

3341-6-42 Reservations for Use of Campus Grounds.

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| Applicability | All University units |
| Responsible Office | Vice President for Finance and Administration |
| Responsible Administrator | Director, Bowen-Thompson Student Union (Conference and Event Services) |

(A) Policy Statement and Purpose

In furtherance of the fundamental constitutional right to free speech, the university provides a marketplace for the free exchange of ideas. The university reserves the right to determine the time, place and manner of use of campus grounds for such free exchange so as not to interfere with the mission and regular operation of the institution. All reservations for use of campus grounds must conform to this policy and to local, state and federal laws.

(B) Definitions

“Approving office” is the office designated to receive an application to reserve campus grounds.

“Campus grounds” are designated campus grounds and non-designated campus grounds.

“Decisional authority” is the office designated to receive an appeal.

“Designated campus grounds” are the Union Oval, Carillon Park, Wolfe Center Terrace, Alumni Gateway, and Bowen-Thompson Quadrangle. Anyone (including visitors) may apply to reserve designated campus grounds.

“Non-designated campus grounds” are all other outdoor campus areas not included in the definition of designated campus grounds.

(C) Policy

(1) Application to Reserve Campus Grounds

Each application to reserve campus grounds must be in writing; identify the applicant and their affiliation with the University (if any); describe the nature of the event; and state the proposed location, date, and time of the event.

(2) Where to Apply

- (a) Anyone (including campus visitors) desiring to reserve designated campus grounds must submit a reservation request to the Conference & Event Services (C&ES) located in #231 Bowen-Thompson Student Union, 419-372-9000.
- (b) Recognized student organizations, academic departments, and other university units may reserve non-designated campus grounds located adjacent to residence halls and the Greek Village. These reservations may be made directly with the Office of Residence Life at #301 Hayes Hall, 419-372-2011.
- (c) Recognized student organizations, academic departments, and other university units may reserve intramural fields with the Department of Recreation through **requests to the Perry Field House**, 419-372-9000.
- (d) Non-designated campus grounds areas other than those described in the preceding paragraphs may be reserved through C&ES for activities sponsored and approved by university departments and recognized student organizations. Academic use has priority, and a reservation may be changed or cancelled if a conflict with any academic program develops. In general, grounds adjacent to academic buildings are not available when classes are in session.

(3) When to Apply

An application must be submitted at least five university working days before the requested date of use to facilitate review by multiple

university departments. If the event does not involve factors that require multiple university department approvals, the approval may be given in as few as three university working days.

(4) Approval of Application

The approving office may contact the applicant to resolve any questions concerning the request, and to determine the compatibility of the event with operations of the university. The approval of an application will be in writing and will specify the boundaries of the area to be used, the date for which the use is approved, the time at which the reservation for the use expires, and any special provisions concerning the use of the space. The University will approve an application unless there is reason to believe that one or more of the following are present:

- (a) The proposed time is between five p.m. of the Sunday before each week of final exams through the end of the final exam period.
- (b) The proposed location is unavailable at the time requested because of an event previously planned for that location.
- (c) The event would prevent, obstruct, or unreasonably interfere with the regular academic, administrative, or student activities of the University or other University-approved activities.
- (d) The event would unreasonably obstruct pedestrian or vehicular traffic.
- (e) The applicant is a recognized student organization that is subject to a disciplinary restriction or loss of privileges that prohibits the event or has damaged University property and failed to pay in full for the damage.

(5) General Provisions

All uses of campus grounds are subject to the following requirements:

- (a) Use of amplification equipment must be in accordance with regulations as stated in Policy 3341-6-3, **Use of Amplified Sound on University Premises.**
- (b) No structure may be erected on campus grounds without prior written approval. See Section D.
- (c) Notice of cancellation must be given to the approving office at least two university working days before the scheduled activity or event.

(D) Use of Temporary Structures

Any use of temporary structures on campus grounds requires the prior approval of the Director of the Bowen-Thompson Student Union or designee.

- (1) Temporary structures of any type may have no more than three closed sides.
- (2) Generators, space heaters, cooking equipment, or any other appliances cannot be used in temporary structures.
- (3) Temporary structures must comply with all applicable laws and regulations.
- (4) Personal property in a temporary structure must be attended to at all times as the university will not be held responsible for any damaged, lost, or stolen items.
- (5) Any use of university utilities requires prior written approval of the Director of the Bowen-Thompson Student Union or designee.

(E) Appeals

- (1) If a recognized student organization's request for the use of campus grounds (designated or otherwise) is denied, they may appeal to the Dean of Students or designee. If an academic unit's request for the use of campus grounds (designated or otherwise) is denied, they may appeal to the Provost or designee. If any other request to use

designated campus grounds is denied, the requestor may appeal to the Vice President for Finance and Administration or designee.

- (2) All appeals must be made as follows:
 - (a) A written appeal describing the objections to the denial must be filed no later than five university working days after receipt of notice of the denial. Notice of the appeal must be provided to the office which denied the request.
 - (b) The decisional authority shall decide the appeal as soon as practicable, and in any event within five university working days of receipt of the written appeal.
 - (c) The decisional authority shall convey the appeal decision, in writing, to the appealing party with a copy of the decision being provided to the office which denied the request.
- (3) The decisional authority's decision is final.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: October 10, 2022

Amended Date: May 5, 2023