

**UNIVERSITY OF MICHIGAN**  
**LSA OFFICE OF FACILITIES & OPERATIONS**

Email: [lsa-facilities@umich.edu](mailto:lsa-facilities@umich.edu)

**Expense Sharing and Event Charges Policy**

LSA allocates space for teaching laboratories, teaching support, seminar rooms and classrooms – some space is departmentally managed, some space is managed by the College. Use of those spaces is directly connected to the administrative, instructional, and research functions of the departments and the College. Activities which fall outside the scope of these primary missions of the College must follow expense sharing and event charge guidelines. This is true of College managed space, as well as department managed space. In accordance with this overarching principle, as an example, departments must share the expense and pay charges for events in departmentally and College managed spaces for:

- 1) Activities in which non-UM groups or non-UM individuals participate;
- 2) Events for which there is an admission or registration fee
- 3) Activities organized by non-UM personnel

Examples of activities and events for which expenses must be shared include: professional association meetings, conferences and professional society meetings with non-UM participants; camps, tournaments and programs for non-UM students (outreach activities, middle school and high school events, academic Olympics, meetings, trainings); special summer programs for Non-UM participants; UM student clubs/meetings/activities not scheduled in one of Student Organization Account Services (SOAS) free rooms; community meetings, worship services, film screenings and non-class film or music events, which include individuals not registered for the course and/or open to the public; any for-profit activities (LSAT, MCAT, GRE prep courses).

Examples of appropriate academic and departmental activities for which there are no charges include: official classes for which UM tuition is paid, support services for UM registered students (study groups, tutoring sessions, orientation sessions, review sessions, office hours, study abroad meetings, ROTC meetings), departmental academic activities (seminars, examinations, defenses, placement exams, grading sessions, exam prep, job talks, GSI training), department committee meetings and faculty meetings, graduation events, departmental open houses, parents' weekend events, and departmental alumni events.