

## University Policy

# Facilities and Grounds Use

### Policy Statement

University facilities and grounds are primarily intended, and will be made available, principally for use for University programs, activities, and operations. Requests for use by persons, groups, or organizations affiliated or unaffiliated with the University will be resolved in accordance with the time, place, and manner restrictions expressed in this policy, all of which will be administered in a manner reasonably designed to advance the mission of the institution, preserve the order necessary to conduct customary University operations and activities, protect the safety of persons and security of property, and maintain the aesthetic appearance of the campus.

### Reason for the Policy

This policy is intended to facilitate responsible stewardship of institutional resources and to protect the safety of persons and the security of property.

### Strategic Direction

This policy will help focus the human, fiscal, environmental, technological and physical resources of the University on institutional values and priorities.

### Applicability of the Policy

This policy applies to requests for temporary use of all or part of a University building, facility, or outdoor space for any planned meeting, conference, or event. The Conference and Event Services Department (“Conference and Event Services”) is responsible for administering these use requests, except as stated immediately below. Conference and Event Services may be contacted as follows: University of Vermont, Marsh Hall Room 009, 31 Spear St., Burlington, VT 05405-0344; Phone: (802) 656-5665; Fax: (802) 656-8034; [Conferences@uvm.edu](mailto:Conferences@uvm.edu); [www.uvm.edu/conferences](http://www.uvm.edu/conferences)

For questions regarding **assignment of academic and administrative unit space and facilities, and proposed permanent artistic displays**, please contact the Office of the Provost and Senior Vice President, 802 656-4400.

For questions regarding use of **University laboratories, or use of facilities and equipment for research purposes**, please contact the Office of the Vice President for Research, 353 Waterman, 802 656-2918.

For questions regarding the use of facilities or grounds for **campus demonstrations or rallies**, please contact the Office of the Dean of Students, 41-43 South Prospect Street, 802 656-3380.

For questions regarding placement of **temporary structures**, please contact Conference and Event Services, Marsh Hall Room 009, 31 Spear St., Burlington, 802 656-5665.

## **Definitions**

The following definitions apply to terms used in this policy.

**Sponsor:** a University college, school, academic department, or program (“academic unit”), administrative unit, or University-recognized group or organization that provides a specific University budget number for all rental fees and service charges associated with an activity.

**Sponsored Group or Organization:** a group, organization, or other entity using University facilities, grounds, or equipment for a non-profit activity or event at the invitation of the University or a Sponsor, as to which the Sponsor agrees to provide a University budget number for all rental fees and service charges.

**Sponsorship:** a Sponsor’s commitment to assume financial responsibility for the sponsored event or activities as well as to participate actively in the planning and implementation of the event or activity. Sponsored groups or organizations must acknowledge University sponsorship in program materials (including advertising).

**Host:** a University academic or administrative unit, or University-recognized group or organization, which invites a group or activity to use University facilities, services, or equipment, but which does not provide a University budget number for rental fees and service charges.

**Hosted Group:** a group using University facilities, grounds, or equipment for a non-profit activity or event at the invitation of the University or a host University academic or administrative unit, or University-recognized group or organization.

**Contributor:** a University academic or administrative unit or University-recognized group or organization that donates cash or in-kind goods or services to an event or activity. Recipient persons, groups, organizations, or entities are not automatically entitled to facilities, grounds, or services at either a reduced or a free rate.

**Services:** logistical support including, but not necessarily limited to, event coordination, custodial and grounds services, utilities, police or security services, parking, transportation, catering, and the like, which are requested or required by the University to implement an event. Costs associated with these services will be charged to the event.

## **Procedures**

### **Application for Use**

Except as stated in the section “Applicability” above, requests for facilities or grounds use must be submitted to Conference and Event Services, on-line by means of a Request for Use of Space and/or Services [www.uvm.edu/requestspace](http://www.uvm.edu/requestspace) or, if on-line access is not available, by contacting Conferences and Event Services to obtain an application. The request must be submitted by an individual or official authorized to commit the funds of the individual, unit, group, organization, or entity. In addition to completing the on-line form, non-University persons, groups, organizations, or entities must sign a contract, furnish proof of liability insurance satisfactory to the UVM Director of Risk Management or his/her designee, and submit the security deposit specified by Conference and Event Services as a condition of approval of the request.

A decision on a fully completed application will ordinarily be made within two business days, provided that additional review time may be necessary if an application involves a large-scale or unusual event.

The decision on the application, including applicable permit conditions, will be communicated to the applicant in writing by electronic or other appropriate means of communication. If an application is denied, the applicant will be provided a brief written explanation of the basis of the decision. Appeal of permit conditions or the denial of an application may be taken as specified in this policy.

