



UCCS CAMPUS POLICY

Policy Title: Scheduling and Use of University Facilities and Physical Space

Policy Number: 400-001

Policy Functional Area: FACILITIES

Effective:

May 21, 2015

Approved by:

Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor:

Vice Chancellor of Administration and Finance (VCAF)

Office of Primary Responsibility:

VCAF

Policy Primary Contact:

AVCAF, 719-255-3388

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Applies to:

Administration, Faculty, Staff, Students and Guests

Reason for Policy: This policy addresses the scheduling and contracting for use of the University of Colorado Colorado Springs (UCCS) facilities and physical space by both University and non-University users.

I. INTRODUCTION

This policy addresses the scheduling and contracting for use of the University of Colorado Colorado Springs (UCCS) facilities and physical space by both University and non-University users.

II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in The Laws of the Regents, 2007, Article 3 Section B.5 (A) which states:

“The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.”

As provided in the Laws of the Regents 14.B.3(c), “The use of University facilities and physical space shall be limited to faculty, staff, and students of the University, except the use by others as

may be specifically authorized under such regulations.”

The University must enter a use agreement with third-party users of university facilities, and such agreements must include the provisions stated in University of Colorado System Administrative Policy Statement [7001- Use of Facilities by Non-University Groups Insurance Requirements](#).

B. Purpose:

1. The buildings and grounds of the UCCS campus enable the University to accomplish its mission as a public institution of higher education. Coordinating space and supporting services for the many activities which take place on the campus requires careful scheduling to avoid conflicts. This policy governs the scheduling and use of UCCS’ facilities and physical space by members of the UCCS community and others.
2. This is a general policy regarding use and scheduling of UCCS facilities and physical space. Any department with assigned responsibility for scheduling space must establish specific procedures for reserving the assigned space.
 - a. Such procedures shall be reviewed and approved by the department’s advisory board (if applicable) and the responsible Vice Chancellor.
 - b. Final approval is required by the Office of the Vice Chancellor for Administration and Finance.

C. Procedures:

1. Priority of Use

Facilities usage is prioritized as follows, and in all cases, scheduled activity takes priority over non-scheduled activity:

- a. The highest priority for use of Facilities is assigned to University users to carry out UCCS’ educational mission and research functions, provided however that classroom teaching activities shall be limited to Academic Space, unless approved by the Vice Chancellor of Administration and Finance.
- b. As a second priority, Facilities may be scheduled by University users for nonacademic events and activities.
- c. As a third priority, Facilities may be scheduled and used by non-University users, who must enter into a space-use agreement with Conference Services on a space available basis according to the procedures outlined below in Section V.C.

2. Scheduling Authority for Use of UCCS Facilities by University Users

To reserve any UCCS facilities, University users should contact the scheduling coordinator for that space,¹ as listed below. If Event Services has responsibility for scheduling a particular space, the University user should follow the procedures outlined in Section V.C.2.²

a. Academic Space:

- i. Classrooms and laboratories for credit-bearing academic courses and for Extended Studies courses are scheduled by Admission and Records, or as directed by Admissions and Records for department-specific scheduling of art studios).
- ii. Dean's conference rooms are scheduled by the appropriate Dean's office.
- iii. Library space is scheduled by the office of the Dean of the Kraemer Family Library.
- iv. The Media Center and certain computer labs are scheduled by Information Technology.
- v. All other short-term requests for academic space, including lounges and lobbies of buildings, are scheduled by Event Services and Scheduling.

b. Administrative Space:

- i. Conference rooms are scheduled by the administrative office with responsibility for that conference room.
- ii. Requests for short-term use of all other Administrative Space, including outdoors lawns and exterior spaces, are scheduled by Event Services and Scheduling

c. Auxiliary Space:

- i. Mountain Lion Softball Field and Mountain Lion Stadium are scheduled by the office of the Director of Intercollegiate Athletics.
- ii. Theatreworks theater spaces are scheduled by the Theatreworks office.
- iii. Certain areas (e.g., residence hall lounges) within Auxiliary space may be prioritized for student programming during the academic year and scheduled by the director of that Auxiliary Space, or his or her designee.
- iv. All other Auxiliary space is scheduled by Event Services and Scheduling.

3. Procedures for University Users to Schedule UCCS Facilities

a. Procedures to Schedule First-Priority Uses

University users should follow Admissions and Records scheduling procedures for first priority uses.

¹ While scheduling coordinators have authority to schedule space as specified below, they also have a responsibility to ensure that they allocate and share space equitably among eligible University users who request space.

² University users should use Event Services' centralized scheduling system to manage and reserve space whenever possible.

b. Procedures to Schedule Second-Priority Uses

University users may schedule space for second-priority uses on a first-come, first-served basis through Event Services and Scheduling. The type of space reserved will depend on the activity and on space availability.

Event Services typically does not charge University users for use of UCCS facilities. However, Event Services will assess charges if a use will result in excess costs, including but not limited to overtime scheduling of UCCS employees or special equipment rental. Additionally, if the University user charges attendees to attend the event (e.g., a mandatory donation) or receives any other revenue as a result of the event, Event Services will assess room rental charges, unless 80% or more of the revenue generated goes directly to a scholarship account for UCCS students, subject to the approval of the Financial Aid office.

To be considered a University event sponsored by a University user that qualifies for free or reduced rental rates, all of the following criteria must be met:

- i. Any charges for the event, including catering charges, must be paid through a UCCS speedtype.
- ii. The event coordinator must be a UCCS employee or student who assumes primary responsibility for planning the event.
- iii. UCCS must be listed prominently as the host on all marketing materials. A UCCS department or organization must assume responsibility for the event, including all expenses and charges that may occur as a result of the event.
- iv. Event Services and other UCCS support departments must communicate with the event coordinator directly, rather than with members of any outside entity.
- v. Representatives from the responsible UCCS department or organization must be present during the entirety of the event including set-up and tear-down.
- vi. Fundraising, registration fees, or any money collected at an event must be deposited into a UCCS speedtype within 24 hours or by the next business day, unless the Vice-Chancellor of Administration and Finance has approved an alternate arrangement.

4. Procedures for Non-University Users to Schedule UCCS Facilities

Non-University users seeking to use UCCS facilities must contact UCCS Conference Services. Usage involves a charge for service according to the existing fee schedule: <http://www.uccs.edu/university-center/about-us/policies-and-procedures.html>. Fees are based on the size of the event and the event's impact on campus resources.

The use of UCCS facilities by non-University users without a contract is prohibited, with the exception of the University Center Lower Plaza as designated in Section V.H below.

Non-University users who wish to make direct contact with members of the University community are encouraged to rent a table through Event Services and Scheduling or utilize the University Center Lower Plaza per Section V.H below.

The following conditions apply to scheduling requests for use by non-University users:

- a. The Director of the University Center/Conference Services has been delegated responsibility for contracting with non-University users seeking short-term space or table rental, regardless of location on UCCS property. Use contracts for periods of 30 consecutive days or longer are handled by the Office of the Vice Chancellor for Administration and Finance.
- b. Requests should indicate the type of event, date, times, number of people, and purpose of the event.
- c. Conference Services will determine if the requested use complies with this policy. If so, Conference Services will issue a UCCS contract. The contracting and approval process typically requires a minimum of 14 days.
- d. Authority to sign conference contracts on behalf of UCCS is restricted to designated UCCS Administration and Finance staff.
- e. Sponsorship of a non-University user by a University user does not automatically qualify the use as one by a University user. To qualify as a University event, the criteria detailed in section V. C.2 above must be satisfied. Events that do not meet these criteria are considered non-University uses and are subject to rental and service fees.
- f. UCCS requires all non-University users to provide in advance of use a deposit and a certificate of insurance, which is adequate for the protection of those who may attend such event and for the protection of UCCS' facilities. See [University of Colorado System Administrative Policy Statement 7001- Use of Facilities by Non-University Groups- Insurance Requirements](#)
- g. A non-University user may not use UCCS space to conduct credit-bearing academic courses for an educational institution other than the University of Colorado, as such use would tend to confuse consumers about which institution is offering the course and credit.

5. Requirements for All Uses of UCCS Facilities

The following requirements apply to all scheduled users of facilities:

- a. All users must schedule facilities use through an organizational representative in the name of the organization, or as an individual in the case of certain non-university events (e.g., weddings, family reunions). Individuals may not reserve space for a group or department with which they are not affiliated. The representative must, as a condition of use:
 - i. Accept responsibility for sponsoring and supervising the program.
 - ii. Accept responsibility for ensuring that the scheduled facilities are used for the purposes for which they were scheduled.
 - iii. Accept responsibility for any operating costs (which includes rental fees).
 - iv. Accept responsibility for reimbursing UCCS for damage to UCCS property or facilities, including cleaning costs that might result from the scheduled activity.
 - v. Ensure that all trash, recycling and compost is placed in the appropriate container or removed from the facility. In classrooms, chalk/black/white boards must be erased prior to departure, and desks and chairs must be returned to their normal facility configuration.

- vi. Ensure that catering is procured through UCCS Dining and Food Services, including for concession sales. Outside catering and outside concession sales, including bake sales, are only allowed with prior written approval of the Vice Chancellor of Administration and Finance or his or her designee. In rooms where the consumption of food and beverages is prohibited, users must comply with such restrictions.
 - vii. Obtain advance approval from the University Bookstore and pay an additional fee for sales of all items, and collect and report the appropriate sales tax.
 - viii. Ensure that all promotion and advertising of events involving the use of UCCS facilities shall identify the individual or group sponsor of the event and their contact information. Also, please refer to [UCCS Campus and Mountain Lion Logos Policy 100-002](#) for correct use of campus logos.
 - ix. Ensure access and reasonable event accommodations pursuant to [UCCS Disability Access and Accommodation Policy 300-021](#).
 - x. Agree in advance, as a condition of using UCCS facilities, to comply with Regent Laws and Policies and any applicable UCCS rules and policies, as well as local, state, and federal laws. UCCS facilities usage will be denied absent such an agreement
- b. UCCS may require that adequate security measures be taken, such as for emergency medical or fire personnel. All security measures are subject to approval of the Executive Director of Public Safety, and the user is responsible for the associated costs. The amount of security required for an event will be based on the following considerations:
 - i. The number of people expected to attend the event;
 - ii. Maximum occupancy requirements;
 - iii. The facility or outdoor space where the event is held; and d. Whether alcoholic beverages are served at the event.
 - c. The fiscal responsibility for all facilities uses belongs to the user. A security deposit to ensure fiscal responsibility and to hold dates for space is required for non-University users and may be required for University users.
 - d. If a user wishes to erect a temporary structure, the user must seek approval a minimum of one week in advance from either the Director of the Physical Plant the Director of Parking and Transportation, or the Director of the University Center, depending on the location, in addition to formally scheduling the space. The approver may require the user to consult with appropriate stakeholders, including Risk Management and the UCCS Fire Marshall to ensure public safety. When the scheduled use ends, the user is responsible for removing such structures, and for returning all UCCS facilities (including the landscape) to their original condition, when the scheduled use ends.
 - e. Users may set their own policies concerning opening or closing their meetings to the public and press, and shall state such policies at the time of scheduling. If a meeting is closed to the public, it may be opened or closed to the press at the discretion of the presiding officer. If a meeting is open to the public, it shall be open to the press.

Unobtrusive use of still and motion picture cameras and recording devices is permitted

during any public meeting, provided such use is consistent with contractual and scheduling agreements. Staff from the Administration and Finance Division may request that an attendee move cameras or recording devices for reasons of either safety or public access.

6. Limitations on All Uses of UCCS Facilities

The following limitations apply to all uses of UCCS facilities, whether or not the use is scheduled:

- a. Respect for Core Mission Access to and use of UCCS facilities shall not disrupt the academic mission of the campus.
- b. Commercial Activity
 - i. Non-University users may not conduct commercial activity while using UCCS facilities, unless the activity is pursuant to a contract with UCCS. University users must receive prior approval for commercial activity from the Director of the University Center. In no case can commercial activity occur in University Center Lower Plaza.
 - ii. Advertising must comply with [UCCS Policy 800-003 Advertising, Sponsorships or Other Forms of Acknowledgement on UCCS Websites and Publications](#).
- c. Motor and non-motor driven vehicles
No vehicles of any kind shall be operated on UCCS walkways or internal fire lanes except bicycles and emergency or UCCS vehicles involved in official UCCS projects or services. Delivery and construction vehicles must have the prior consent of the Department of Public Safety for temporary use of walkways and fire lanes. No vehicles (including bicycles) shall be allowed inside a UCCS building except University Police Bicycles and UCCS vehicles specifically assigned to those buildings by the administration. Exceptions require advanced approval from the Vice Chancellor of Finance and Administration.
- d. Smoking
Smoking is restricted on UCCS property. (See [UCCS Policy on Smoking 400-300](#).)
- e. Alcohol
Alcoholic Beverages are restricted on UCCS property. (See [UCCS Policy 100-003 Use of Alcohol](#).)
- f. Animals and Pets on UCCS property:
 - i. UCCS does not allow animals or pets in campus buildings, with the exceptions of leashed service animals or animals used for academic purposes. Service dogs in training and comfort or emotional support animals must be registered with the Office of Disability Services.
 - ii. Leashed animals are permitted in outdoor spaces, as long as they do not disturb the peace and quiet of the campus. Owners must attend leashed animals at all times

and must clean up after them.

