



POLICY

Title: Facilities and Grounds Use for Events and Activities

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 the time, place, and manner of 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 and security of persons and property.

Applicability of the Policy

This policy applies to anyone requesting temporary use of all or part of a University building, facility, or outdoor space for any meeting, conference, event, or activity.

Definitions

Affiliate Organization: Any organization that fits the definition specified in the University's [Affiliated Organizations policy](#).

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 Real Property.

External Vendors: Any vendors hired to facilitate the Event/Activity.

- Host/Sponsor: A University academic or administrative unit or a University-recognized group or organization that donates cash or in-kind goods or services to an External Event/Activity.
- Hosted/Sponsored Event/Activity: Any Event/Activity in which a requester elects to organize, facilitate, or pay some, or all, of the financial costs.
- Internal Event/Activity: A program or Event/Activity that meets the criteria for an Internal Event/Activity as determined by UES 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: A Recognized Group or Organization, or External-Party requesting use of University Facilities or Grounds.
- 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.
- Sponsored Event/Activity: See *Hosted/Sponsored Event/Activity*.
- 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, 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 property owned and maintained by the University, including those not on the main campus.

Procedures

1) Request or Use

- a. **Internal:** Requests for facilities or grounds use for an Event/Activity by internal individuals or organizations must be submitted to University Event Services (UES) through the online University-preferred [event management system](#) software (EMS) or, if online reservation is not available, by contacting UES. The request must be submitted by an individual or official authorized to commit the funds of the individual, unit, group, organization, or entity.

University Event Services (UES) is responsible for administering use requests including temporary use of all or part of a UVM building, facility, or outdoor space, and for replacement of a temporary structure. Use requests regarding assignment of academic and administrative unit space and facilities and proposed permanent artistic displays are handled by the Office of the Provost and Senior Vice President. 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. Use requests for facilities or grounds for campus demonstrations or rallies are handled by the Office of the Dean of Students.

- b. **External:** Requests for facilities or grounds use for an Event/Activity by External Parties are processed through UES. All External Event Requesters must sign a contract, furnish proof of liability

insurance naming the University as additional insured, and submit the security deposit specified by UES as a condition of approval of the request.

- 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](#).
- d. UES will consider and comply with all University policies and practices related to bond-financed facilities and grounds.

A decision on a fully completed request will ordinarily be made by UES within two business days, provided that additional review is not necessary.

The request decision, including applicable permit conditions, will be communicated to the Requestor in writing by electronic or other appropriate means of communication. 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.

2) **Space Rental, Services, and Equipment Fees**

UES 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. Recipient persons, groups, organizations, or entities are not automatically entitled to facilities, grounds, or services at reduced or a free rate. Sponsoring an Event/Activity does not make the event an Internal Event. The University reserves the right, at its sole discretion, and at the expense of the Event/Activity, 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 unit, group, organization, or entity if the unit, group, organization, or entity cancels the activity.

3) **General Conditions of Use**

- a) **Insurance:** External parties and vendors used for an Event/Activity must abide by all University policies and provide proof of insurance as established by [UVM Risk Management](#). Vendors 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).
- b) **Priority of Use:** Organized instruction and University Events/Activities shall have priority use of University facilities, grounds, and equipment. UES shall make final space use and assignment decisions.
- c) **Non-Discrimination:** The University will not deny use of its facilities consistent with all University policies and procedures related to [affirmative action and equal opportunity](#).
- d) **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.
- e) **Event/Activity Promotion and Publicity:** All Events/Activities will comply with the [University Name, Symbols, Letterhead, and other Proprietary Indicia of Affiliation Policy](#).
 - i) Event/Activity promoters may use the University's name only in advertising the location of an Event/Activity.

- ii) All other use requires prior written approval obtained through UES, including any instructions.
- f) **Occupancy:** UES reserves the right to limit and or modify facility capacities and Event/Activity layouts, use ticketing or other systems.
- g) **Animals:** Only service animals are allowed in University buildings and facilities for Events/Activities as outlined in the [Service and Emotional Support Animals UOP](#).
 - i) Exceptions may include, but are not limited to, the following:
 - (1) those used in research and teaching
 - (2) those boarded at University facilities in accordance with existing policies and practices
 - (3) those allowed as pets under the Department of Residential Life pet policies
 - (4) pets belonging to the residents of Englesby House
 - (5) those performing official law enforcement functions.
 - ii) 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.
 - iii) Animal owners will be responsible for any damages incurred.
 - iv) 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.

4) Appeal Process

Appeals of use requests may be made in writing to University Controller or their designee. Such appeals may address denials, Event/Activity classification and associated charges. The decision of the Vice President for Finance and Administration, or their designee, shall be final.

5) Consequences of Unauthorized Use or Misrepresentation

Unauthorized use of institutional grounds, facilities, and other resources 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. 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 reserves 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 reserves the right to inactivate EMS accounts.

Contacts

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

Controller's Office in consultation with Office of the Vice President for Finance & Administration	(802) 656-2903
Office of the Vice President for Research	(802) 656-2918 https://www.uvm.edu/ovpr/contact_us_o
Office of the Dean of Students	(802) 656-3380 deanofstudents@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](#)

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; Campus Speakers; Response to Disruption 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

Responsible Official:	Vice President for Finance & Administration	Approval Authority:	President
Policy Number:	V.4.37.1	Effective Date:	December 5, 2022
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 		

University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and most recent version, please visit UVM's [Institutional Policies Website](#).