

# 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 expressive activities that are open to the university community and general public, as well as "Public Events" as defined in this policy.

## Public Events

"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 assembled, or indoor events where more than 15 persons are participating or at which the sponsor reasonably expects more than 15 persons to be assembled. Special rules apply to Public Events, as indicated in this policy and accompanying guidelines. Conduct at Public Events is also addressed in 681 IAC 13.16.

See [Resources](#) below.

50 **Private Events**

51 This policy also provides information applicable to private events to which the general public is not  
52 invited, such as weddings, reunions, and corporate events. See [Resources](#) for the Memorial Union  
53 Event Management Office for more information and resources for scheduling private events.

54

55 **Commercial vs Non-Commercial Uses**

56 Except as specifically indicated, this policy is applicable to non-commercial uses. Commercial uses  
57 are subject to the Iowa Administrative Code sections on Commercial and Charitable Uses (681 IAC  
58 13.15).

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60 **Policy Statement**

61

62 **Priority of University-Related Activities**

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

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70 **Not for Personal Gain**

71 No university or non-university persons may use university property or physical facilities for personal  
72 gain. Persons or groups engaged in activities for which an admission is charged or collections of  
73 money are made in any form may not reserve or use university facilities or grounds for such  
74 activities unless the personnel and the activities are clearly associated with or a part of a university  
75 department or with a recognized student organization with event authorization approval. (Iowa Code  
76 721.2.5)

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78 **Outdoor Areas**

79 **Non-Commercial Expressive Activities (Free Speech)**

80 ISU embraces the sharing of knowledge and ideas through public discourse and free speech. As  
81 part of this community devoted to learning, ISU students, faculty, staff, and visitors are encouraged  
82 to engage in respectful dialogue.

83

84 Any member of the university community or the public may use unrestricted outdoor areas for non-  
85 commercial expressive activities on a first come, first served basis without giving prior notice if—

- 86 • 50 or fewer people are anticipated to assemble at one time (otherwise the use is subject to  
87 restriction as a Public Event (see **Public Events in Outdoor Areas**, below);
- 88 • The event will occur only between the hours of 8:00 a.m. to 10:00 p.m.; for events held on  
89 weekdays before 5:00 p.m., the event will be held at least one hundred feet away from buildings  
90 that normally hold classes;
- 91 • The activity will not impede walkways or access to buildings or other university facilities;
- 92 • No other individual or group has been scheduled or authorized to use the area, or has filed a  
93 notice of intent to use that area or an adjacent area;
- 94 • The organizers will not use amplification equipment or equipment requiring use of electrical  
95 power connections (hand-held megaphones are permitted if used so as to direct the sound away  
96 from nearby buildings that normally hold classes);

97

- 98 • Signs or banners will be carried/attended at all times by one or two participants (unattended  
99 displays may not be used without permission); and  
100 • The sponsor of the event takes responsibility for compliance with this policy.  
101

102 The university highlights two outdoor areas (known as “agora/agorae”) that are especially conducive  
103 to non-commercial expressive activities because they are located centrally and in high-traffic areas.  
104 These areas (agorae) are located--

- 105 • West and south of the Hub  
106 • Immediately south of the Campanile in the grassy area  
107 In unrestricted outdoor areas on campus, including the two agorae—  
108 • Signs or placards, each of which is carried by one or two persons, are permitted.  
109 • Freestanding displays are permitted as long as the display occupies a space of less than 200  
110 cubic feet and has a footprint of not more than 100 square feet, weighs less than 300 pounds  
111 and is accompanied at all times by an individual responsible for the display.  
112 • Leafleting (handing out fliers) may be conducted if done in a way to avoid substantial littering of  
113 the campus.  
114

### 115 **Public Events in Outdoor Areas**

116 The use of an outdoor area can be restricted if more than 50 people are anticipated to participate or  
117 to assemble at one time (constituting by definition a “Public Event”) and if one or more of the  
118 following are true:

- 119 • People will assemble within 100 feet of in-session classes;  
120 • The use impedes walkways or access to buildings or other university facilities;  
121 • An event held between 10:00 pm and 8:00 am;  
122 • Conflict with a scheduled use;  
123 • Amplification or electrical powered equipment (other than hand-held megaphone);  
124 • Use of electrical power (e.g., for lighting, light shows) or staking of temporary structures deeper  
125 than 6 inches;  
126 • Displays or signs and banners requiring more than two persons to carry;  
127 • Serving food;  
128 • Bringing in animals;  
129 • Weddings, reunions, etc.; or  
130 • The use otherwise violates university policy and rules.  
131

132 *If none of the above bulleted conditions apply, the only requirement is that the organizer provide*  
133 *notice prior to holding the Public Event. If one or more of the above bulleted conditions apply, the*  
134 *organizer must request approval prior to the Public Event. See the following section*  
135 *regarding **Notice of or Request for Outdoor Public Event.***  
136

