Facilities and Grounds Use, Activities

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Introduction

This policy provides for access to Iowa State University facilities and grounds, while preserving the primacy of the university’s teaching and research mission.

This university policy is in accordance with:

- Iowa Code 721.2.5 prohibiting the use of university property for personal gain.
- Iowa Administrative Code Sections 681, sections 13.10 through 13.14 regarding uses of facilities and grounds. The Iowa Administrative Code prevails in any conflict with this university policy.

This policy applies to indoor and outdoor weddings and other private events, as well as public events.

Except as specifically indicated, this policy is applicable to non-commercial uses. Commercial uses are subject to the Iowa Administrative Code sections on Commercial and Charitable Uses (681 IAC 13.15). Conduct at Public Events is addressed in 681 IAC 13.16. See Resources below.

Policy Statement

Priority of University-Related Activities

University facilities and grounds are primarily dedicated to its missions of teaching, research and service. While facilities and grounds are generally open to non-commercial use by the public, students, student organizations and staff, use for other than university-related purposes must not substantially interfere with university activities and must be in conformity with the requirements indicated below. University-related activities, including the activities of recognized campus and student organizations, will be given priority.

Not for Personal Gain

No university or non-university persons may use university property or physical facilities for personal gain. Persons or groups engaged in activities for which an admission is charged or collections of money are made in any form may not reserve or use university facilities or grounds for such activities unless the personnel and the activities are clearly associated with or a part of a university department. (Iowa Code 721.2.5)

Access to Facilities and Grounds

University facilities and grounds are generally open to public access except as provided below:

- Persons may not enter buildings or facilities without authorization when the buildings or facilities are locked, when signs indicate they are closed to the public or when they are closed to the public for specific events.
- The following facilities and grounds are restricted areas; therefore access requires express permission of the relevant building supervisor, superintendent, or other person in charge of the facility:
  - individual residences or dwellings
  - research laboratories or facilities
  - farms and associated buildings
animal storage and confinement facilities
utility and maintenance closets, mechanical rooms, utility facilities, and utility tunnels
storage areas
hazardous materials waste storage and handling areas
marked or fenced construction areas
institutional food preparation areas
private offices
work rooms
shops
areas where medical, psychological or other consultation takes place
radio and television studios
intercollegiate athletics competition facilities
areas which bear signs indicating that access is restricted

The university has leased some of its facilities and grounds to other parties for use related to the university purposes (for example, the Ames Laboratory and the National Laboratory for Agriculture and Environment). Such areas are not open to the public use except as provided by the lessee of the property or facility.

The Scheman Continuing Education Building, Stephens Auditorium, Fisher Theater, and the Iowa State University Research Park are managed by separate organizations that regulate usage of these facilities and grounds.

Access to facilities and grounds may be denied when they are closed to the public for special university events, or when access would conflict with an approved use of the facilities or grounds. The university may limit or control access to areas of the campus for ceremonial events and celebrations such as graduation.

Unapproved uses of university facilities and grounds by the general public are subject to preemption for university activities for use by recognized student and campus organizations and for uses by students, faculty and staff for purposes related to the university's mission.

Access to performances, art exhibits, museums and other exhibitions may be regulated by requirement of payment of a fee for entry. Visitors are required to abide by policies established for the various facilities and grounds.

Access to campus roads and parking is governed by university parking and traffic regulations, as well as signage erected upon campus roadways and parking areas.

Authorization Requirements

Scheduling: To prevent conflicts in the use of facilities and grounds, groups or person wishing to use facilities or grounds, whether indoor or outdoors, must schedule use of university facilities and grounds as provided in this policy. ISU has designated public forum areas with few restrictions. Public events require filling of a notice, or approval, depending on the event.

Public events are defined as outdoor events where more than 50 persons are participating or at which the sponsor reasonably expects more than 50 persons to be involved, or indoor events where more than 15 persons are participating or at which the sponsor reasonably expects more than 15 persons to be involved. Organizations and groups desiring to use university facilities and grounds should contact the offices listed below (see Offices to Contact) to determine availability and fees for use.

Outdoor Areas

Designated Public Forums

The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for non-commercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first come, first served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Freestanding displays are permitted as long as the display occupies a space of less than 200 cubic feet and has a footprint of not more than 100 square feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted if done in a way to avoid substantial littering of the campus.
Uses of Outdoor Areas that Require Only Notice

Student organizations, university departments, and others wishing to use outdoor areas other than a designated public forum for a public event must notify the Memorial Union Event Management office. If possible, such notice should be submitted at least twenty-four hours in advance of the event, but in any case must be submitted at least three hours prior to the event. No approval is necessary if the event meets the following criteria:

- For events held on weekdays between the hours of 8:00 a.m. and 4:00 p.m., the event will be held at least one hundred feet away from buildings that normally hold classes;
- No other person or group has been authorized to use the area, or has filed a notice of intent to use that area or an adjacent area;
- The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections, except that hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;
- Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);
- If the event is not at one of the two public forum areas the event will occur only between the hours of 8:00 a.m. to 10:00 p.m.; and
- The sponsor of the event indicates that the event will comply with the general restrictions indicated above.

