


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	<p>POLICY NUMBER: 400-001</p>	<p>PAGE NUMBER: 1 of 12</p>
	<p>CHAPTER: Facilities</p>	
	<p>SUBJECT: Use of University Facilities</p>	
	<p>EFFECTIVE DATE: May 15, 2005</p>	
	<p>SUPERSESSSION: April 1, 1996</p>	
<p>OPR: Facilities Committee</p> <p>VC: Administration & Finance</p>	<p>APPROVED: by Pamela Shockley-Zalabak, Chancellor</p>	

- I. POLICY
A policy regarding the scheduling of the University of Colorado at Colorado Springs (UCCS) facilities.

- II. AUTHORITY FOR CAMPUS POLICIES
Authority for the creation of campus administrative policies is found in the Laws of the Regents, 1990, and Administrative Policy Statement which states:
 - A. Article 14: Section B.3A & B
The chancellor of each campus shall adopt, in accordance with University policy and applicable external law, regulations and procedures governing the use of University grounds, buildings, and facilities on that campus.

 - B. The use of University facilities shall be limited to faculty, staff, and students of the University except the use by others as may be specifically authorized under such regulations.

 - C. Administrative Policy Statement (Use of Facilities by Non-University Groups)

- III. PURPOSE
 - A. Generally the buildings and grounds of the UCCS campus are provided to enable the institution to accomplish its mission as a public institution of higher education. Assuring the availability of space for the numerous activities which take place on the campus during a single day requires the coordination of a number of supporting services and careful scheduling to avoid conflicts. This policy sets forth University regulations governing the scheduling and reserving of facilities by members of the University community and others.

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This is a general policy regarding scheduling of University facilities. All Departments on the UCCS campus that have responsibility for scheduling a UCCS room, building, or other facility shall have a policy and procedure statement providing specific information necessary for reserving the facility.

All such policies shall be reviewed by the Department's advisory board, Facility Use Committee, Vice Chancellor over the department, and approved through the VCAF office.

IV. DEFINITIONS

A. **Facilities:** Physical space.

V. PROCEDURES

- A. Categories of University Facilities and Uses:
University facilities and all outdoor space are divided into three categories based on primary use:
- B. Academic: Academic facilities are primarily for use by students, faculty and staff for activities and programs that are directly related to the basic educational functions of teaching, research, and preparation of scholarly material in order to facilitate teaching, research and learning. Academic facilities include general classrooms, laboratories, and related space regularly used for academic purposes.
- C. Administrative: Administrative facilities are primarily used for management and administration of campus services to support the operation of the University. Administrative facilities may include offices meeting rooms, utility and operational space, foyers, common areas, roads, and outdoor open spaces.
- D. Auxiliary: Auxiliary facilities are primarily used for support and service activity related to the business functions of the university. Auxiliary space may include meeting rooms, conference rooms, residential, child care/early education classrooms, and parking lots.
- E. UCCS students, faculty, and staff may reserve space that is designated for scheduling in Academic, Administrative and Auxiliary facilities. The type of facility utilized is based on the activity. Charges for scheduling and use of the facility may be assessed based on the time, place and manner of use. Access and use of the facility may not disrupt the academic mission of the campus. Additional information is detailed in Section III Limitations on Merchandising Activities in Campus Facilities

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F. Non-University individuals or groups may only lease space in designated auxiliary facilities, leasing generally involves a charge for service and use based on the time, place and manner of use. Access and use of the facility may not disrupt the academic mission of the campus.

1. All requests for use of a meeting or conference room from non-university individuals or groups must be made to the University Center. The University Center will determine if the use is within UCCS policy. Requests should be in writing, indicating the type of event, date, times, number of people, and any other specifics. This information is necessary to determine costs associated with the use request. Once the University Center confirms that the use is within guidelines, a contract will be completed. NOTE: Authority to sign contracts is restricted to the UCCS campus. Adequate time must be allowed for contract approvals.
2. Non-university groups or individuals requesting to use a campus facility for use other than conferencing/meetings will be referred to the appropriate department that is assigned management of that facility.

