
POLICY

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Title: Events, Speakers, and Activities - Facilities & Grounds Use

Policy Statement

University facilities and grounds are principally intended for use by University programs, activities, and operations. Requests for use by persons, groups, or organizations, internal or external to the University of Vermont (University or UVM), will be resolved in accordance with this policy and designed to advance the mission of the institution.

Reason for the Policy

This policy is intended to facilitate responsible stewardship of institutional resources, preserve the order necessary to conduct customary University operations and activities, protect the safety of persons and security of property, maintain the aesthetic appearance of the campus, and enable a wide array of events, speakers and activities.

Applicability of the Policy

This policy applies to all members of the campus community, as well as any external party requesting temporary use of all or part of a University building, facility, or outdoor space for any Event/Activity.

Definitions

Affiliate Organization: An organization that meets the definition specified in the University's [Affiliated Organizations policy](#) and has been granted Affiliated Organization status.

Disruption: Conduct that obstructs or impedes teaching, research, administration, or other University activities; conduct that infringes upon the rights of University community members or members of the public lawfully using campus grounds or facilities, including but not limited to interfering with the free expression of others, damaging property, or posing an articulable danger to the safety of persons or groups of people or the security of property and facilities.

Event/Activity: Any gathering held on University property that is not formally included as part of the curriculum. This includes, but is not limited to student activities, performances, dances, concerts, athletic contests, alumni activities, seminars, conferences, symposia that are not research in nature.

- External Event/Activity:** Any Event/Activity that does not meet the criteria for an Internal Event/Activity will be considered an External Event/Activity. Organizations that have been granted recognition as an Affiliate Organization are considered External Parties.
- External Party:** Any non-UVM entity, including affiliated organizations, who may request use of or be party to any agreement or arrangement for use of University Facilities and Grounds.
- External Vendors:** Any vendors hired to facilitate the Event/Activity.
- Hosted/Sponsored Event/Activity:** Any Event/Activity in which a UVM Recognized Group or Organization, including an academic or administrative unit, ("Host/Sponsor") elects to organize, facilitate, or pay some, or all, of the financial costs or provide in-kind goods or services on behalf of an External Party.
- Internal Event/Activity:** An Event/Activity that meets the criteria for an Internal Event/Activity as determined by UES and Davis Center Operations Event/Activity Classification criteria.
- Recognized Group or Organization:** A student, faculty or staff group, organization, or club recognized by the University as set forth in the [University Group and Organization Recognition Policy](#).
- Requester:** The individual or representative of a group or entity requesting use of University facilities or grounds whether internal or external.
- Services:** Logistical support including, but not necessarily limited to, Event/Activity coordination, custodial and grounds services, utilities, ticketing services, police or security services, parking, transportation, catering, and the like, which are requested or required by the University to implement an Event/Activity. Costs associated with these services will be charged to the Event/Activity Requester.
- Temporary Structure:** A physical modification to University grounds or facilities intended to be in place for a short period of time, as set forth in the [Temporary Structures UOP](#). Excluded from these guidelines are temporary structures placed by the University or University contractors for purposes related to their contracts.
- University Facilities and Grounds:** Buildings, rooms, facilities, outdoor space, or any other real property owned and maintained by the University, including those not on the main campus.

Procedures

In order to have an event/activity that uses University facilities or grounds, the Requestor must follow the procedures outlined below, including but not limited to the Approval and Planning Process and the Facilities and Grounds Use Request Process Procedures, and event management review if applicable.

Section I: Event Safety Review, Approval and Planning Process

1. Event Management Review

To ensure safe and successful events when they foreseeably could involve security or safety risks, disruption, or otherwise require substantial logistical or support resources, planning requires submission and approval of an Events Management Plan (EMP). If not already addressed at the time of a request, the need for an Events Management Plan may be triggered by submission of a request for space utilization in the online University-preferred [event management system](#) software (EMS). To ensure space requests are not unduly delayed for lack of an EMP, Requestors are strongly encouraged to engage in events management planning conversations with University Event Services or Davis Center teams in advance

and can contact the Chief Safety & Compliance Officer or Chief of Police for guidance on safety-related matters.

Approval of an EMP may consider a host of factors including but not limited to the timing, location, size of the event, safety and security implications, resource availability, bargaining unit requirements, and any history the event sponsor or organizers have with identical or similar events. The Chief Safety & Compliance Officer, or designee, shall consult other University partners, and is ultimately responsible for approval of all EMPs.

