



PROCEDURES FOR USE OF CAMPUS PROPERTY AND FACILITIES

Procedures

I. RESERVATION PROCEDURES

- A. Staff with the D. P. Culp Student Center are responsible for receiving and processing "Requests for Use of Facilities" Forms pursuant to this policy and will maintain a copy of the University policies for inspection by entities, and individuals. A copy of the policy is available online.
- B. The Space Management Coordinator of Facilities Management represents the University in connection with non-university related multi-day events and/or complex events using multiple facilities on campus. These types of events include summer camps and conferences, conventions, athletic tournaments, charity events, and other such activities. This individual will create and process detailed contracts, work orders, and facility reservations with the various university departments to ensure the efficient operation of these events.
- C. The Office of Emergency Management plays a primary role in determining when an event requires extensive logistical planning for campus safety and security or significantly affects campus services (including alterations to class schedules, traffic flow, or parking);
- D. Campus Recreation is responsible for receiving and processing Requests for the Use of Basler Center for Physical Activity Facilities Form pursuant to this policy and will maintain a copy of the University and Board of Trustees policies for inspection by entities, and individuals. A copy of the policy is available online.
- E. The reservation of academic space is coordinated by the Registrar's Office.
- F. Facilities Management is responsible for the space utilization approval process which includes space requests outside of this policy.
- G. Requests for use of facilities can be made through the reservation forms found on the Student Center [Facility Reservation webpage](#).
- H. While small and informal events requiring little to no staff support and taking place inside meeting rooms of the Culp Student Center may be reserved same-day by students and University Affiliated groups; larger General Assembly and Outdoor spaces, as well as events requiring staff support (due to size, set-up, security or technology needs), must submit a Request for Use of Facilities a minimum of 15 Business Days (typically 3 weeks) in advance of the event. Approval of late applications shall be handled on a case-by-case basis and must be provided to the facility user in writing. The decision of such official will be final.

- I. Requests for Use of Facilities should be submitted using the online form. Affiliated and Non-Affiliated Persons reserving space on campus acknowledge that successful submission of a reservation does not guarantee assignment or availability of the space requested. Furthermore, staff reserve the right to assign event locations for a number of reasons including, but not limited to, event size/capacity, maximization of space utilization, or management of safety and security for participants.
- J. Any group, organization or individual, which has submitted a Request for Use of Facilities Form and has received approval for the proposed use is responsible for:
 - 1. Honoring the Reservation
 - 2. Providing timely notice of cancellation by email to the Student Center staff. For most events 24 hours' notice will be considered timely. For large events involving significant set up, security or other services, notification of cancellation should occur no less than four (4) Business Days prior to the event.
 - 3. Any fees for services as outlined in the facility use fee schedule and/or any expenses incurred by the University, or its contractors.
- K. The Director of the facility has the right to assess the following sanctions for failure to notify:
 - 1. The assessment of a room rental fee for the first offense of a related policy violation during an academic term, and
 - 2. The assessment of a room rental fee and loss of the privilege of using university facilities for one (1) school term for the second occurrence.
- L. Any Request for Use of Facilities filed at a later time may be approved upon determination by the appropriate university official that the use requested can be reasonably accommodated and that adequate cause exists for late filing of the application. Approval of late requests shall be at the discretion of the Dean/VP or his/her designee (usually the director of the area being requested). The decision of such official is final.
- M. In the event two or more Request for Use of Facilities Forms are submitted for use of the same facility in the same time frame, attempts will be made to honor both requests by the use of alternate facilities or by the mutual agreement to change the date or time of one of the facility requests. If no arrangements can be made to accommodate the multiple requests, then the requests shall be evaluated and honored in accordance with the established Priority for Facilities Use policy (see Related Forms). Once a Request for Use of Facilities Form has been approved and confirmed, requests for the same date and facility will not be approved.
- N. University property may not be taken off campus except for instructional equipment used for instructional purposes or athletic events and in the possession and care of (or under the supervision of) a university employee. Any exception to this policy must be approved in advance by the University Comptroller.
- O. Any attempt to hold an assembly, meeting, demonstration or other activity in non-

compliance with this policy are subject to the following:

1. May be asked to leave the campus.
2. May be subject to citation and/or arrest.
3. Members of the campus community who fail to comply may additionally be referred to Student Conduct (Students) or Human Resources (faculty and staff) for disciplinary action.