G. Priority of Use

1. The highest priority for use of Academic facilities is assigned to colleges, schools, departments, bureaus, agencies and sponsored organizations or activities in carrying out the University's basic educational and research functions enumerated above.
2. The second priority concerns the general public who may be invited to attend activities that are sponsored by the University through its colleges, schools, departments, bureaus and agencies, or by a sponsored University organization.
3. As a third priority University facilities may be scheduled and used by non-profit agencies and educational institutions which conduct education or research programs when such agencies have an affiliation with the University, such as WICHE, NCAR and similar organizations.
4. As a State institution with a basic service function, the University may grant use of its facilities (as a fourth priority) to educational institutions, to city, state or federal agencies, to political organizations which have appeared on the ballot in the state of Colorado, and to community organizations, whose activities are compatible with the broad educational mission of the University

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when such use does not conflict with University programs. In granting such use consideration shall be given as to whether community facilities might more appropriately accommodate the proposed program. Such institutions, agencies and organizations may be required to furnish insurance and/ or bond to the satisfaction of the University.

5. In general, proprietary institutions and others not covered in 1 through 4 will not be allowed to use University facilities unless it can be demonstrated to be of direct benefit to the University.
6. In addition to the priorities designated above, it is recognized that the time of a request must be considered as well. This decision is left to the judgment of the appropriate scheduling officer.
7. All facilities which are leased by or leased from the University are subject to contractual conditions relating to permissible assignment or scheduling of those facilities.

H. University departments may schedule a meeting room to conduct the business of the university.

<u>Facility</u>	<u>Scheduling Officer or University Organization</u>
1. Brooks Room, University Center, Upper & Lower Plazas, Lodge	University Center
2. Banquet Room & Breckenridge Meeting Rooms	
3. Class and Meeting Rooms	Admissions & Records
4. Media Center and CU-NET	Information technology
5. Libraries and Associated facilities	Library
6. Computer facilities	Information Technology
7. Lawns, grounds, and exterior unassigned space, common areas in buildings	Facilities Services
7. * Posting Boards	University Center
8. Athletic facilities	Athletics
9. Parking facilities, Driveways, sidewalks, Roads, Plazas not listed under the University Center and transportation services	Public Safety
10. Recreational facilities	Recreational sports & fitness
11. Resident Housing	Resident Housing
12. Family Development Center	Family Development Center
13. Public Safety Training Room	Public Safety

* except posting boards under the supervision of University departments.

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- I. The following chart is listed in the policy as a way to discuss the scheduling department, location, and facility involved in this policy.

Current Scheduling Department:

University Organization	Facility	Type	Location
Admissions and Records	Classrooms	Academic	Columbine
	Meeting rooms	Academic	Dwire
			Engineering
			Science
			Fine Arts
			El Pomar
Art Gallery	Art Gallery	Academic	Science
Athletic Facilities	Athletics	Administrative	Four Diamonds
Facilities Services	Grounds	Administrative	Campus Wide
Family Development Center	Family Development Center	Auxiliary	Family Development Center
Information Technology	Media Center	Academic	El Pomar
	CU-Net	Academic	El Pomar
	Computer Labs	Academic	Columbine
	Smart Classrooms	Academic	Columbine
Library	Kraemer Library	Academic	El Pomar
Public Safety	Roads	Administrative	Campus Wide
	Sidewalks	Administrative	Campus Wide
	Driveways	Administrative	Campus Wide
	Parking Facilities	Auxiliary	Campus Wide
	Flag Pole Main Hall	Administrative	Main Hall Lawn
	Motor Pool Vehicles	Administrative	Parking Garage
	DPS Training Room	Administrative	DPS Building
	Plazas not under the University Center	Administrative	
Recreational Sports and Fitness	Recreational Facilities	Auxiliary/Administrative	Four Diamonds
	Exercise/weight room	Auxiliary	University Center
Student Housing	Resident Housing	Auxiliary	Housing
Theatreworks	Theater	Auxiliary/Academic	University Hall
University Center	University Center	Auxiliary	University Center
	Lodge, Breckenridge	Auxiliary	Housing Village
	Upper & lower Plazas	Auxiliary	University Center
VCAF	All Unassigned Spaces	Administrative	
VCAF	Common Areas	Administrative	
VCAF	Cottages	Administration	
VCAF	Modulars	Administrative	
VCAF	Cragwood	Academic	
VCAF	Heller Property	Academic	
VCAF	Off Campus Rentals	Administrative	