In the event there are any costs associated with additional support required for the event to occur safely those costs shall be borne by the Requester. These costs will be calculated and assessed on the same basis as the calculation of any similarly sized and programmed event without regard to viewpoint or content of the event's participants.

2. Preventing Disruption & Ensuring Safety

In addition to any information shared during the Event Management Review process, if the Requestor has a reasonable belief that an event may cause disruption to academic or administrative operations, or otherwise raise safety concerns of any kind, the Requestor must notify UVM Police Services and the Chief Safety & Compliance Officer immediately upon receipt of that information.

The Chief Safety & Compliance Officer and UVM Police Services, in consultation with Emergency Management, facilities teams, and other on- and off-campus resources will assess the ability of the University to ensure the safety of the event, organizers, speakers, and attendees as well as the broad campus community.

To mitigate safety risks at any event, the University may require reasonable security action including but not limited to requiring tickets, conducting security searches at points of ingress, changing the venue, augmenting security arrangements or personnel, or using video stream/remote operation technology. Cancellation of an event should be an option of last resort.

If at any time, based on objective facts and information available, the Chief Safety & Compliance Officer or designee determines that the event cannot be held safely, the University may cancel, postpone, or decline to host an event, all at the sole discretion of the University. If it is determined that the event can be held safely but that additional safety and security, event staffing and planning, or related resources are required to do so, all reasonable costs for safety and security planning and execution will be borne by the organizing entity. These costs will be calculated and assessed on the same basis as the calculation of any similarly sized and programmed event without regard to viewpoint or content of the event's participants.

Section II: Facilities and Grounds Use Request Process

1. Request for Space Reservation

- a. **Internal:** Requests to reserve facilities or grounds for an Event/Activity by internal Requestors must be submitted through the online University-preferred [event management system](#) software (EMS) or, if online reservation is not available, by contacting the below identified approver depending on the location. The request must be submitted by an individual or official authorized to commit the funds of the individual, unit, group, organization, or entity for use of the space.
 - (1) UES or Davis Center Operations & Events, depending on location, are responsible for processing space use requests including temporary use of all or part of a UVM building, facility, or outdoor space, and for placement of a temporary structure.
 - (2) Use requests regarding assignment of academic and administrative unit space and facilities are handled by the Office of the Provost and Senior Vice President.

- (3) Use requests regarding use of University laboratories or use of facilities and equipment for research purposes are handled by the Office of the Vice President for Research.
- b. **External:** Requests for use of facilities or grounds for an Event/Activity by External Parties, including External Party requests that may be sponsored by a UVM Department, unit, or affiliate, are processed through UES.
 - (1) Requests from external parties to use UVM's remote facilities, such as farms, forests, natural areas, and leased offices, are managed on the college/unit level using the [Remote Facility Event Agreement](#).
- c. **Non-Event/Activity:** Request for use of University facilities and grounds not categorized as an Event/Activity must follow the [Space Management and Space Request UOP](#) and [Lease, and License and Use of Real Property UOP](#).

2. Priority of Use

Organized instruction and University Events/Activities shall have priority use of University facilities, grounds, and equipment. Requests for use of facilities and grounds shall otherwise be evaluated in accordance with its non-discrimination policies and procedures, in addition to considering and complying with University policies and practices related to bond-financed facilities and grounds. UES and Davis Center Operations & Events reserve the right to limit and or modify facility capacities and Event/Activity layouts, as well as use ticketing or other systems to address occupancy issues.

The decision regarding use of space for an Event/Activity, including applicable permit conditions, will be communicated to the Requestor in writing by electronic or other appropriate means of communication within two business days provided that any required events management plan has been completed and other additional review is not necessary. If a request is denied, the Requestor will be provided a brief written explanation of the decision basis. Appeal of conditions, or the denial of a request, may be made as specified in this policy.

3. Execution of Contract; Payment of Space Rental, Services, and Equipment Fees

If a space request is approved, and provided all other elements of this policy are met, External Event Requesters must sign a contract, furnish proof of liability insurance in an amount established by UVM Risk Management naming the University as additional insured, and submit the security deposit specified by UES as a condition of space use. Requestors may obtain one-time liability insurance at an affordable cost through UVM's Tenant User and Liability program ([TULIP](#)) (use UVM's code 4262 when registering).