P. A Request for Use of Facilities may be denied when any of the following occur:

1. The area or space has been previously reserved by another entity.
2. A determination is made that the requested use would be contrary to federal, state or local law or regulation, policies of the Board of Trustees, or the policies of the University.
3. The applicant or sponsor of the activity has not provided accurate or complete information on the Request for Use of Facilities.
4. The applicant or sponsor of the activity has been responsible for violations of this policy during a previously registered use of campus property, facilities, or equipment or has violated any conditions or assurances specified in a previous usage agreement.
5. The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which application is made. In such event, clarification of event description will be sought and an alternate on-campus site, if available pursuant to these policies, shall be proposed by the University.
6. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or Students, the damage or destruction, or seizure and subversion, of the institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors.
7. The activity conflicts or would conflict with existing contractual obligations of the University.
8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or area requested.
9. None of the rules or regulations in this policy are meant to infringe upon any student rights or responsibilities outlined in Board of Trustee's Policy.
10. Any group, organization or individual whose timely Request for Use of Facilities is denied shall have the right to appeal that denial to the Dean/VP or his/her designee. Notice of the appeal shall be made in writing during normal business hours of the University no later than five (5) Business Days (excluding weekends and holidays) prior to the time of the proposed event. The decision shall be made at least four (4) days before the date of the event. Written notices will be delivered

as expediently as possible, preferably via electronic means. It is the responsibility of the applicant to obtain written notice of approval/denial.

Q. A change in date or location may occur for a requested activity when any of the following occur:

1. A determination is made by the appropriate official that the requested use would cause a disruption or interference with the normal activities of the institution being conducted in the course of its lawful mission, processes and functions.
2. Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location before and/or after the requested use, or due to other extenuating circumstances.
3. Attendant services (audio/visual, telecommunications equipment, food service, public safety, etc.) which are required for the event are not available due to lack of sufficient equipment and/or personnel.
4. The facility or area requested has not been designated as available for the activity indicated. In this instance, facility users will be directed to submit a Renovation/Space Utilization Request to Facilities Administration for approval of activities outside the usual scope of the venue requested.

II. PARTICULAR USES

A. Contracted Speakers/Entertainers/Vendors Employing University Funds.

1. In order to properly process institutional payment, where an application for use of facilities involves a vendor who is contracted to be paid from institutional funds, the request must be submitted at least twenty (20) Business Days prior to the date of the proposed speaking engagement and processed in the normal procurement process. Student Organizations must work with the Student Activities and Organizations (SAO) for contract processing.
2. Production Riders and contract addendums must be provided along with Requests for Use of Facilities, and before contracts are signed, in order for facility staff to make appropriate arrangements and determine if contract requirements can be met with campus resources available.

B. If the event includes an invitation to one or more political candidate or elected officials to speak at an event on university property, including classroom visits and debates, the event sponsor must disclose that information in the Request for Use of Facilities in order for staff to ensure that the event is conducted in a manner consistent with the University's status as both a state institution and as a federal tax-exempt organization.

C. Events Requiring Extensive Logistical, Safety and Security Planning.

1. It is the responsibility of the facility user to disclose as much detail about requested events/activities as possible when completing the Request for Use of Facilities form in order that location assignment can be made using accurate and complete information.
2. Once a location has been assigned, events involving extensive logistical, safety and security planning will require review and approval by the Office of Emergency Management in addition facility/venue staff. Emergency Management will work with facility staff for the venue and the facility user hosting the event/activity to develop a safety plan in accordance with the unique circumstances and needs for each event. Logistics may include, but are not limited to:
 - a. Police services or bonded security agents
 - b. Crowd management, ushers, ticket takers and box office oversight
 - c. Dignitary protection/escort to and from event venue
 - d. Controlled access, metal detection, clear bag requirements
3. As a general matter, the event sponsor is responsible for the cost of safety and security measures within the venue for the protection of performers, speakers, and the planned audience; and for the minimum safety and security measures outside of the venue, which are charged to all major events for the protection of performers, speakers, and the planned audience, including traffic management associated with the event's planned guests. The university is responsible for the cost of safety and security measures and traffic management associated with observers or protesters.
4. The university reserves the right, based on a reasonable assessment that proceeding with the event has created an imminent threat of physical harm, to refuse to schedule the event, or to cancel a scheduled event if cancellation appears to be the only effective way to protect public safety.
5. The university reserves the right to halt and cancel an event already underway upon a determination that safety of participants and others are at risk. Such a determination shall be made on a case-by-case basis considering the particular circumstances presented.