137 Preferred locations for outdoor Public Events covered under this policy are the areas south or north  
138 of the Campanile, west of Curtiss Hall, south of MacKay Hall, south of the Hub, south of the Parks  
139 Library, and west of Marston Hall provided the events do not conflict with university classes or  
140 scheduled activities and provided the events conform to appropriate uses for the area.  
141  
142

143 **Notice of or Request for Outdoor Public Event**

144 The *Guidelines for Non-Commercial Use of Outdoor Areas* (see [Resources](#) below) indicate the  
145 circumstances that determine whether notice or approval are required, and provide detailed  
146 instructions for providing notice of or requesting approval of an outdoor Public Event. In summary--

- 147 • **Notice** of a Public Event must be provided to the Memorial Union Event Management Office  
148 (during non-business hours notify the Department of Public Safety) at least 3 hours prior to the  
149 event.
- 150 • **Approval** of an outdoor Public Event must be sought in accordance with—
  - 151 ○ Student Activities Center Event Authorization process when recognized student  
152 organizations make the request, or
  - 153 ○ Memorial Union Event Management Office when university departments or non-university  
154 entities request a general university outdoor space, or
  - 155 ○ Other “Approving Units and Offices” as identified in the *Guidelines for Non-Commercial Use*  
156 *of Outdoor Areas* when requesting specific outdoor spaces

157  
158 Approval of events will be based upon—

- 159 • Whether the event is appropriate for the location;
- 160 • Compliance/intent to comply with the **General Rules for Use of Facilities and Grounds** section  
161 of this policy (below); and
- 162 • Compliance with the *Guidelines for Non-Commercial Use of Outdoor Areas*.

163  
164 Reasonable time, place and manner restrictions may be required. Unless the event will violate the  
165 law, events will not be disapproved based upon the content of proposed speaking or expressive  
166 activity. Persons denied authorization may appeal to the senior vice president for University  
167 Services.

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168  
169 **Indoor Areas**

170 **General Policy Regarding Use of Indoor Areas**

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

- 173 • Members of the general public and campus community are free to enter university facilities  
174 (other than restricted areas) during business hours as necessary to transact business, seek  
175 information about the university or deliver petitions or correspondence.
- 176 • Organizations and groups desiring to use university buildings and facilities for meetings, events,  
177 and conferences should contact the relevant office(s) as listed the *Guidelines for Non-*  
178 *Commercial Use of Indoor Areas* (see [Resources](#) below) to determine availability and fees for  
179 use.
- 180 • Organizations (other than recognized campus and student organizations) using classrooms,  
181 auditoria, and meeting rooms will be charged the customary rental of those facilities. All users  
182 will be responsible for costs incurred for set-up, equipment use, clean up and use of services  
183 and materials of the university.
- 184 • To avoid disruption, the following kinds of indoor areas are not available for non-university  
185 related assembly or solicitation: hallways, stairways, waiting rooms, residence halls and  
186 apartments, dining facilities, work rooms, common areas provided around service windows, the  
187 Lloyd Veterinary Medical Center and the Thielen Student Health Center. Atria and open areas in  
188 buildings are generally available for use except when they are used as waiting areas or common  
189 areas around service windows.

192 **Uses of Indoor Areas that Require Scheduling**

193 To avoid conflicts with university activities and permitted use by others, organized use of indoor  
194 areas by groups of fifteen or fewer persons, that will substantially exclude others from using the  
195 same or adjacent areas (other than transitory passage through public areas and hallways), require  
196 scheduling through one of the “Approving Units and Offices” listed in the *Guidelines for Non-*  
197 *Commercial Use of Indoor Areas*.

198  
199 **Uses of Indoor Areas that Require Approval**

200 Organized or concerted assembly or solicitation at indoor areas by groups involving more than  
201 fifteen persons for non-university-related purposes must be approved as follows:

- 202 • Student Activities Center Event Authorization process when recognized student organizations  
203 make the request, or
- 204 • Facilities Planning and Management Room Scheduling when requesting general university  
205 classroom spaces
- 206 • Other “Approving Units and Offices” as identified in the *Guidelines for Non-Commercial Use of*  
207 *Indoor Areas* when requesting non-classroom spaces

208  
209 It is preferred that the online request be made at least ten business days in advance, and no less  
210 than four business days in advance, of the activity. The approving unit will make every effort to  
211 provide approval or non-approval (with a statement of the reasons for non-approval) in a timely  
212 manner. The sponsors of the event may request a waiver of the four-day requirement. A waiver may  
213 be granted if the approving unit determines that there are good reasons for an exception.

214  
215 Approval of indoor events—

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

223  
224 Persons denied authorization may appeal to the senior vice president for University Services.