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University Organization	Facility	Type	Location
VCAF		Administrative	Campus Services Building
VCAF		Administrative	CITTI
VCAF		Administrative	Cragmoor
VCAF		Academic	Forster House
VCAF		Administrative	Foundation House
VCAF		Academic	Solar Site

J. Conditions of use of University facilities

1. The facilities of the University may be scheduled by a university department or a University sponsored organization, (must represent enrolled students in good standing, or faculty or staff) for a university related function. Formal scheduling of activities shall be made by an organization's representative in the name of the university organization. The representative must, as a condition of use:
 - a. Accept responsibility for sponsoring and supervising the program.
 - b. Accept responsibility for assuring that the scheduled facilities are used for the purposes for which they were scheduled.
 - c. Must accept responsibility for reimbursing the University for damage to University property or facilities, including excessive cleanup costs that might occur in connection with the scheduled activity.
 - d. The representative of the activity will accept responsibility for sponsoring & supervising the program.
 - e. Accept responsibility for assuring that the scheduled facilities are used for the purposes for which they were scheduled.
 - f. Accept responsibility for operating costs (which includes rental fees, non-routine clean-up). Consumption of food or beverages is discouraged in classrooms, all trash shall be placed in a trash can or removed from the facility, chalk/black/white boards shall be erased prior to departure, and desks and chairs shall be returned to their normal facility configuration.
 - g. No temporary banners or signs may be attached to the exterior of the university without prior approval from the department who is scheduling the event. Attaching signs or banners of any kind to traffic, way finding and parking signs and posts is prohibited.
 - h. Ensure that all promotion and advertising of events involving the use of University facilities shall identify the individual or group sponsor of the event.
 - i. Take all reasonable steps to ensure that the use of scheduled facilities complies with local, state and national laws and University policies and regulations.

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2. The University may require that adequate security measures be taken to provide protection for persons seeking attendance, persons in attendance at an event and for the University property involved. All security measures are subject to approval of the Director of Public Safety.
3. The fiscal responsibility for any event fall with the sponsoring group or if applicable, with the organization(s) who is funding the event. A security deposit to ensure fiscal responsibility may be required by the facility manager.
4. If a temporary structure is to be erected for purposes related to the program prior approval from the University is required. Structures erected in conjunction with a program shall be removed when the scheduled program ends and the landscape returned to its original condition
5. All persons allowed to use University facilities, either as individuals, or collectively as members of a group or organization, shall agree in advance, as a condition to the use of University facilities, that they shall abide by and adhere to Regents Laws and University rules and regulations. University facilities usage may be denied absent such an agreement.
6. When a member of the University community schedules University facilities for activities of a group or organization, such group or organization will be held accountable for violations of the above conditions of use.
7. Assuming responsibility for the use of University facilities includes, protecting the rights of speakers to be heard, the rights of the University community to hear speakers and the reputation of the University as a center of free speech and scholarly inquiry. In addition, the University may require that insurance and/or a bond or security personnel be furnished which is adequate for the protection of those who may attend such events and for the protection of the University facilities involved. If extra custodial services are needed, the sponsoring agency must agree to provide such services.
8. Those who qualify to schedule the use of University facilities may set their own policies concerning opening or closing their meetings to the public and press and such policies shall be stated at the time of scheduling. If such meetings are closed to the public, they may be opened or closed to the press at the discretion of the presiding officer. If such meetings are open to the public, they are open to the

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press. Unobtrusive use of still and motion pictures cameras and recording devices is permitted during any public meeting, provided such use is consistent with contractual and scheduling agreements. The presiding officer shall be the judge of whether such use is unobtrusive and may, at his or her discretion request persons to stop using their cameras or recording devices in a fashion which he deems to be obtrusive.