Uses of Outdoor Areas that Require Approval

A public event not at a designated public forum, and which does not meet the above criteria, requires prior approval by the filing of an Online Event Authorization Request Form –

- With the Student Activities Center when recognized student organizations make the request, and
- With Facilities Planning and Management when university departments and non-university entities make the request.

It is preferred that the online request be made at least ten business days and not less than four business days in advance of the proposed event. The Student Activities Center or Facilities Planning and Management will make every effort to provide approval or non-approval, with a statement of the reasons for non-approval in a timely manner. The sponsors of the event may request a waiver of the four day requirement. A waiver may be granted if the Student Activities Center or Facilities Planning and Management determines that there are good reasons for an exception.

Approval of events will be based upon whether the event meets the General Policy Regarding Use (below) and whether the event is appropriate for the location. Approval may be conditioned upon sponsors making reasonable assurances that the event will comply with the General Policy Regarding Use. In addition, reasonable time, place and manner restrictions may be required. Unless the event will violate the law, events will not be disapproved based upon the content of proposed speaking or expressive activity. Persons denied authorization may appeal to the senior vice president for business and finance.

Following approval of the event, the organization shall make particular arrangements regarding location, electrical power needs, custodial services, and provision for liability insurance as directed by the Student Activities Center or Facilities Planning and Management.

- If parking lots will be involved, the organization must receive clearance from the ISU Parking Division.
- If streets will be involved, the organization must receive clearance from the office of the senior vice president for business and finance.

Preferred locations for outdoor events covered under this policy are the areas south or north of the Campanile, west of Curtiss Hall, south of MacKay Hall, south of the Hub, south of the Parks Library, and west of Marston Hall provided the events do not conflict with university classes or scheduled activities and provided the events conform to appropriate uses for the area.

Indoor Areas

General Policy Regarding Use of Indoor Areas

Any use of indoor areas must not conflict with university programs and events and must be compatible with the purpose of the facility or the particular area to be used.

- Members of the general public and campus community are free to enter university facilities (other than restricted areas) during business hours as necessary to transact business, seek information about the university or deliver petitions or correspondence.
Organizations and groups desiring to use university buildings and facilities for meetings, events, and conferences should contact the relevant office(s) as listed below (see Offices to Contact) to determine availability and fees for use.

Organizations (other than recognized campus and student organizations) using classrooms, auditoria, and meeting rooms will be charged the customary rental of those facilities. All users will be responsible for costs incurred for set-up, equipment use, clean up and use of services and materials of the university.

To avoid disruption, the following kinds of indoor areas are not available for non-university related assembly or solicitation: hallways, stairways, waiting rooms, residence halls and apartments, dining facilities, work rooms, common areas provided around service windows, the Lloyd Veterinary Medical Center and the Thielen Student Health Center. Atria and open areas in buildings are generally available for use except when they are used as waiting areas or common areas around service windows.

Uses of Indoor Areas that Require Scheduling

To avoid conflicts with university activities and permitted use by others, organized use of indoor areas by groups of fifteen or fewer persons, that will substantially exclude others from using the same or adjacent areas (other than transitory passage through public areas and hallways), require scheduling through the Memorial Union Event Management Office when recognized student organizations make the request and with Facilities Planning and Management or Conference Planning and Management when university departments or non-university entities make the request.

Uses of Indoor Areas that Require Approval

Organized or concerted assembly or solicitation at indoor areas by groups involving more than fifteen persons for non-university-related purposes must be approved by filing an Online Event Authorization Request Form—

- With the Student Activities Center when recognized student organizations make the request, or
- With Facilities Planning and Management or Conference Planning and Management when university departments or non-university entities make the request.

It is preferred that the online request be made at least ten business days and not less than four business days in advance of the activity. The Student Activities Center and Facilities Planning and Management or Conference Planning and Management will make every effort to provide approval or non-approval (with a statement of the reasons for non-approval) in a timely manner. The sponsors of the event may request a waiver of the four-day requirement. A waiver may be granted if the Student Activities Center or Facilities Planning and Management or Conference Planning and Management determines that there are good reasons for an exception.

Approval of events—

- Will be based upon whether the event meets the General Rules on Use of Facilities and Grounds (see below) and whether the event is appropriate for the facility.
- May be conditioned upon sponsors making reasonable assurances that the event will comply with the General Rules on Use of Facilities and Grounds. In addition, reasonable time, place and manner restrictions may be required.
- Will not be disapproved based upon the content of proposed speaking or expressive activity unless the event will violate the law.

Persons denied authorization may appeal to the senior vice president for business and finance.