D. Solicitation/Commercial Literature Distribution or Sale.

1. Except where otherwise permitted by this provision, Solicitation for commercial purposes is prohibited on all property owned or used by the University. Solicitations by the institution and Solicitations by contracted vendors are permissible. Activities or events engaged in by affiliated entities, or individuals for the purpose of raising funds to meet expenses of the group, organization or individual would not be considered Solicitation. The funds that are raised by such activities or events shall be used for the benefit of the group, organization or

individual, or for a charity. No funds shall be distributed to an Affiliated Person's officers or members, or any other individual for personal profit or use. For purposes of this provision the following activities are not prohibited:

- a. Advertising, as permitted by this policy.
 - b. Sale or distribution of commercial literature as permitted by this policy.
 - c. Conversations or communications between a residence hall or university apartment Student and a properly admitted guest notwithstanding the commercial content of the conversation or communication. Other hall or apartment residents may not be solicited for the purposes of selling a product or service or enrolling the individual in a contest, program, or other commercial venture.
2. Solicitation and fund-raising activities, other than for purely commercial purposes, may be conducted on university property by affiliated entities or individuals; charitable organizations sponsored by the University the State of Tennessee, or Non-Affiliated Persons subject to the specified registration and reservation requirements and procedures of this policy. Affiliated Persons may reserve facilities for two fund raising activities per semester with the exception of charitable activities. A single activity is defined to mean a maximum period of five (5) days per semester. Only two (2) fund raising activities involving food items may be scheduled each semester. This includes activities for organizational fund raising as well as for charitable purposes. Affiliated Persons desiring to solicit funds must obtain guidelines from the Student Activities and Organizations (SAO) and then submit a form for the proposed campus solicitation location.
 3. No Solicitation of charitable funds will be permitted unless the Affiliated Person provides evidence to the University, if requested, demonstrating that the proposed activity is in accordance with or exempt from the provisions of the Tennessee Code Annotated (E.g., T.C.A. Sections 48-3-501 through 48-3-518).
 4. Solicitation in connection with the distribution of literature is subject to the provisions of this policy.
 5. Solicitation of dues and/or membership in an organization is permissible only by officially registered Student Organizations of the University.
 6. Solicitations will be permitted only in those areas designated by the University pursuant to the conditions of this policy. Applications for registration of a solicitation may be denied for any of the reasons outlined within this policy and persons engaged in solicitation shall comply with the provisions of this policy.
 7. No funds solicited on campus property shall benefit any individual unless contributions are requested for the relief of an individual specified by name at the time of the Solicitation; and all funds contributed are turned over to the named beneficiary for his or her use without any deductions whatsoever.
 8. The University may require any group, organization or individual to document the use, application or disposition of funds solicited on campus property.
 9. Any Solicitation/Commercial Distribution or Sale must comply with Board of

Trustee Policy and must not:

- a. Have illegal aims and goals.
 - b. Propose activities which would violate regulations of the Board of Trustees or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
 - c. Advocate incitement of imminent lawless action that is likely to produce such action.
 - d. Furthermore, public displays which an average person applying contemporary community standards would find:
 - i. Taken as a whole, appeals to the prurient interest;
 - ii. Depicts or describes sexual conduct in a patently offensive way, and
 - iii. Taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.
10. No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of the University, and literature shall only be discarded in trash receptacles. The cost of any special clean-up resulting from literature distribution may be assessed to the distributing group or individual.
 11. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or fail to specify whether there is a cost or donation associated with the printed material.
 12. No literature or other promotional literature shall be placed on cars, car windshields, street signs, building signs, trees, or other external surfaces not specifically designated to accommodate the posting of literature.
 13. The University has the right to terminate the distribution or sale of literature by any group, organization or individual that violates any provision of this policy.

E. Operating Hours

1. Operating hours for each facility will be posted at entrances, and facility hours of operation as well as office units within that facility shall be posted on the respective websites of each unit. Offices located within each facility may operate within the facility's hours of operation, but may not be open for service the full time that the building is open.
2. Non-Affiliated Persons will not be permitted to be in facilities outside of building operating hours without express permission of the Dean/VP and/or accompaniment by an Affiliated Person.

F. Personal Transport Devices (PTD)

1. Bicycles, skateboards, rollerblades/skates and other personal transport devices

must be operated and parked in a safe and responsible manner that prevents or mitigates personal injuries and always provides pedestrians the right of way.

2. Bicycle, skateboard and PTD riding is prohibited in all University buildings, facilities, garages, parking lots and loading zones. These devices (with the exception of skateboards and rollerblades/skates) may not be walked through these buildings or facilities.
3. Wheelchairs and other ADA-related mobility aids or devices are excluded from this policy.

Related Form(s) which can be found on the Student Center Policies, Fees, and Forms page.

[Request for Use of Facilities](#)

[Request for Use of \(Other\) Facilities on Campus](#)

[Facility Rental Agreement Form](#)

[Priority for Facility Use](#)

[University Food Services Catering Policies](#)

[Facility Usage Fee Schedules](#)

[Specific D.P. Culp Student Center Policies](#)

[Specific Quadrangle \(Quad\) Policies](#)