



University Policy: Facilities Use Policy

Policy Category: Facilities

Subject: Use of University Facilities

Responsible Executive: CFO, Vice President, and Treasurer

Office(s) Responsible for Review of this Policy: Budget Office, Office of Student Engagement & Success, Office of the Provost

Supplemental Documents: N/A

Related University Policies: Event Scheduling Policy, Freedom of Expression and Expressive Conduct Policy, Recognized Student Organizations Manual, Animals on Campus Policy, Smoking Policy.

I. SCOPE

This Facilities Use Policy applies to all University Facilities. This Policy governs the Acceptable Use of these Facilities by students, faculty, staff, including Recognized Student Organizations (RSOs), as well as external groups and visitors to ensure that the University's resources are used in a manner consistent with its mission, values, and operational needs.

II. POLICY STATEMENT

The University is committed to providing a safe, functional, and conducive environment for educational, research, administrative, residential, and extracurricular activities. The Use of University Facilities must align with the Primary Purpose of each Facility, as determined by its Classification. This Policy establishes guidelines for Acceptable Use and the management of both indoor and outdoor Spaces to ensure that all activities conducted within University Facilities support the institution's goals, the integrity of its spaces, and Users' ability to learn, live, work, study, engage, and express themselves freely.

In addition to supporting the educational, research, administrative, residential, cocurricular, and extracurricular activities of the University, this Policy places a strong emphasis on ensuring the health, welfare, safety, and security of all Users.

It is essential that all activities conducted within University Facilities not only align with the intended purpose of each space but also uphold the highest standards of safety and well-being for all members of the University community and visitors.

III. DEFINITIONS

Acceptable Use: Activities and events that align with the Primary Purpose of the Facility, are permitted by University policy, and comply with safety, security, and operational guidelines.

Assigned Unit: A formally designated University department, office, or group responsible for the day-to-day oversight, management, and operation of specific Facilities or spaces, ensuring their use aligns with University policies and meets the needs of the University community.

Classification: The systematic arrangement of facilities, spaces, or rooms into categories based on specific criteria such as type, use, function, or regulatory requirements.

Demonstration: A form of Expressive Activity in which an individual or group of individuals gather together to show that they take a position with regard to an issue or cause; often involves chanting and/or the holding of signs; also includes rallies, vigils and similar assemblies.

Disruption: Activities and behaviors that significantly interrupt, interfere with, or prevent the orderly conduct of a University function or activity, or prevents an individual from exercising their ability to participate in a University function or activity, including but not limited to classes, research, speaker events, ceremonies, meetings, and performances.

Expressive Activity: The verbal or nonverbal process of making known one's thoughts or feelings including, but not necessarily limited to, silent protests, public speaking, leafletting, demonstrations, rallies, picketing, vigils, parades, and marches.

Indoor Spaces: Enclosed areas within buildings, such as classrooms, offices, conference rooms, auditoriums, gyms, libraries, and residential rooms.

Mixed-Use: The designation of a facility, space, or building that accommodates a combination of different classifications, allowing for multiple functions or purposes to coexist within the same area.

Outdoor Spaces: Open-air areas on campus, such as lawns, plazas, athletic fields, courtyards, walkways, parking lots, and outdoor seating areas.

Primary Purpose: The principal function or intended use of a facility, space, or room, as defined by its classification that guides how the area is utilized, ensuring that activities conducted within align with the designated function, support the institution's mission, and comply with relevant policies and regulations.

Recognized Student Organization (RSO): A student created and led group that has been formally recognized by the Center for Student Involvement or other University unit and has benefits and responsibilities tied to the recognition.

Restricted Use: Uses that are not typically aligned with the primary purpose of the Facility or that may require special approval due to safety, security, or operational concerns. Restricted Uses may be limited or prohibited unless specific permissions are granted.

Scheduled Event: Uses that have been formally arranged and recorded in advance through the University's event scheduling system. These Uses are planned to occur at a specific time and place within University Facilities and require coordination to ensure compliance with applicable University policies, regulations, and requirements.

University Facilities: Includes all Indoor and Outdoor Spaces owned, leased, or operated by the University, classified as Academic, Administrative, Residential, Campus Life, and Athletic, or

Mixed-Use.

Use: The manner for which a University Facility is occupied, including the activities, events, or functions conducted within it.

Users: Encompasses all internal and external individuals, groups, and organizations that utilize University Facilities, including students, staff, faculty, visitors, and external entities such as community organizations, corporate partners, and event sponsors.

IV. ROLES AND RESPONSIBILITIES

A. Space Planning and Management Committee (SPMC):

1. Responsible for reviewing all requests for changes in building Classification, Acceptable Use, and Assigned Unit(s). Makes decision recommendations to the President's Cabinet.

