



**POLICY ON USAGE OF  
FACILITIES IMPROVEMENT FUND FEES**

Responsible Official: **Chief Operations Officer**

Responsible Office: **Facilities Management**

**Policy Purpose**

The purpose of this policy is to specify a set of uniform procedures to identify and prioritize facilities fee projects and to ensure that all projects are consistent with [ETSU Campus Facilities Master Plan](#) and conform to university policies and procedures. This policy shall apply to all Facilities Improvement Fund projects and to all students, faculty, and staff involved in the activities associated with this fee.

**Policy Statement**

The fee for the Facilities Improvement Fund is a mandatory fee for all students enrolled in credit and audit courses. It is prorated for part-time students. The fee is used to fund improvements for classrooms, student spaces, campus safety, infrastructure, maintenance, campus beautification, and new building construction. Additionally, funds can be used to provide up to two student internships for associated activities and/or campus space improvements.

Some notable past renovation projects funded by the fee include upgrades to the Bud Frank Theatre, Gibreath Hall, Ball Hall Auditorium, Mathes Hall, Sherrod Library, and Warf-Pickel.

Authority: T.C.A. § 49-8-203, et seq.

Previous Policy: Policy 200.2 - Facilities Fee Policy

**Defined Terms**

*A defined term has a special meaning within the context of this policy.*

**Policy History**

Effective Date: \_\_\_/\_\_\_/2022

Revision Date: 9/08/2022

## Procedure

### I. Roles and Responsibilities

- A. Facilities Management – Issues a Facilities Improvement Fund request for [proposals](#) annually to the ETSU student body, student groups, faculty and staff. Facilities Management documents, reviews, and researches all submissions received.
- B. Facilities Management – Researches submitted proposals relative to the following priorities:
  - 1. Safety.
  - 2. The number of students impacted by the proposal.
  - 3. The submitted proposal’s alignment with the campus master plan, strategic plan, university goals and priorities, maintenance, costs and other funding sources available for the potential project.
- C. ETSU student body, student groups, and faculty and staff – Submit proposals for improvements for classrooms, student spaces, campus safety, infrastructure, maintenance, campus beautification, and new building construction.
- D. Facilities Management staff – Discusses submitted proposals and makes recommendations to the Space Usage Committee.
- E. Space Usage Committee – Based on the information provided by the Facilities Management staff, the Space Usage Committee prioritizes and recommends approval of appropriate proposals. Priorities for approval will be focused on projects that have the greatest impact on students and initiatives outlined in the University’s master plan and/or strategic plan.

Effective Date: \_\_\_/\_\_\_/2022

Revision Date: 9/08/2022

## Related Form(s) and websites

[Facilities Improvement Fund website](#)

Additional information about tuition, fees, and refunds can be found on the [Office of the Bursar's website](#).

## Scope and Applicability

Primary:

Secondary: