

7.09 - SCHEDULING FACILITIES

Effective: May 1, 2025

Purpose: To outline the requirements for scheduling facilities.

Scope: This policy applies to all University facilities campus wide, except the Breidenthal University House.

Responsible Office: Campus and Facilities

Policy Statement: University facilities used for scheduled classes are assigned during the compilation of course scheduling. The use of University grounds and facilities for all other functions will be scheduled through the Conference & Scheduling Center. The Center will notify all units responsible for the grounds, facility, and/or rooms for access, security, cleaning, conditions, and all other services indicated in a request.

University facilities and outdoor spaces are available primarily for “Programs” offered by and intended for “Internal Users” as members of the University community. All “Programs” must be hosted by an “Internal User” except as otherwise indicated in the “External User” section of this policy.

“Hosts” are responsible for all activities associated with the “Program”, including all financial and legal liabilities.

Use of University facilities and outdoor spaces is limited to the declared purpose of the reservation and must comply with all relevant University policies and procedures and local, state, and federal laws and regulations.

Fees may be charged for the use of University facilities and outdoor spaces to cover the cost of reservations, personnel, technology, and security. These costs are the responsibility of the “Internal User” or “External User” reserving the facility or space. Insurance may be required, when appropriate.

Use of University Facilities and outdoor spaces, including for “Expressive Activity”, must comply with the University Policy on the use of University property for “Expressive Activity” and for such other rules and procedures as may be applicable to the specific facility or space.

Failure to adhere to this Policy may result in revocation of an approved reservation and/or other appropriate administrative action, including disciplinary action as permitted by relevant University policies.

Prohibited Conduct

The following activities are prohibited unless specifically authorized by the relevant space manager:

- The sale or promotion of commercial goods or services;
- The use of amplified sound;
- The unauthorized construction or erection of temporary or permanent structures on University grounds including, without limitation, encampments, tents, huts and other forms of temporary accommodations, whether for overnight use or not.
- The unauthorized overnight use of University grounds and facilities.
- The blocking of pedestrian or vehicular traffic or the blocking of ingress and egress into or out of or within University buildings; and
- Conduct which the University reasonably deems to cause disruption to campus activities.

Internal Users

“Internal Users” may serve as “Hosts” for “Programs” proposed by “External Users”, but Fronting by “Internal Users” is prohibited.

“Internal Users” are encouraged to reserve University facilities and outdoor spaces for “Programs” in advance. Reservations may be required for some facilities and spaces.

“Internal Users” in University academic or administrative units who serve as “Hosts” to “External Users” for “Programs” that are open to a general audience must report the “Programs” in advance to their unit head. Registered Student Organizations must report all “Programs” in advance to the appropriate facility manager.

External Users

“External Users” not otherwise hosted by a University academic or administrative unit or a Registered Student Organization may directly reserve University facilities and outdoor spaces for Programs by contacting the Conference and Scheduling Office.

“External Users” wishing to reserve space on campus for “Expressive Activity” are required to reserve space in advance by requesting a reservation through the Conference and Scheduling Office. Priority will be given to “Internal Users” in the event of a time conflict.

Reserving Equipment

Equipment needed for classes and not available in the classroom or academic unit should be reserved through Information Technology.

Equipment needed for meetings, conferences, and workshops should be reserved through the Conference & Scheduling Office.

Tent Usage

Two (2) University logoed 30'x40' tents, with or without walls, are available for campus use.

Tents must be requested through Conference and Scheduling. Any request must be received at least fourteen (14) days prior to the requested use date.

Because a tent uses three and a half-foot stakes to secure it to the ground, use of these tents requires a "Dig Safe," which University Facilities will initiate.

Requestor of a tent must abide by the following requirements:

- Must not be in the direct pathway of building exit doors, ramps, or steps.
- Must be located at least ten (10) feet from any building.
- No open flame heating devices, including patio heaters, may be used inside of a tent.
- Requested use area must have adequate space from trees to prevent damage to a tent.
- Can only be erected for a maximum of fourteen (14) days in any one location.
- Requestor must inspect the tent daily and report issues to University Facilities.

Priority of Use:

- Residential Life Move-In Support
- Athletics
- Other Events

Outdoor Patio Heater Usage

Outdoor radiant heaters are available for campus use.

Heaters may be requested through OnBase by submitting a Facilities Service request in the 'Furniture Moved' queue.

There will be a fee charged for each heater to cover the cost of propane. If a refill is required during the usage period, an additional fee will be billed for each refill.

Requestor is responsible for the security, safety and proper operation of the heater and must abide by the safety requirements listed below.

Safety requirements:

- Adhere to all manufacturer's instructions regarding setup, operation, and maintenance.
- Propane/liquid petroleum containers (even empty ones) are not allowed inside any building at any time.
- Must not be located in the direct pathway of building exit doors, ramps, or steps.
- Must be located at least ten (10) feet from any building.
- Must not be located where building structure is present directly above the unit (e.g. under a balcony, inside of a tent, etc.).

- Must be located at least ten (10) feet from loose or piled flammable or combustible materials (leaves, dry grass, etc.).
- Unit should not be left on or burning if unattended.
- Adequate lighting and security measures should be implemented as needed to prevent any unauthorized use and accidents.

Definitions: All words and phrases shall be interpreted utilizing their plain meanings unless otherwise defined in another University or Board of Regents policy or by statute or regulation.

Expressive Activity – means verbal or non-verbal expression and assembly protected by the First Amendment, including but not limited to Public Speaking, Leafleting, Posting, demonstrations, rallies, picketing, vigils, parades, and marches.

External User – means a group or individual that is not a University academic or administrative unit, a Registered Student Organization, a University employee or employees acting within the scope of their employment, or a registered University student.

Fronting – means an Internal User acting as an agent for an External User to (1) receive access to University facilities and outdoors spaces only intended for use by Internal Users; or (2) receive discounted rates for the use of University facilities or outdoor spaces where the Internal User attempts to vacate responsibility for the event, Program, or activities that occur after receiving discounted rates.

Host – means an Internal User or External User who plans and/or delivers a Program to which others are invited.

Internal User – means a University academic or administrative unit, a Registered Student Organization, a University employee or employees acting within the scope of their employment, or an individual or group of registered University students.

Program – is an activity or event that is intended to take place in a University facility or outdoor space, which may include Expressive Activity.

Procedures: All procedures linked and related to the policies above shall have the full force and effect of policy if said procedures have first been properly approved by the University's administrator in charge of Campus and Facilities.

[[Hyperlink to Campus and Facilities procedures](#)]

Related Policy Information: [Include here any supporting information for this policy]

History: Adopted: Unknown [Policy included in UPM as Policy 3P.04]
 Revised: Revised by Facilities Council and approved by President]
 Revised: 10/02/2013 [Policy 3P.0401 updated]

Revised: 03/23/2021 [Policy 3P.0402 and 3P.0403 approved by President]

Revised: 08/15/2024 [Policies 3P.04, 3P.0401, 3P.0402, and 3P.0403
combined as part of UPM Revision]

Revised: 05/01/2025 [Policy 7.09 – Scheduling Facilities modified and
approved by President]

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