UES and Davis Center Operations & Events will maintain a schedule of fees for use of space, services, and equipment, as well as Event/Activity Classification criteria and procedures that may apply to requests for reduced or waived charges. Requestors are not automatically entitled to facilities, grounds, or services at reduced or a free rate. UVM departments, units, staff, or faculty sponsoring an Event/Activity do not automatically make the event an Internal Event. The University reserves the right, at its sole discretion, and at the expense of the Requestor, to use its own security services, parking staff, event coordinators, ticketing, physical plant staff, or other University personnel present at any Event/Activity covered by this policy. Preparation or coordination costs incurred by the University will be billed to the Requestor if the Requestor cancels the activity.

4. Appeal Process

Appeals of use requests may be made in writing to the Vice President for Finance and Administration or their designee. Such appeals may address denials of space and/or facility use, Event/Activity classification, safety planning assessments and approvals of events management plans, as well as associated charges. The decision of the Vice President for Finance and Administration, or their designee, shall be final.

Section III. Conditions of Use; Responding to Event Disruption

1. Conduct

Any person or entity using University facilities or grounds must adhere to all University policies and procedures, federal, state, and local permits, statutes, regulations, and ordinances. Failure to adhere to conditions of use may result in suspension or termination of eligibility for facilities or grounds use. Violations of this policy related to disruption may also result in issuance of a no-trespass notice, referral to appropriate University conduct processes, and/or civil or criminal prosecution.

2. Identification of Requestor; Disclaimer

UVM requires a disclaimer be effectively communicated to attendees prior to the start of all events/activities. Effective communication includes, but is not limited to, announcement by the host, inclusion in the registration terms and conditions, signage prominently posted at the entrance, or included in event brochures/announcements.

The University is deeply committed to providing space for the airing of diverse viewpoints and being a forum for civil discourse, but does not endorse any particular speaker, view or opinion expressed in this program.

UVM respects and values free expression, including the lawful expression of dissent.

Dissent is welcome so long as it does not interfere with the ability of the speaker to deliver the message or the ability of the audience to receive the speaker's message.

An individual whose actions interfere in this manner will be warned. If the individual or group continues to interfere, they will be escorted out and will be held accountable under relevant University policies.

Our goal is to have a peaceful and respectful event. We appreciate your cooperation.

The announcement should be consistent in substance and delivery, regardless of the identity of the speaker(s) or those expressing dissent, or of the content or the viewpoints to be expressed at the event.

Additionally, all Events/Activities must comply with the [University Name, Symbols, Letterhead, and other Proprietary Indicia of Affiliation Policy](#). Event/Activity promoters may use the University's name only in advertising the location of an Event/Activity. Requestors must publicize events in a manner that does not imply University approval or endorsement of the speaker's views. All other use of the University's name requires prior written approval obtained through UES or Davis Center, including any instructions.

3. Responding to Event/Activity Disruption

The primary goal of the University during disruption to an event/activity is to swiftly reestablish a safe a disruption-free atmosphere conducive to continuation of the event/activity.

If disruption occurs once the event has begun, a UVM official or the Requestor should pause the event and read the disclaimer statement above.

If disruption continues, whenever possible and appropriate, UVM officials shall attempt to resolve the situation through dialogue. If reasonable efforts to resolve the situation through dialogue fail, or where disruption presents an imminent and significant threat of violence or risk of harm to persons or property, persons engaged in disruptive conduct will first be advised that failure to desist may result in University disciplinary action, removal from the event, issuance of a trespass notice, and/or criminal prosecution. In

cases where, in the considered judgment of UVM officials, action must be taken immediately to avert personal injury or property damage, notice of the violation shall be given at the same time as preventive or responsive action is instituted. Nothing in this section is intended to, nor shall it, prevent duly authorized public safety officials, including UVM Police Services, from taking action consistent with applicable law to protect persons and property.

4. Consequences of Unauthorized Use or Misrepresentation

Unauthorized use of University facilities and grounds may violate this policy, other applicable University policies, and/or civil and criminal laws. A demonstrated violation of policy or law may result in disciplinary or legal action against violators. In addition, UVM reserves the right to promptly discontinue unauthorized uses, without compensation to persons, groups, or organizations acting in violation of this policy and remove future use privileges. The University also reserves the right to charge for appropriate services, insurance and/or room rental fees.