K. Specific Limitations on use of University facilities.

1. Use of University facilities for financial gain
 - a. From time to time, the University will contract with an individual, a group, or firm to provide services on the campus, which result in financial gain for the vendor or contractor providing the services. These arrangements are excluded from the limitation set forth in UCCS Administrative Policy 400-006, provided they are made by an official University department, unit, organization or activity having a University fiscal account and approved by the Vice Chancellor for Administration and Finance.
 - b. Auxiliary facilities and related services may generate revenue by renting the facility to university and non-university groups or individuals. These arrangements are coordinated with the limitations set forth in UCCS Administrative Policy 400-006, provided they are approved by the official Vice Chancellor responsible for the auxiliary service and within the program plan establishing the auxiliary service.
2. Political Campaign Activities
 - a. All non-campus political organizations wishing to campaign or address campus groups may do so only at the invitation of a legitimate campus organization. Such invitation should not be perceived as University endorsement of any candidate or political issue. Fund raising activities for political organizations that occur in the University buildings will incur a charge to cover facility/personnel costs and require special permission. All political organizations utilizing campus facilities must have appeared on city, state, or federal election ballots.
3. Canvassing for Signatures or Petitions
 - a. Persons seeking signatures for petition and/or opinion purposes shall be allowed access to the University. All petition activity

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which is not directly related to the University's Programs and Operations must receive prior approval from the University's designated official and must take place outside all campus buildings on campus walkways and must be conducted in such a way as to avoid interference with those entering and leaving buildings or building occupants.

4. Protection of Freedom of Speech
 - a. The University upholds the protection of free speech. Assuming responsibilities for the use of University of Colorado campus facilities includes protecting the rights of speakers to be heard, the rights of the University community to hear speakers and reputation of the University as a center of free speech and scholarly inquiry. In addition, the University may require insurance and/ or bond or security personnel be furnished which is adequate for the protection of those who may attend such events and for the protection of the University facilities involved.

5. Motor and Non-motor Driven Vehicles
 - a. No vehicles of any kind shall be operated on University walkways or internal fire lanes except bicycles and emergency or University vehicles involved in University projects. Delivery and construction vehicles must have the prior consent of the Public Safety office for temporary use of walkways and fire lanes. No vehicles (including bicycles) shall be allowed inside a University building except University Police Bicycles and University vehicles specifically assigned to those buildings by the administration.

6. Smoking on/ in University Property. (See UCCS Administrative Policy 400-300) <http://web.uccs.edu/vcaf>
 - a. Smoking and the sale of tobacco products are prohibited in all buildings owned or leased by the state under control of the executive branch except as provided below.
 - b. Within any agency, only the residential portions of facilities operated by these agencies are exempt from the Executive Order. Those departments shall develop a policy specific to such facilities that is in keeping with the intent of this Executive Order. These policies shall be submitted to the Executive director of the Department of Personnel by March 1, 1991.

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- c. Agency directors responsible for motor pool and special use vehicles are encouraged to develop a policy for those vehicles consistent with the intent of this Executive Order.
 - d. Signs shall be posted at building entrances and other obvious public areas stating smoking is prohibited.
 - e. Willful violation of this Policy may subject an employee to corrective and/or disciplinary action.
 - f. Executive Directors and Presidents of institutions of higher education are responsible for the enforcement of this Executive O
7. Possession or Use of Alcoholic Beverages on University Property.
(see UCCS Administrative Policy 100-003) <http://web.uccs.edu/vcaf>
8. Pets on University Property
- a. Local ordinances apply to University of Colorado, Colorado Springs students, faculty, staff, and visitors. Leashed animals may be allowed access to the campus but must be attended at all times. No pets or animals will be allowed access to public buildings with the exception of service dogs for the disabled and those animals used for teaching, research and related academic purposes.
9. Use of University facilities for Domestic or Other Personal Use
- a. See Section III: A for personal use. In addition, it is especially prohibited to use University facilities for such personal activities as living facilities and those activities directly related to domestic inhabitation. This section does not apply to university facilities designated for use as student housing or to the University Center when permission is granted by the University Center Director, Public Safety Director and Risk Manager for special events.
 - b. University facilities shall not be used for overnight camping, (including the laying down of bedding for the purpose of sleeping) or making any fire for cooking or using tents, motor vehicles, or other structures for sleeping or cooking except as detailed in 9a.
10. Possession of Illegal Substances and Devices on University Property
- a. It is prohibited to possess on University property any substance or device such illegal drugs, firearms, explosives, etc., which are deemed illegal by local, state, or federal agencies under which they are controlled.