- g. Open Flame
 - i. No person may ignite or use an open flame, including but not limited to candles, propane tanks, bonfires, and other cooking devices, in any facility.
 - ii. Any request for an exception to this prohibition must be approved in writing by both the Fire Marshall and the Director of the University Center.
- h. Use of UCCS Space for Domestic or Other Personal Use.
 - i. It is prohibited to use UCCS facilities for activities directly related to domestic inhabitation (e.g., bathing, cooking, sleeping). UCCS facilities designated for use as student housing, the Heller Guest House, and activities described below in subsections b and c are exempted from this prohibition.
 - ii. UCCS facilities shall not be used for: overnight camping (including the laying down of bedding for the purpose of sleeping); making any fire for cooking or any other purpose; or sleeping in or cooking in tents, motor vehicles, or other structures.
 - iii. Overnight special events not involving camping require approval at least one week in advance from the Vice Chancellor for Administration and Finance, in concurrence with the University Center Director, the Executive Director of Public Safety, and the Director of the Physical Plant. Overnight special events may not exceed 3 nights in a 30 day period.
 - iv. University Space, including University Center, Recreation Center, or the Gallogly Events Center may be used for overnight habitation for special events and for emergency shelter, upon advance approval by Vice Chancellor for Administration and Finance.
- i. Possession of Illegal Substances and Devices on UCCS Property.
 - i. UCCS prohibits the unlawful manufacture, distribution, dispensation, possession, and use of any controlled substance, including illicit drugs, marijuana, or alcohol, of any kind or any amount, while on UCCS property. (See [UCCS Policy 100-0114, Drug-Free Campus and Workplace Policy](#).)
 - ii. Unauthorized possession of firearms, explosives, and other dangerous or illegal weapons is prohibited on campus, except as provided in [CU Regent Policy 14-1](#).
- j. Posting of material on UCCS property. Also see [UCCS Policy 400-008 Free Distribution Policy](#), and the University's On-Campus Advertising Guidelines, <http://www.uccs.edu/auxiliaries/campus-marketing-guidelines.html>.
 - i. Unless controlled and maintained by another UCCS department or organization, all bulletin boards are controlled by the Director of the University Center.
 - ii. Bulletin boards are available to both University and non-University users.
 - iii. All materials posted on bulletin boards must receive a sticker at the University Center Information Desk. The desk does not review the content of materials other than to ensure that they contain contact information for the poster and that they conform to size limitations.

- iv. All materials posted on campus must be attached to bulletin boards. A maximum of 20 flyers may be approved for an event or program, and flyers may not be larger than 11 x 17 inches.
 - v. All materials posted without an approval sticker 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.
- k. Signage and Chalking on Campus.
- i. Chalking and outdoor postings are permitted only by University users who have scheduled the chalking in advance. Please refer to chalking and posting regulations, [http://www.uccs.edu/pusafety/information/advertising- %28chalking-and-posting%29-on-campus-regulatory-procedures.html](http://www.uccs.edu/pusafety/information/advertising-%28chalking-and-posting%29-on-campus-regulatory-procedures.html)
 - ii. Outdoor banners and lawn signs require prior approval from the Director of Physical Plant or the Director of the University Center, depending on the sign’s proposed location. A maximum of 20 lawn signs per event will be approved. No person may attach signs or banners of any kind to traffic signs, way-finding signs, parking signs, light poles, hand railings, or landscaping elements such as trees.
 - iii. Sandwich or “banana” boards are for outside use only, not for placement inside buildings or in traffic round-abouts. The Director of Physical Plant may remove such boards inappropriately placed.
 - iv. It is the responsibility of the user to ensure the removal of approved sandwich boards, lawn signs, and banners as soon as the event is finished.
- l. In addition to the requirements listed above, special guidelines apply during the UCCS Student Government Association (SGA) annual election and special election periods. See <https://orgsync.com/69883/files/602657/show> .
- m. Additional restrictions for event activity may apply during Finals Week and the week prior to Finals Week in certain locations on campus.
7. Events in Outdoor Spaces
- Usage of outdoor facilities spaces must comply with the following additional requirements:
- a. The user shall provide adequate lighting at the users’ expense for events scheduled after dusk or before dawn.
 - b. The user shall make prior arrangements for adequate, available sanitary facilities within and/or in the vicinity of the event before and during the event, and for a reasonable period of time following its conclusion.
 - c. Requests for access to electricity and/or water should be made in writing at least seven days in advance to the Director of the Physical Plant.
 - d. The user shall provide adequate emergency medical and fire services, as determined by the Executive Director of Public Safety.
 - e. Outdoor amplified sound or music requires prior approval from the Executive Director of Public Safety and the Director of the University Center. Sound may not disrupt academic