B. Office of Space Planning and Management (OSPM):

1. Responsible for preserving and maintaining the University's official records for the classification of buildings and spaces, as well as Acceptable Use for all Facilities. Acts as a resource to the University by making this information readily available to all Users.

C. University Event Scheduling:

1. University Event Scheduling responsible for managing and coordinating Scheduled Event Uses. Preserves and maintains the University's official records and other information related to the scheduling of certain events and acts as a resource to the University by making this information readily available to all Users.

D. Office of the University Registrar:

1. Responsible for managing and coordinating instructional Uses. Preserves and maintains the University's official records and other information related to the scheduling of instruction. Acts as a resource to the University by making this information readily available to all Users.

V. POLICY

A. General Guidelines

1. All Facilities must be used in a manner that supports the University's mission and respects the Primary Purpose for which the Facility was established.
2. Users must comply with all applicable building codes, laws, regulations, and University policies.
3. Any Use of Facilities must comply with the University's Event Scheduling Policy.
4. Uses of Facilities for Expressive Activity must comply with the University's Policy on Free Expression and Expressive Conduct.
5. Detailed Classifications have been established for all Indoor Spaces according to room type and definition and include, but are not necessarily limited to,

Classroom Facilities, Laboratory Facilities, Office Facilities, General Use Facilities, and Special Use Facilities. Uses of rooms must comply with type and definition unless specially approved, to ensure compliance with approved code occupancy types and capacities.

B. Facility Classifications and Acceptable Uses

Facilities may only be used in accordance with the requirements set forth in this Policy and consistent with any additional time, place and manner restrictions imposed by the Event Scheduling Policy. The Acceptable Uses set forth below will have priority over all other uses when scheduling and utilizing Facilities.

1. **Academic Buildings:** Classroom and laboratory instruction, workshops, research activities, academic meetings, and seminars.
2. **Administrative Buildings:** Office work, administrative meetings, staff training, and workshops.
3. **Residential Buildings:** Housing-related activities, residential life meetings, and social gatherings for residents.
4. **Campus Life Buildings:** Student activities, social events, cultural programs, and recreational activities.
5. **Athletic Buildings:** Sports, practices, fitness programs, athletic events, and physical education classes.
6. **Outdoor Spaces:** Sports events, outdoor fitness classes, public gatherings, festivals, and social events.

C. Restricted Uses

University Facilities may not be used in a manner that is Disruptive as defined by this Policy. In addition, the following activities are not permitted unless expressly authorized by the appropriate University official and in accordance with standards set forth in the Event Scheduling Policy:

1. Selling or promoting commercial goods or services;
2. Using amplified sound;
3. Blocking roadways, driveways, or creating any impediment to pedestrian or vehicular traffic;
4. Constructing structures, including objects requiring penetration in concrete or grass, on University grounds;
5. Alteration, attachment, affixing, or any other modification to University Facilities that may cause harm or damage;
6. Using fire or combustibles;
7. Leafletting, picketing, or engaging in Demonstration activity as defined by this Policy within twenty feet of building entrances and exits; and

8. Occupying without authorization any portion of a building when it is normally closed or otherwise unavailable for public access. A building is “normally closed” when it is not open to the public due to its regular operating schedule or specific restrictions in place including closure due to emergencies, maintenance and repairs, and construction.
9. The use of skateboards, rollerblades, scooters, and bicycles is prohibited inside all University Facilities and on all steps or stairways. Any person operating a bicycle, scooter, skateboard, or rollerblade on campus property must do so without creating a hazard and must always yield to pedestrians. Bicycles must adhere to the same traffic laws as motor vehicles, including stopping at stop signs, obeying traffic lights, yielding to pedestrians at crosswalks, and refraining from creating any hazards while riding.

D. Assignment of Facilities to Units

1. Facilities and spaces within Facilities may be assigned to one or more Assigned Units based on factors such as the Facility’s location, its designated Acceptable Uses, and other operational considerations.
2. An Assigned Unit is responsible for the day-to-day oversight, management, and operation of the Facilities under its purview. This includes ensuring that the Facilities are used in accordance with University policies while meeting the needs of the University community.
3. In cases where multiple Assigned Units share responsibility for a Facility, they must coordinate their efforts to ensure efficient and effective management, with clear communication and collaboration to avoid conflicts in Facility use.

DI. Compliance and Enforcement

1. All Users are expected to comply with this Policy and any additional rules specific to the Facility they are using.
2. Violations of this Policy may result in the termination or cancellation of events, denial of future use of University Facilities, and other disciplinary actions as appropriate.
3. Assigned Units are responsible for monitoring usage and reporting any issues to the appropriate University authorities.

VI. EFFECTIVE DATE AND REVISIONS

This Policy is effective as of **[Insert Effective Date]**.