Offices to Contact Regarding Outdoor or Indoor Use

The Student Activities Center and users must coordinate use of these facilities and grounds with the listed offices:

- **Common areas in buildings**: Building supervisor, see [www.fpm.iastate.edu/maps/buildings/](http://www.fpm.iastate.edu/maps/buildings/)
- **Rooms in academic or administrative buildings**: FP&M Room Scheduling, General Services Building (515) 294-4493; for Room Reservation Request Forms see [www.fpm.iastate.edu/roomscheduling/department_form/](http://www.fpm.iastate.edu/roomscheduling/department_form/)
- **Memorial Union**: Event Management Office, 3630 Memorial Union (515)294-1437
- **Iowa State Center**: Center Office, 4 Scheman Conference Center (515)294-3347
- **Residence halls**: General (515)294-2900; meeting rooms (515)294-6428; conferences (515)294-8384
- **Apartments**: Schilletter and University Village (SUV) Office (515) 294-5360; Fredericksen Court Office (515) 294-2107
- **Recreation facilities**: Recreation Services Administrative Office, 1180 State Gym (515) 294-4980; recreation facilities and grounds are listed at [www.recservices.iastate.edu/facilities](http://www.recservices.iastate.edu/facilities)
- **Howe Hall Auditorium**: Engineering Distance Education (515) 294-7470
Students and student organizations have priority for use of residence facilities, recreation facilities and the Memorial Union. Students and student organizations may directly contact the offices listed above to schedule use of meeting rooms and other facilities.

Organizations (other than recognized campus and student organizations) using facilities will be charged the customary rental of those facilities. All users will be responsible for costs incurred for setup, equipment use, cleanup and use of services and materials of the university.

As part of the university's comprehensive effort to conserve energy and save money, activities will generally be scheduled into buildings normally open and operational in the evenings. More information may be obtained through FP&M Room Scheduling and in the policy on the after-hours use of facilities (see Resources below).

**Display of Non-Instructional Materials**

**Displays Within Buildings**

Posters, advertisements, or other visual display materials may be affixed only on permanent building bulletin boards. Such display materials may not have a surface area of greater than 300 square inches.

Iowa State University students and organization as well as the general public may use "General" bulletin boards without approval for posting information related to their activities.

Bulletin board notices must include the date they are posted or the date of the event and may be posted no more than one month in advance of the event. Undated and early notices will be removed. Properly posted notices will be removed after thirty days or in the case of advertisements for an event, after the date of the event.

"Restricted" bulletin boards are limited to the use of designated departments or organizations. The official representative of the respective department or organization must approve use of these bulletin boards.

**Exterior Displays**

Residence Department buildings: Signs, banners, and other display materials may be affixed to buildings only with the authorization of the Coordinator of Residence Life in each residence complex.

Academic, administrative and service buildings: Signs, banners and other display materials are not to be affixed to buildings. Exceptions may be made in cases where the display materials have temporary celebratory or informational messages. Prior approval of intent, location, design, and installation timetable must be obtained from the Director of University Marketing and the University Architect by submitting the Event Banner Authorization Form (see Resources below).

Exterior, not affixed to buildings: Signs, banners and other display materials are not to be placed in any area other than those areas authorized through the activity authorization process coordinated by the Student Activities Center. See Resources below for link to Event Authorization Form.

Clean up: All visual displays must be removed 48 hours after authorization has expired. If clean-up is not prompt, the university's campus services unit will remove displays and bill the unit or individual responsible for the display. Unauthorized posted displays, banners and signage will be removed by Campus Services and the unit or individual responsible for the materials will be billed for clean-up.

**General Rules on Use of Facilities and Grounds**

- University facilities and grounds may not be used in a manner that substantially disrupts university events or the lawful use by other persons; substantially interferes with the free flow of vehicle or pedestrian traffic; results in injury or creates the threat of injury to persons; involves commission of a crime or illegal behavior; damages or defaces university property or creates the threat of damage to property; or results in significant littering, pollution or other nuisance.

- No person may conduct him- or herself in a manner so as to engage in harassment or stalking as defined by Iowa Criminal law, or engage in sexual or racial harassment in violation of university policy.

- No person may engage in public urination, defecation or other actions that create a sanitary hazard.
Persons entering specialized facilities, such as libraries, recreation facilities, clinics, research laboratories and other research facilities, and areas not open to the general public must comply with policies established by such facilities. Questions about applicable policies should be directed to the manager or supervisor of the facility.

Weapons are not permitted on the campus except for purposes of law enforcement and as specially authorized for purposes of instruction, research or service. A weapon is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death or injury when used in the manner for which it was designed. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, taser or stun gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of university housing may possess knives have a blade exceeding five inches for cooking purposes.

Consumption of alcohol is not permitted in outdoor areas of the campus. An exception is made for consuming alcoholic beverages served at approved events for which a valid liquor permit has been issued as provided by state law, and for private events or designated areas at events. Unauthorized alcoholic beverages are subject to confiscation.

Vehicles are not permitted off of roadways or parking areas without permission from FP&M Campus Services. For reasons of safety, sanitation, and preservation of campus property, camping is not permitted except for special events approved by the senior vice president for business and finance or senior vice president for student affairs.

Resources

Links

- Online Event Authorization Request Form
- After-Hours Facilities Use Policy
- Student Activities Center
- Conference Planning and Management
- Facilities Planning and Management
- Facilities Planning and Management Room Scheduling
- Office of the Senior Vice President for Business and Finance
- Iowa Administrative Code §681 Chapter 13