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225  
226 **General Rules for Use of Facilities and Grounds**

227 The following rules are consistent with the Chapter 13 of the Iowa Administrative Code, sections  
228 13.10 through 13.14. All users of university facilities and grounds must comply with these rules,  
229 university policies, and state and federal laws.

- 230 • Organizations (other than recognized campus and student organizations) using facilities will be  
231 charged the customary rental of those facilities. All users will be responsible for costs incurred for  
232 setup, equipment use, cleanup and use of services and materials of the university.
- 233 • As part of the university's comprehensive effort to conserve energy and save money, activities  
234 will generally be scheduled into buildings normally open and operational in the evenings. More  
235 information may be obtained through Facilities Planning and Management Room Scheduling and  
236 in the policy on the after-hours use of facilities (see [Resources](#) below).
- 237 • University facilities and grounds may not be used in a manner that substantially disrupts  
238 university events or the lawful use by other persons; substantially interferes with the free flow of  
239 vehicle or pedestrian traffic; results in injury or creates the threat of injury to persons; involves  
240 commission of a crime or illegal behavior; damages or defaces university property or creates the  
241 threat of damage to property; or results in significant littering, pollution or other nuisance.

- 242 • No person may conduct him- or herself in a manner so as to engage in harassment or stalking  
243 as defined by Iowa Criminal law, or engage in sexual or racial harassment in violation of  
244 university policy.
- 245 • No person may engage in public urination, defecation or other actions that create a sanitary  
246 hazard.
- 247 • Persons entering specialized facilities, such as libraries, recreation facilities, clinics, research  
248 laboratories and other research facilities, and areas not open to the general public must comply  
249 with policies established by such facilities. Questions about applicable policies should be  
250 directed to the manager or supervisor of the facility.
- 251 • Weapons are not permitted on the campus except for purposes of law enforcement and as  
252 specially authorized for purposes of instruction, research or service. A weapon is any instrument  
253 or device designed primarily for use in inflicting death or injury upon a human being or animal,  
254 and which is capable of inflicting death or injury when used in the manner for which it was  
255 designed. Weapons include any pistol, revolver, shotgun, machine gun, rifle or other firearm, BB  
256 or pellet gun, Taser or stun gun, bomb, grenade, mine or other explosive or incendiary device,  
257 ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade  
258 exceeding five inches in length. Residents of university housing may possess knives have a  
259 blade exceeding five inches for cooking purposes.
- 260 • Consumption of alcohol is not permitted in outdoor areas of the campus. An exception is made  
261 for consuming alcoholic beverages served at approved events for which a valid liquor permit has  
262 been issued as provided by state law, and for private events or designated areas at events.  
263 Unauthorized alcoholic beverages are subject to confiscation.
- 264 • Vehicles are not permitted off of roadways or parking areas without permission from Facilities  
265 Planning and Management Campus Services.
- 266 • For reasons of safety, sanitation, and preservation of campus property, camping is not permitted  
267 except for special events approved by the senior vice president for University Services or senior  
268 vice president for Student Affairs.

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## 269 **Display of Non-Instructional Materials**

### 271 **Displays Within Buildings**

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

275  
276 Iowa State University students and organization as well as the general public may use "General"  
277 bulletin boards without approval for posting information related to their activities.

278  
279 Bulletin board notices must include the date they are posted or the date of the event and may be  
280 posted no more than one month in advance of the event. Undated and early notices will be removed.  
281 Properly posted notices will be removed after thirty days or in the case of advertisements for an  
282 event, after the date of the event.

283  
284 "Restricted" bulletin boards are limited to the use of designated departments or organizations. The  
285 official representative of the respective department or organization must approve use of these  
286 bulletin boards.

289 **Exterior Displays**

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

292  
293 Academic, administrative and service buildings: Signs, banners and other display materials are not  
294 to be affixed to buildings. Exceptions may be made in cases where the display materials have  
295 temporary celebratory or informational messages. Prior approval of intent, location, design, and  
296 installation timetable must be obtained from the Director of University Marketing and the University  
297 Architect

298  
299 Exterior, not affixed to buildings: Signs, banners and other display materials are not to be affixed to  
300 sidewalks, trees, fences, shrubs, light poles or other fixtures of the landscape. Freestanding displays  
301 are not to be placed in any area other than those areas authorized through the event authorization  
302 process coordinated by the Student Activities Center (for recognized student organizations) or by  
303 Facilities Planning and Management (for university departments and non-university  
304 entities). See [Resources](#) below for Student Activities Center Event Authorization Process.

305  
306 Clean up: All visual displays must be removed 48 hours after authorization has expired. If clean-up is  
307 not prompt, the university's campus services unit will remove displays and bill the unit or individual  
308 responsible for the display. Unauthorized posted displays, banners and signage will be removed by  
309 Campus Services and the unit or individual responsible for the materials will be billed for clean-up.