### **Space Rental, Services, and Equipment Fees**

Conference and Event Services will maintain a **Facilities Rental Fee Matrix**, detailing current rental fee charges (as well as criteria and procedures that may apply to requests for reduced or waived charges); a **Services Fee Matrix**, detailing the types of services that may be required as a condition of use approval, and the cost for such services (as well as criteria and procedures that may apply to requests for waiver of charges); and information regarding rental of **University equipment** such as tables, chairs, staging, lights, public address systems, and audio-visual equipment (both fixed and portable), all of which may, when available, be requisitioned for use at on-campus events.

The University reserves the right to have, at its sole discretion and at the expense of the Sponsor or Host, its own security services, parking staff, event coordinators, physical plant staff, or other University personnel present at any meeting, conference, event, or activity covered by this policy. Preparation costs incurred by the University will be billed to the unit, group, organization, or entity if the unit, group, organization, or entity cancels the activity.

## **General Conditions of Use**

*Priority of Use:* Organized instruction and official University events shall have priority for use of University facilities, grounds, and equipment. Other events will generally be scheduled on a first-come, first-served basis, subject to priority given to University-recognized groups and organizations if a scheduling conflict arises. Although sponsors, hosts, groups, and organizations may request use of a specific room, facility, or other location, the University shall make final space assignment decisions.

*Non-Discrimination:* The University will not deny use of its facilities on the basis of the viewpoint of the person or entity seeking their use, provided that, unless otherwise required by law, all persons and entities using University facilities must allow access to their events on a non-discriminatory basis if attendance is not limited to their own members. Additionally, a person or entity may not offer educational or employment opportunities associated with its campus presence on an unlawfully discriminatory basis if UVM is a sponsor of the person or entity or the person or entity is a UVM contractor or subcontractor.

*Conduct:* Any person or entity using University facilities or grounds must during the period of use adhere to applicable University policies and procedures and to federal, state, and local statutes, regulations, and ordinances. Conference and Event Services reserves the right to suspend eligibility or deny applications for facilities or grounds use if the prior conduct of a group or entity did not comply with these requirements. Failure to adhere to conditions of a use permit, including without limitation payment of space rental, services, and equipment fees, or event promotion and advertising restrictions, may result in suspension or termination of eligibility for facilities or grounds use.

*Event Promotion and Publicity:* University academic and administrative units, and University-recognized groups or organizations, may advertise that an event is being sponsored by, or is a function of, the particular unit or entity. Non-University event promoters may only use the University's name with the written permission of the University obtained through Conference and Event Services; however, they may use the name of the University in advertising the location of an event as long as the use is not misleading with regard to sponsorship. At the request of the University, the event sponsor or promoter may be required to place a disclaimer on all advertising that explains that the event is not sponsored or endorsed by the University.

*Occupancy:* Due to personal safety and regulatory compliance considerations, overnight occupancy of temporary structures is permitted only with prior University approval and subject to permit conditions. An occupancy permit generally will not exceed three consecutive nights.

### **Commonly requested and permitted uses; Conditions of Use**

**Use for Organized Instruction:** The presentation of organized credit instruction is the primary function of the University. Space scheduling for credit instruction is handled by the Registrar's Office. Non-University-recognized groups and organizations will not be allowed to use University facilities for this type of activity unless the activity is approved through Continuing Education and coordinated through Conference and Event Services.

**Use by Administrative and Academic Units:** University academic and administrative units may use University facilities and grounds for events approved through normal channels whose purposes are complementary to the mission of the unit. No University facility rental fee will be charged for official meetings, conferences, or events involving faculty, staff, students, or alumni. The unit will, however, be held responsible for all expenses the University incurs as a result of services provided (such as event coordination and custodial, parking, and security services). All service charges must be billed to a University budget. Facility rental fees will be charged for events (including fund-raisers) hosted or sponsored by University academic and administrative units for non-University entities. The non-University entity and the University host or sponsor will be jointly and severally responsible for all rental fees and service charges incurred.

**Use by University-Recognized Groups or Organizations:** University-recognized groups or organizations may utilize University facilities and grounds for purposes complementary to the purpose of the organization. No facility rental fee will be charged for events involving faculty, staff, students, or alumni. The group or organization will be held responsible for all service charges, which must be billed to a University budget. University-recognized groups or organizations may not sponsor or host an event planned by a non-recognized group or organization to enable the latter to avoid paying otherwise applicable rental or service charges.

**Use by Non-recognized Student Groups or Organizations:** Events held by or for UVM student groups or organizations not recognized by the Student Government Association must be hosted or sponsored by a recognized student group or organization or University department or unit. Groups or organizations unable or unwilling to obtain hosted, sponsored, or recognized status will be considered non-University groups or organizations. The Director of Student Life may authorize temporary arrangements for non-recognized student groups or organizations under extenuating circumstances, such as when Student Government Association recognition proceedings are pending.

