



POLICY

Title: 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 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 of persons and the security of 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, or event. University Event Services is responsible for administering these use requests, except as otherwise detailed under the "Contacts" section of this Policy.

Definitions

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

Contributor: a University academic or administrative unit or a 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 reduced or a free rate.

Domestic Animal: Are dogs, cats, or other tamed animals intended to be pets or companions for a person.

External Event: any event that does not meet the criteria for an internal event will be considered an external event and will be required to sign a contract, pay for facility rental fees and services, provide a damage deposit if requested, and provide proof of Insurance as established by Risk Management. Organizations that have been granted recognition as an Affiliate Organization are considered external events. External vendors used for

an event must abide by all University policies and provide proof of insurance as established by Risk Management.

Hosted/Sponsored Event: activities, meetings or events in which a faculty, staff or student organization elects to pay some or all of the financial costs (i.e., facility rental, catering, production, etc.) to help support the program coming to the University. Hosting or sponsoring an event does not make the event an Internal Event.

Internal Event: an activity, program or event that meets all of the following criteria:

- Must be originated and developed by a University academic or administrative unit or University-recognized group or organization.
- Must be planned by a University academic or administrative unit or University recognized group or organization.
- Must be managed (on-site execution) by a University academic or administrative unit or University-recognized group or organization. The unit, group or organization managing the event also must assume responsibility for issues that may arise in the case of an injury/accident.
- The primary purpose of the event must be aligned with the primary purpose of the unit, group, or organization.

Note: External vendors participating in internal events are required to maintain liability insurance to cover the user's activities on campus in an amount not less than \$1,000,000 unless a lesser amount of insurance is approved by the University's Department of Risk Management. Vendors can obtain one-time liability insurance at an affordable cost through UVM's Tenant User and Liability program (TULIP) by accessing the following link <https://tulip.ajgrms.com/> and using UVM's code 4262 when registering.

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](#). See https://www.uvm.edu/sites/default/files/UVM-Student-Government-Association/PDFs/sga-clubsandorgs_2019.pdf for a list of recognized student groups, organizations, and clubs.

Services: Logistical support including, but not necessarily limited to, event 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. Costs associated with these services will be charged to the event.

Sponsored Event: see Host/Sponsored Event.

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

I. Request or Use

Except as stated in the section "Applicability" above, requests for facilities or grounds use by internal organizations for an internal event must be submitted to University Event Services, on-line through EMS (Event Management System software) at [UVM EMS Portal](#) or, if on-line access is not available, by contacting University Event Services. The request must be submitted by an individual or official authorized to commit the funds of the individual, unit, group, organization, or entity. For external events, entities must sign a contract, furnish proof of liability insurance naming the University as additional insured, satisfactory to Risk Management, and submit the security deposit specified by University Event Services as a condition of approval of the request.

A decision on a fully completed request 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 request, 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 basis of the decision. Appeal of permit conditions or the denial of a request may be made as specified in this policy.

II. Space Rental, Services, and Equipment Fees

University Event Services will maintain a schedule of fees for use of space, services and equipment as well as Event Classification criteria and procedures that may apply to requests for reduced or waived charges.

The University reserves the right to have, at its sole discretion and at the expense of the internal event or external event, its own security services, parking staff, event coordinators, ticketing, 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.

III. General Conditions of Use

- A. Priority of Use:** Organized instruction and 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, groups, and organizations may request use of a specific room, facility, or other location, the University shall make final space assignment decisions.
- B. 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.
- C. Conduct:** Any person or entity using University facilities or grounds must, during the period of use, adhere to University policies and procedures and to federal, state, and local statutes, regulations, and ordinances. University Event Services reserves the right to suspend eligibility or deny requests 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.

- D. Compliance With Laws and University Policies:** The person or entity using University facilities or grounds is responsible to comply with federal laws, state laws, and with University policies associated with the use of its facilities. These policies include, but are not limited to, Alcohol, Cannabis and Other Drug Use – Students Policy, Alcohol, Cannabis and Other Drug Use – Faculty and Staff Policy, Alcohol Service and Consumption at University Activities – Faculty and Staff University Operating Procedure, and Weapons and Explosives Policy.
- E. 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 University 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.
- F. Occupancy:** Due to personal safety and regulatory compliance considerations the University reserves the right to limit and or modify facility capacities and event layouts in order to abide by fire code regulations. 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.
- G. Domestic Animals:** As a general rule, no domestic animals are allowed in University buildings. Exceptions include the following:
- service animals, service animals in training, and comfort animals as allowed under the Service and Emotional Support Animals UOP;
 - those used in research and teaching;
 - those boarded at University facilities in accordance with existing policies and practices;
 - those allowed as pets under the Department of Residential Life pet policy agreement for full-time or graduate live-in staff and employees-in-residence;
 - pets belonging to the residents of Engelsby House; and
 - those performing official law enforcement functions.

Any domestic animals on University grounds must be in the control of their owners in accord with local city or town ordinances. Under no circumstances should animals be allowed to run loose or be tied to buildings, handrails, trees, bicycle racks, or other objects. Owners of domestic animals will be responsible for any damages incurred by their animals to University grounds or facilities. Any infractions or complaints should be brought to the attention of Police Services, (802) 656-3473. Police Services will arrange to remove the dog or other animal from campus without notice. For reasons of health and sanitation, students may not keep pets of any type in the residence halls with the exception of fish in the proper aquarium facilities of ten gallons or less and/or approved service and comfort animals (must be approved by SAS office). To be cared for properly, fish must be removed from the residence halls during extended break periods.