classes or the residents of the Housing villages, and may not occur prior to 8 a.m. or after 11p.m. when there are students or guests in residence.

- f. UCCS officials have the authority to require a reduction in the noise level. Failure to comply within a reasonable period of time may result in a termination of the event, fines, and/or forfeiture of future use of UCCS outdoor facilities space.
- g. UCCS reserves the right to cancel or delay an outdoor event due to weather conditions if the conditions create unreasonable risk of harm to participants or spectators or if the conditions could result in damage or unreasonable wear and tear to the outdoor space.
- h. Climbing or rappelling inside or on the exterior of any facility or on any crane or other construction equipment is prohibited.
- i. Outdoor activities such as walks, runs, bike races, and trail hikes that may impact the natural environment must receive approval from the University Trails Committee.
- j. The following activities must receive prior approval from University Risk Management before scheduling and may require a University waiver for participants: golfing, inflatables, launching a rocket or flying model aircraft, skiing, sledding, tubing, snowboarding, slacklining, and any other activity that involves significant risk to participants, observers, or bystanders.

8. The University Center Lower Plaza

The University Center Lower Plaza (“the Plaza”) located between the University Center and Centennial Hall is a designated public forum, available for expressive activities to members of the UCCS community and to the general public, according to the following limitations:

- a. The Plaza is available for public discussion or public expression between the hours of 7:00 a.m. and 10:00 p.m.
- b. Speakers may use amplified sound only if the sound level does not exceed 75 decibels measured at any point on the perimeter of the Plaza.
- c. Speakers may not impede the flow of traffic or interfere with other users of the Plaza.
- d. Temporary structures are prohibited in the Plaza.
- e. Event Services and Scheduling will not provide tables, chairs, audiovisual or other event equipment for use or activity in the Plaza.
- f. Commercial activity is prohibited in the Plaza.
- g. The capacity of the Plaza is 846 persons. No event or gathering may exceed this number of persons. The UCCS Department of Public Safety shall enforce this limitation, and may also monitor the perimeter of the Plaza to ensure that traffic can flow safely on adjoining walkways and the adjoining road

9. Unscheduled Campus Closures

- a. The Chancellor or his or her designee shall make the final decision to close all or a portion of the campus or limit access to specified areas of the campus for one or more of the following reasons:
 - i. Weather, flood, fire, or other emergencies. Applicable campus policies will control these closures.
 - ii. To prevent material and substantial disruption of UCCS’ operations and/or activities.
 - iii. Public safety.

- iv. Construction or maintenance project or operation
- b. When the campus is closed, no events or activities will be scheduled and any scheduled event may be cancelled. If only a portion of the campus is closed or has access limited to it, no events will be scheduled for that portion of campus and any events scheduled for that part of campus may be cancelled.
- c. In the case of campus closure or delay, essential services personnel must report to, or remain at, work. Essential services personnel are individuals who are involved in critical health, safety and communication services and whose presence on campus is required during a campus closure or delay. The administration is responsible for identifying essential services departments. Hiring authorities are responsible for determining essential and non-essential services personnel in their units and for communicating this to their employees or colleagues.
- d. Anyone in an area that has been closed under this section may be cited for trespass.

D. KEY WORDS

- A. Facilities
- B. Academic Space
- C. Administrative Space
- D. Auxiliary Space
- E. Conference Services
- F. Event Services and Scheduling
- G. Non-University users
- H. Sponsored Organizations
- I. University users

III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

IV. HISTORY

Initial policy approval May 21, 2015