**Use by certified labor organizations:** Use of University facilities or grounds by labor organizations certified as representatives of University employees shall be governed by the terms of the applicable collective bargaining agreement, or otherwise in accordance with this policy, the former of which will supersede in the event of a conflict.

**Use for Conferences and Non-Course Credit Activities:** Non-course credit conferences, seminars, workshops, presentations, and similar events of an educational nature in which external participants are registered or enrolled must be sponsored or hosted by University academic or administrative units and coordinated through Conference and Event Services. Event coordination fees, room rental fees, and service fees will be charged.

**Use by Non-Profit Organizations:** Non-profit organizations recognized as such under federal law may, on a space-available basis, with priority given to University needs, request and be granted use of University facilities and grounds for events complementary to their charitable purposes, including fundraising. These organizations will be responsible for room rental fees and service fees, and the events must be approved and coordinated through Conference and Event Services.

**Use by For-Profit Entity:** On a space-available basis and with priority given to University needs, for-profit entities may request and be granted use of University facilities or grounds for private events. These entities will be responsible for payment of market-rate room rental and service fees, and the use is otherwise subject to tax law requirements and the terms and conditions of this policy as applicable. In addition, an event hosted or sponsored by the University or a non-profit entity may include a for-profit enterprise as a part of the activity (*e.g.*, Purchasing Vendor Show, Fall Activities Fair, etc.). Under the latter circumstances, no rental fee will be charged if the activity primarily serves the University community; otherwise, the University sponsor/host or for-profit entity will be responsible for market-rate rental and service fees.

**Use by Political Candidates or Organizations:** Use of University facilities, grounds, or resources for political activities must conform to legal requirements governing political activities by tax-exempt organizations; see University policy on *Political Activities: Tax Exempt Organization Restrictions*.

**Weddings and Civil Unions:** Weddings and civil union ceremonies may be held in appropriate University facilities on a date- and space-available basis. Interested persons should contact Conferences and Event Services to inquire about site suitability and availability.

**Memorial Services:** Memorial services for individuals affiliated with the University may be held in appropriate University facilities on a date- and space-available basis. Interested persons should contact Conferences and Event Services to inquire about site suitability and availability.

## **Denial of Requests; Appeal**

Appeals of a denial of a use request by Conference and Event Services may be made in writing within five business days of the denial to the Provost and Senior Vice President or his/her designee, care of Office of the Provost, 348 Waterman Building, Burlington, VT 05405; or [provost.office@uvm.edu](mailto:provost.office@uvm.edu). Such appeals may address a denial of an application for use or the specified conditions of approval. The decision of the Provost and Senior Vice President or his/her designee shall be final.

## **Consequences of Unauthorized Use**

Unauthorized use of institutional grounds, facilities, and other resources may violate this policy, other applicable University policies, and the civil and criminal laws. A demonstrated violation of policy or law may result in disciplinary or legal action against violators. In addition, the University reserves the right promptly to discontinue unauthorized uses, without compensation to persons, groups, or organizations acting in violation of this policy.

## **Forms**

Request for Use of Space and/or Services On-Line Form:  
[www.uvm.edu/requestspace](http://www.uvm.edu/requestspace)

## **Contact**

Conference & Event Services  
University of Vermont  
Marsh Hall, Room 009  
31 Spear Street  
Burlington, VT 05405-0344  
Phone: (802) 656-5665  
Fax: (802) 656-8034  
[Conferences@uvm.edu](mailto:Conferences@uvm.edu)  
[www.uvm.edu/conferences](http://www.uvm.edu/conferences)

## Responsible Official

The Senior Vice President and Provost is the University official responsible for interpretation and administration of this policy, in active consultation with the Vice President for Finance and Administration and, as applicable, the Vice President for Student and Campus Life.

## Related Documents / Policies

- *Facilities - Structures - Administrative Guidelines* [attached]
- *Facilities Fee Matrix* [hyperlink]
- *Memorial Services Fee Matrix* [hyperlink]
- Banners Display
- Campus Speakers
- Political Activities: Tax Exempt Organization Restrictions
- Solicitation
- Campus Demonstrations: Rights and Responsibilities
- Group and Organization Recognition
- No-Trespass
- Weapons
- Use of University Research Facilities and Equipment by External Users

**APPROVED:**

  
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Daniel M. Fogel, President

7/15/07  
Date:

## Effective Dates

**Original Issue Date:**

Approved by the President April 26, 2005

**Current Revision Date:**

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