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- b. By regent Policy 14-I, weapons on campus are prohibited except as provided in the policy found at <http://www.cu.edu/regents/Policies/Policy14.html>
- 11. Posting of material on University Property
 - a. Unless controlled and maintained by a specific department or University organization, all bulletin boards will be controlled by the Director of the University Center. All materials posted on these bulletin boards must be approved at the University Center Desk. All materials posted on campus must be attached to bulletin boards only except where other wise approved. Bulletin boards will be available to campus organizations and individuals, administrative units and nonprofit organizations, of a nonpolitical or nonsectarian nature. These posting places will be made available to commercial, profit organization with materials deemed beneficial to the University of Colorado, Colorado Springs community. All materials posted without authorization will be removed and destroyed. All materials posted on walls, windows, glass, doorways, machines or other locations inappropriate for posting will be removed and destroyed. Appropriate action will be taken if the posting materials damage University property.
 - b. Signage and Chalking on Campus. In accordance with this campus policy governing the use of university facilities, the Director of Public Safety is the designated campus administrator for approving all use requests for sidewalks, roadways and parking lots; the Director of the University Center is the designated campus administrator for approving all use of posting boards; the Director of Facilities Services is the designated campus administrator for approving all use of lawns and grounds. Chalking and posting is restricted. The regulations may be found at http://www.uccs.edu/%7Epusafety/chalking_posting.htm Pre-approval for all signs and chalking is required as detailed in the regulations.
- 12. Partisan Endorsement
 - a. University facilities may not be used in any manner to involve the University as endorsing a partisan, political, sectarian, or religious position.
- L. Organization and Functions of the Committee on Use of University facilities

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1. A standing Committee on Facility Use is established by and is responsible to the Chancellor of University of Colorado, Colorado Springs. The Committee on the Use of University facilities shall be appointed by the Chancellor and have the following membership: the facilities representative, all scheduling officers, Public Safety representative, student representative (appointed by Student Government), a University Center representative, the Vice Chancellor for Administration and Finance, the Vice Chancellor for Student Success, and the Vice Chancellor for Academic Affairs (or designee).
2. The Committee on Facility Use shall make recommendations to the Chancellor as follows:
 - a. Review and recommend policies regarding the Non- Academic use of University facilities.
 - b. Review and recommend all proposed exceptions to policies regarding University facility use.
 - c. Review group requests not fitting in previously established categories.
 - d. Hear appeals from decisions regarding the non-academic use of University facilities. Appeals may be presented to the Committee on Facility Use either by a prospective user or by the Scheduling Officers with respect to arrangements of the use of facilities.

VI. RESPONSIBILITY

VII. HISTORY

VIII. ATTACHMENT

- A. Chalking and Posting Regulations
http://www.uccs.edu/%7Epusafety/chalking_posting.htm
- B. Chalking and Posting Approval Form
http://www.uccs.edu/%7Epusafety/chalking_posting.pdf
- C. UCCS Parking, Bicycle, Skateboard, and Skateboarding Regulations
<http://www.uccs.edu/%7Epusafety/regulations.pdf>
- D. UCCS Campus Map
http://www.uccs.edu/%7Epusafety/campus_map.pdf