

Use of Faculty Office for Non-University Purposes Policy and Procedures

Provisions in the KU policy for *University Facilities, Use by External Organizations or Entities, Policy and Procedures* articulate considerations by which campus facilities may be used for non-University purposes. The policy states that such use of facilities be “(1) ... related to the fulfillment of the institution’s instructional, research, or public service missions, and (2) that the institutions do not inappropriately or unreasonably compete with private enterprise.” This includes faculty members using their offices/studios to teach private lessons for a fee to individuals who are not KU students.

KU Policy requires the School of Music to charge a lease fee to faculty using space in Murphy Hall, including their offices/studios, for the purpose of providing instructional services for a fee to individuals not enrolled at the University. Any payment for services will be strictly between the faculty member and the student. Faculty members choosing to use their offices/studios for this purpose should register with the dean’s office in advance of beginning such activity (Use of Faculty Office for External Purposes Form). Faculty will be responsible for paying a facilities lease fee of \$4 per hour (\$2 per half hour) at the end of the fall, spring, and summer terms (Use External Private Lesson Report Form). Failure to comply with this policy places faculty members in violation of University Policy, subject to appropriate sanction.

Use of Faculty Office for External Purposes

(To be submitted to the Office of the Dean PRIOR TO BEGINNING SUCH ACTIVITY.)

I intend to use my office/studio for the purposes of teaching private lessons to students who are NOT students at the University of Kansas.

Faculty Name

Date

Faculty Signature

External Private Lesson Report

Faculty Name

Date

Term (Fall, Spring, Summer)

Lessons taught this term:

Half-Hour lessons _____ (X \$2.00/half hour) = \$ _____

Hour lessons _____ (X \$4.00/hour) = \$ _____

Lease fees TOTAL = \$ _____

Faculty Signature

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