Misclassifying or misrepresenting an Event/Activity as internal for the sole purpose of offsetting costs to an external user is a violation of this policy. Should the Event/Activity be misclassified or misrepresented as an *Internal Event/Activity*, UES and Davis Center Operations & Events reserve the right to charge some or all costs associated with facility rental and event logistics to the University academic or administrative unit or University-recognized group or organization associated with the EMS reservation. In addition, UES and Davis Center Operations & Events reserve the right to inactivate EMS accounts.

5. Animals: Only service animals are allowed in University buildings and facilities for Events/Activities as outlined in the [Service and Emotional Support Animals UOP](#). Exceptions may include, but are not limited to, the following:

- a. Those used in research and teaching
- b. Those boarded at University facilities in accordance with existing policies and practices
- c. Those allowed as pets under the Department of Residential Life pet policies
- d. Pets belonging to the residents of Englesby House
- e. Those performing official law enforcement functions.

All animals on University grounds must be in the control of their owners at all times. Under no circumstances should animals be allowed to run loose or be tied to buildings, handrails, trees, bicycle racks, or other objects.

Animal owners will be responsible for any damages incurred.

Any infractions or complaints should be brought to the attention of Police Services, (802) 656-3473, who will arrange to remove the animal from campus without notice.

Contacts

| Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures): | |
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| Title(s)/Department(s): | Contact Information: |
| University Event Services | (802) 656-5665 eventservices@uvm.edu www.uvm.edu/eventservices |
| Davis Center Operations & Events | (802) 656-1204 dcevents@uvm.edu |
| Office of the Provost and Senior Vice President | (802) 656-4400 Provost.Office@uvm.edu |
| Vice President for Finance & Administration | (802) 656-2903 |

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| Office of the Vice President for Research & Economic Development | (802) 656-2918 https://www.uvm.edu/ovpr |
| Office of the Chief Safety & Compliance Officer | safetycompliance@uvm.edu |
| Police Services | (802) 656-3473 Emergencies Only: 9-1-1 |

Forms/Flowcharts/Diagrams

- [Request for Use of Space and/or Services Online for Internal Events](#)
- [Request for Use of Space and/or Services Online Form for External Events](#)
- Remote Facility Event Agreement

Related Documents/Policies

- [Alcohol, Cannabis, Tobacco, and Other Drug Use - Faculty and Staff](#)
- [Alcohol, Cannabis, Tobacco, and Other Drug Use - Students](#)
- [Alcohol Service and Consumption at University Activities - Faculty and Staff](#)
- [Banners Display](#)
- [Davis Center Space Reservation Principles](#)
- [Free Expression Policy](#)
- [Group and Organization Recognition Policy](#)
- [Lease, License and Use of Real Property Operating Procedure](#)
- [No-Trespass Notices Operating Procedure](#)
- [Political Engagement, Advocacy, and Campaign Related Activities](#)
- [Post-Issuance Compliance Policy For Tax-Exempt and Tax-Credit Bonds Policy](#)
- [Posting and Solicitation Policy](#)
- [Service and Emotional Support Animals](#)
- [Space Management and Space Requests University Operating Procedure](#)
- [Temporary Structures Operating Procedure](#)
- [Use of University Research Facilities and Equipment by External Parties Policy](#)
- [Weapons Policy](#)

Regulatory References/Citations

- None

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About this Policy

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|------------------------------|---|----------------------------|------------------|
| Responsible Official: | Vice President for Finance & Administration | Approval Authority: | President |
| Policy Number: | V.4.38.1 | Effective Date: | February 28,2025 |
| Revision History: | <ul style="list-style-type: none"> • V. 4.1.11.1 approved April 5, 2006 • V. 4.1.11.2 approved July 15, 2007 • V. 4.1.11.3 approved October 12, 2011 • V. 4.1.11.3/ V. 5.10.3, Responsible Official officially changed from the Provost and Senior Vice President to the Vice President for University Relations and Administration on January 1, 2014 • V. 5.10.4 approved October 22, 2018 • V. 5.10.4/ V. 3.20.4, Responsible Official officially changed from the Vice President for University Relations and Administration to the Vice President for Operations and Public Safety (VPOPS) on October 1, 2019. Reaffirmed December 4, 2020. Title of VPOPS changed to Chief Safety and Compliance Officer July 2022. • V.4.37.1 Responsible Official officially changed from the Chief Safety and Compliance Officer to the Vice President for Finance & Administration December 5, 2022 • V.4.38.1 Name changed to 'Events, Speakers, and Activities - Facilities & Grounds Use' on February 28, 2025 | | |

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