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311 **Access to Facilities and Grounds and Access Restrictions**

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

- 313 • Persons may not enter buildings or facilities without authorization when the buildings or facilities  
314 are locked, when signs indicate they are closed to the public or when they are closed to the  
315 public for specific events.
- 316 • The following facilities and grounds are restricted areas; therefore access requires express  
317 permission of the relevant building supervisor, superintendent, or other person in charge of the  
318 facility:
  - 319 ○ individual residences or dwellings
  - 320 ○ research laboratories or facilities
  - 321 ○ farms and associated buildings
  - 322 ○ animal storage and confinement facilities
  - 323 ○ utility and maintenance closets, mechanical rooms, utility facilities, and utility tunnels
  - 324 ○ storage areas
  - 325 ○ hazardous materials waste storage and handling areas
  - 326 ○ marked or fenced construction areas
  - 327 ○ institutional food preparation areas
  - 328 ○ private offices
  - 329 ○ work rooms
  - 330 ○ shops
  - 331 ○ areas where medical, psychological or other consultation takes place
  - 332 ○ radio and television studios
  - 333 ○ intercollegiate athletics competition facilities
  - 334 ○ areas which bear signs indicating that access is restricted

335

- 336 • The university has leased some of its facilities and grounds to other parties for use related to the  
337 university purposes (for example, the Ames Laboratory and the National Laboratory for  
338 Agriculture and Environment). Such areas are not open to the public use except as provided by  
339 the lessee of the property or facility.
- 340 • The Scheman Continuing Education Building, Stephens Auditorium, Fisher Theater, and the  
341 Iowa State University Research Park are managed by separate organizations that regulate  
342 usage of these facilities and grounds.
- 343 • Access to facilities and grounds may be denied when they are closed to the public for special  
344 university events, or when access would conflict with an approved use of the facilities or  
345 grounds. The university may limit or control access to areas of the campus for ceremonial events  
346 and celebrations such as graduation.
- 347 • Unapproved uses of university facilities and grounds by the general public are subject to  
348 preemption for university activities for use by recognized student and campus organizations and  
349 for uses by students, faculty and staff for purposes related to the university's mission.
- 350 • Access to performances, art exhibits, museums and other exhibitions may be regulated by  
351 requirement of payment of a fee for entry. Visitors are required to abide by policies established  
352 for the various facilities and grounds.
- 353 • Access to campus roads and parking is governed by university parking and traffic regulations, as  
354 well as signage erected upon campus roadways and parking areas.

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## 355 **Unmanned Aircraft Systems (UAS)**

356 All uses of UAS for other than ISU research, instruction or extension\* must be pre-approved through  
357 Facilities Planning and Management (FP&M). This policy pertains to non-ISU uses of UAS such as  
358 recreation, hobbyist, or commercial. UAS are also commonly known as “drones.”

359 These requirements regarding UAS—

- 360
- 361 • Apply to individuals, groups, student and other organizations, vendors, and the general public.
  - 362 • Include model airplanes and toys that may be operated by hobbyists for recreational purposes.
  - 363 • Do not apply to university or university-sponsored\* uses.
- 364

365 Operation of UAS for non-university purposes or events on or over ISU property (indoors or  
366 outdoors) requires prior written approval from FP&M.

367

368 For non-commercial, non-ISU uses of UAS, operators may be asked to provide proof of insurance.  
369 See *UAS Procedures and Guidance* under [UAS Resources \(below\)](#) for additional information.

370

371 Commercial users of UAS, in addition to requesting approval from ISU, must—  
372 Provide to FP&M proof of appropriate insurance coverage  
373 Comply with FAA regulations regarding the use of UAS

374

375 \*University uses of UAS: All uses of UAS for university purposes by university employees or  
376 students must also be pre-approved; however, the review and response processes differ due to FAA  
377 regulations.

### 378 **UAS Resources:**

- 380 • [UAS Procedures and Guidance](#)
  - 381 • [UAS Request Form - Request for Permission to Use UAS at ISU](#)
  - 382 • [FAA – Unmanned Aircraft Systems \(UAS\)](#)
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385 **Resources**

386 **Links**

- 387 • [Memorial Union Event Management Office](#)
- 388 • [Student Activities Center Event Authorization Process](#)
- 389 • [Facilities Planning & Management Room Scheduling](#)
- 390 • [Director of University Marketing](#)
- 391 • [University Architect](#)
- 392 • [Office of the Senior Vice President for University Services](#)
- 393 • [After-Hours Facilities Use Policy](#)
- 394 • [Iowa Administrative Code §681 Chapter 13](#)

395 **Files**

- 396 • [Guidelines for Non-Commercial Use of Outdoor Areas \[PDF\]](#)
- 397 • [Guidelines for Non-Commercial Use of Indoor Areas \[PDF\]](#)

398