, properties, or facilities for educational or social activities and always shall have priority of use over external entities or organizations. Normally, no charge will be made for use by institution-related entities or organizations; however, such use shall be at no direct cost to LSUHSC-NO and a nominal charge for housekeeping, utilities, use of learning resources, or other appropriate costs may be assessed at the discretion of the responsible authority or OPFM.

3. Organizations not affiliated with LSUHSC-NO, including but not limited to volunteer groups, educational, religious, or charitable organizations, professional associations, or national scientific associations, may be granted permission to use an LSUHSC-NO building, property, or facility in order to sponsor a special or extracurricular event only if (i) the proposed event is co-sponsored by an LSUHSC-NO unit, department, or affiliate with a logical relationship to the proposed event **and** (ii) the proposed event is clearly related to LSUHSC-NO's mission of research, education, and service in the health fields. In all such cases, these unaffiliated organizations will be required to reimburse the cost of utilities, janitorial services, and other direct costs, and when admission is charged or funds are solicited, a certified accounting of all such funds may be requested by the designated responsible authority.

4. Approval typically will NOT be granted (i) for use of LSUHSC-NO buildings, properties or facilities for special events of any groups other than ones associated directly with the institution as described in Section III.2 above, or (ii) for any meetings or activities sponsored solely by profit-making enterprises that do not align with LSUHSC-NO's mission of research, education, and service.

IV. REFERENCES

[LSU Bylaws Article VII.1.E](#)

[PM-2 Naming University Facilities](#)

[PM-6 Lease of Immovable Property](#)

[PM-32 Use of LSU Facilities & Premises](#)

[CM-36 Guidelines for the Responsible use of Alcohol at the LSU Health Sciences Center](#)

[CM-38 Substance Abuse and Drug Free Workplace Policy](#)

[CM-58 Tobacco Use Policy](#)

[OPFM Building Use Manual](#)