



University Operating Procedure

Temporary Structures

Overview

This Operating Procedure is intended to facilitate implementation of the University Facilities and Grounds Use Policy ("Facilities Use Policy").

While temporary structures do not necessarily express thoughts or opinions, in many cases their purpose is to represent particular viewpoints symbolically. As an educational institution, UVM is committed to sustaining an atmosphere of free expression and open dialogue. Our commitment to free expression, however, must be balanced with other concerns as well, such as the safety of our students and employees; the condition and appearance of our campus; and the prudent use of our financial and human resources.

Rules

1. Placement of temporary structures in or on University property is a use that must be scheduled under the Facilities Use Policy.
2. Temporary structures that receive a permit for placement will customarily be allowed in areas specially designated for such purposes, *i.e.*,
 - Royall Tyler Theater plaza
 - Davis Center Oval and Outdoor Stage area
 - Morrill Hall green
 - Bailey-Howe quad
 - University Green area south of the Ira Allen statue
3. Temporary structures may not contain or communicate, in form or signage, expression or speech that is not legally protected, such as "fighting words", defamation, or obscenity.
4. Permits will typically contain provisions addressing structure size, height, area covered, and construction materials; requiring the applicant to maintain the structure and the immediate surrounding area in such manner as will leave the area free from trash, garbage, and litter; and containing other specifications designed to protect public safety, allow reasonable

operation and use of University buildings or grounds, and preserve the aesthetic appearance of University grounds.

5. Due to safety and security concerns, overnight occupancy of a temporary structure must be limited. Overnight occupancy shall be permissible only through a scheduled use and subject to permit conditions designed to maximize public safety, including the safety of event participants. Generally these permits will not allow occupancy to exceed three consecutive nights. The University will grant no more than five permits per semester that allow overnight occupancy. A period of at least three days must elapse between the removal of a temporary structure and the installation of another at the same location.
6. Due to municipal ordinance provisions, temporary structure placement at a site will not exceed ten consecutive days. If a shorter period of time is specified by ordinance or other law applicable to UVM, the more limiting restriction will apply.
7. Permit conditions will include agreement by the applicant to remove the structure at the designated time and pay for any damage the structure may cause to the site on which it is erected, reasonable wear and tear excepted; to pay the cost of removal of the structure if it is not removed at the end of the authorized time; and to hold UVM harmless for any damage to the structure, whatever the cause.
8. Time periods for the presence of temporary structures must not include days when the University is not in session, or other times when members of the sponsoring entity are not available to care for the structure or address problems that may arise.
9. Temporary structures should be clearly marked with information identifying the sponsor(s), including contact information, in order to facilitate communication and indicate that the structure does not represent the views or opinions of The University of Vermont.
10. Appeal rights associated with the denial of a permit request, or the imposition of specific permit conditions, are stated in the Facilities Use Policy:
<http://www.uvm.edu/~uvmppg/ppg/facil/facsched.pdf>

Unauthorized placement of structures, whether temporary or otherwise, constitutes a trespass that violates University policy and may also violate state law. Possible sanctions appear in the Facilities Use policy. Installations may also be removed prior to the permit expiration date if violations have occurred.

Procedures

Requests for scheduling of temporary structures should initially be discussed with the Director of Student Life or his/her designee, who are responsible for interpreting this policy in light of the request, before finalizing or granting a permit for the installation of a temporary structure. After approval from the Director of Student Life a formal R25 request must be submitted to The Conference and Event Services Department (CAES), Marsh Hall Room 009, 31 Spear St., Burlington, VT 05404-0344; phone (802) 656 5665; FAX (802) 656 8034;

conferences@uvm.edu, www.uvm.edu/conferences. The Director of Student Life will have the authority to grant modifications or exceptions to these guidelines if special conditions exist, provided that issues of safety, security, university resources, aesthetic conditions, and other pertinent concerns are adequately addressed.

Definitions

Temporary Structure: In general, a temporary structure is a physical modification to University grounds or facilities intended to be in place for a short period of time, regardless of the purpose or motivation for the modification. Excluded from these guidelines are temporary structures placed by the University or University contractors for purposes related to their contracts. Examples of temporary structures without limitation include tents, shanties, or other forms of temporary shelter or housing; seasonal religious, political, or artistic displays; plantings; storage containers; and other objects, whether or not symbolically expressive or artistic in content.

Contacts/Responsible Official

Questions related to the daily operational interpretation of this policy should be directed to the Vice Provost for Student Affairs.

Forms

None

Related Documents/Policies

Banners Display Procedure

http://www.uvm.edu/~uvmppg/ppg/general_html/banner.pdf

Campus Demonstration Policy

<http://www.uvm.edu/~uvmppg/ppg/student/demonstrations.pdf>

Campus Speakers Policy

http://www.uvm.edu/~uvmppg/ppg/general_html/campus_speaker.pdf

Dudley H. Davis Center Fee Matrix

<http://www.uvm.edu/policies/facil/relateddocs/DCFeeMatrix.pdf>

Dudley H. Davis Center Space Guidelines

<http://www.uvm.edu/policies/facil/relateddocs/DCSchedulingGuidelines.pdf>

Facilities Fee Matrix

<http://www.uvm.edu/~uvmppg/ppg/facil/relateddocs/feematrix.pdf>

Group and Organization Recognition Policy

http://www.uvm.edu/policies/general_html/grouprecognition.pdf

Memorial Services Fee Matrix

<http://www.uvm.edu/~uvmppg/ppg/facil/relateddocs/memfee.pdf>

No-Trespass Notices Procedure

http://www.uvm.edu/~uvmppg/ppg/general_html/notrespass.pdf

Political Activities: Tax Exempt Organization Restrictions Policy

http://www.uvm.edu/~uvmppg/ppg/general_html/political_activity.pdf

Solicitation Policy

http://www.uvm.edu/policies/general_html/solicitation.pdf

Weapons and Explosives Policy

http://www.uvm.edu/~uvmppg/ppg/general_html/firearms.pdf

Effective Date

Approved by the Vice Provost for Student Affairs July 9, 2014