IV. Commonly Requested and Permitted Uses; Conditions of Use

- A. 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 and Distance Education or coordinated through University Event Services.

- B. 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 *internal events*. However, the unit will be held responsible for all expenses the University incurs as a result of services provided (such as event coordination, custodial, parking, and security services). All service charges for *internal events* must be billed to a University budget. Any event scheduled by a University academic or administrative unit that does not meet the criteria for an *internal event* will be charged facility rental fees.
- C. Use by University-Recognized Groups or Organizations:** University-recognized groups or organizations may use University facilities and grounds for purposes complementary to the purpose of the organization. No facility rental fee will be charged for *internal events* however, 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. Any event scheduled by a University-Recognized Group or Organization that does not meet the criteria for an *internal event* will be charged facility rental fees.
- D. 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 sponsored by a recognized student group or organization or University department or unit. Groups or organizations unable or unwilling to obtain sponsored or recognized status will be considered Non-Recognized groups or organizations and will be considered an external event. 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.
- E. 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.
- F. 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 events are considered *external events* and must be approved and contracted through University Event Services. Event coordination fees, room rental fees, and service fees will be charged. In addition, an event sponsored by a non-profit organization may include a for-profit entity as a part of the activity (e.g., Vendor Show). Under this circumstance, no additional room rental fee will be charged to the for-profit entity.
- G. 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 events are considered *external events* and must be approved and contracted through University Event Services. The for-profit entity will be responsible for payment of room rental service fees and event coordination fees. The use is otherwise subject to tax law requirements and subject to the terms and conditions of this policy as applicable. In addition, an *internal event* may include a for-profit enterprise as a part of the activity (e.g., Career Fair, Fall Activities Fair, etc.). Under this circumstance no rental fee will be charged if the activity primarily serves the University community.

- H. 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 Engagement, Advocacy, and Campaign Related Activities](#). These events must be approved and contracted through University Event Services. Where applicable, event coordination fees, room rental fees, and service fees will be charged.
- I. Weddings/Civil Unions and Celebratory Events:** Wedding ceremonies and celebratory events may be held in appropriate University facilities on a date- and space-available basis with consideration to site suitability and availability. These events must be approved and contracted through University Event Services. Event coordination fees, room rental fees, and service fees will be charged.
- J. Funeral/Memorial Services:** Funeral/Memorial services may be held in appropriate University facilities on a date- and space-available basis with consideration to site suitability and availability. These events must be approved and contracted through University Event Services. Where applicable, event coordination fees, room rental fees, and service fees will be charged. University Event Services maintains a schedules of fees for Funeral/Memorial Services.
- K. External Use of Research Facilities and Equipment:** Permitting the use of research facilities by outside groups has the potential to strengthen the University's research through enhanced collaboration as well as provide enhanced public service. Those who are not University researchers may request use of University research facilities or equipment; see University policy on Use of [University Research Facilities and Equipment by External Users](#).

V. Denial of Requests; Appeal

Appeals of a denied use request may be made in writing within five business days of the denial to Vice President for Executive Operations or his/her designee, care of Office of the Vice President of Executive Operations, 348 Waterman Building, Burlington, VT 05405; or Gary.Derr@uvm.edu. Such appeals may address a denial of an application for use or the specified conditions of approval. The decision of the Vice President for Executive Operations or his/her designee shall be final.

VI. 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 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 and/or room rental fees.

Misclassifying or misrepresenting an event as internal for the sole purpose of offsetting costs to an external user is a violation of this policy. Should the event be misclassified or misrepresented as an internal event, University Event Services reserves the right to charge some or all of the 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.

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 (For requests for temporary use of all or part of a University building, facility, or outdoor space, and for replacement of a temporary structure, except as stated below.)	The Villa, 220 Colchester Avenue (802) 656-5665 eventservices@uvm.edu www.uvm.edu/eventservices
Office of the Provost and Senior Vice President (For questions regarding assignment of academic and administrative unit space and facilities, and proposed permanent artistic displays)	304 Waterman (802) 656-4400
Office of the Vice President for Research (For questions regarding use of University laboratories, or use of facilities and equipment for research purposes)	353 Waterman (802) 656-2918
Office of the Dean of Students (For questions regarding use of facilities or grounds for campus demonstrations or rallies)	Nicholson House, 41-43 South Prospect Street (802) 656-3380
Police Services (For domestic animal concerns)	284 East Avenue (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](#)
- [Campus Speakers](#)
- [Davis Center Space Reservation Principles](#)
- [Free Expression and Campus Disruption](#)
- [Group and Organization Recognition Policy](#)
- [No-Trespass Notices Operating Procedure](#)
- [Political Engagement, Advocacy, and Campaign Related Activities](#)
- [Posting and Solicitation Policy](#)
- [Service and Emotional Support Animals](#)
- [Temporary Structures Operating Procedure](#)
- [Use of University Research Facilities and Equipment by External Users 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 Operations and Public Safety	Approval Authority:	President
Policy Number:	3.20.4	Effective Date:	October 22, 2018
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 on October 1, 2019• December 4, 2020		