

## UNIVERSITY OPERATING PROCEDURE

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**Title:** Temporary Structures

### Overview

This Operating Procedure is intended to facilitate implementation of the University Facilities and Grounds Use for Events and Activities Policy ("Facilities & Ground 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.

### Applicability of the Procedure

This Policy applies to all University students, faculty, staff, and officers; University academic and administrative units; University-recognized and University-affiliated groups and organizations and their members; and members of the public, including external entities, who wish to place a temporary structure on campus.

### 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 of 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.

### Procedures

Requests for scheduling of temporary structures should initially be discussed with the Chief Risk and Public Safety Officer or his/her designee, who are responsible for interpreting this operating procedure in light of the request. Before finalizing or granting a permit for the installation of a temporary structure, the Chief Safety and Compliance Officer shall be consulted and must approve the permit.

After permit approval, a formal EMS request must be submitted to University Event Services, The Villa, 220 Colchester Avenue, Burlington, VT 05405; phone (802) 656 5665; FAX (802) 656 8034 phone (802) 656 5665; FAX (802) 656 8034. [EventServices@uvm.edu](mailto:EventServices@uvm.edu), [www.uvm.edu/eventservices](http://www.uvm.edu/eventservices).

Rules:

1. Placement of temporary structures in or on University property is a use that must be scheduled under the Facilities & Ground 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
  - Howe Library and Davis Center quad
  - University Green area south of the Ira Allen statue
  - Other areas if approved under certain limited circumstances
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 typically will contain provisions addressing structure size, height, area covered, and construction materials. Permits will require the applicant to maintain the structure and the immediate surrounding area in such manner as will leave the area free from trash, litter, and other materials. Permits also may contain 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. The duration of display of any temporary structure will normally not exceed one week.
6. Due to safety and security concerns, overnight occupancy of a temporary structure will not be permitted, from 8pm to 8am. 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.
7. Any limiting restrictions imposed by municipal ordinances or other local, state, or federal law or regulations will apply.
8. 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; 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.
9. The presence of temporary structures is only permitted during times when members of the sponsoring entity are available to care for the structure or address problems that may arise.
10. At the University's discretion, requests may be denied if they interfere with a University event or its preparation, disrupts landscaping or other work (e.g., re-sodding, prep for Commencement, etc.), or is otherwise deemed disruptive or a safety risk.
11. 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.
12. Unauthorized placement of structures, whether temporary or otherwise, constitutes a trespass that violates University policy and may also violate state or local law. Possible University sanctions appear in the Facilities & Ground Use policy. Installations may be removed prior to the permit expiration date if a violation of the permit, University policy, or federal, state or local law occurs.

13. Appeal rights associated with the denial of a permit request, or the imposition of specific permit conditions, are stated in the [Facilities and Grounds Use for Events and Activities Policy](#).

## Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Chief Safety and Compliance Officer	348 Waterman Building (802) 656-8937

## Forms/Flowcharts/Diagrams

- None

## Related Documents/Policies

- [Banners Display Procedure](#)
- [Free Expression; Campus Speakers; Response to Disruption Policy](#)
- [Dudley H. Davis Center Fee Matrix](#)
- [Dudley H. Davis Center Space Guidelines](#)
- [Facilities Fee Matrix](#)
- [Group and Organization Recognition Policy](#)
- [Memorial Services Fee Matrix](#)
- [No-Trespass Notices Procedure](#)
- [Political Engagement, Advocacy, and Campaign Related Activities Policy](#)
- [Posting and Solicitation Policy](#)
- [Weapons Policy](#)

## Training/Education

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

## About This Procedure

<b>Responsible Official:</b>	Chief Safety and Compliance Officer	<b>Approval Authority:</b>	Chief Safety and Compliance Officer
<b>Affiliated Policy Number(s):</b>	V. 1.1.3, V. 3.4.1, V. 2.17.4, V. 5.22.5, V. 3.16.3, V. 3.18.3	<b>Effective Date:</b>	April 15, 2019
<b>Revision History:</b>	<ul style="list-style-type: none"> <li>• July 8, 2014</li> <li>• 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. Title of VPOPS changed to Chief Safety and Compliance Officer July 2022.</li> <li>• Reaffirmed October 10, 2022</li> </ul>		

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