

GUIDELINES FOR NON-COMMERCIAL¹ USE OF INDOOR AREAS

General restriction on indoor use

While campus facilities, when unlocked, are generally open to the public, there are restrictions:

- Areas dedicated to specific purposes such as laboratories, utility areas, offices, clinics and the like are not open to general use.²
 - Hallways, stairways, waiting rooms, residence halls and apartments, dining facilities, workrooms must remain clear for their intended uses.
 - Use for conferences or similar events must be scheduled through the relevant department or office.
 - Public use may be pre-empted for university or university-approved uses.
 - The policies of the Memorial Union govern the use of its facilities. See the last page for other approving units and offices.
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Public use for speech purposes

If it is a public event

If more than 15 people are anticipated to assemble at an indoor event, the event is, by definition, a “public event.”

Approval of an indoor public event is required for organized or concerted assembly of more than 15 persons.

Approval request:

Student Organizations must seek approval in accordance with the [Student Activities Center Event Authorization](#) process.

University departments and non-university entities must coordinate with one of the “Approving Units and Offices” listed below.

Timing of request: An online request should be made at least ten business days in advance of the proposed event, but no less than four days prior.

¹ Commercial sales or solicitation on the campus requires approval of the Senior Vice President for University Services. Newspapers and periodicals are subject to the university’s Periodical Distribution policy.

² Access to restricted areas requires express permission of the relevant building supervisor, superintendent or other person in charge of the facility. Restricted areas include dwellings; research laboratories and facilities; utility and maintenance closets; mechanical rooms; utility facilities; utility tunnels; storage areas and areas requiring security or safety protections.

If it is *NOT* a public event

If 15 or fewer are anticipated to assemble at an indoor event, the event is not a “public event.”

Does the use substantially exclude other persons from making use of adjacent areas?

- **If the answer is NO, scheduling is NOT required.** However, the use is subject to restriction based upon conflict with university events or approved uses by other groups.
- **If the answer is YES, scheduling IS required.** Student Organizations, university departments and non-university entities must schedule with one of the “Approving Units and Offices” listed below.

Big turnout: If the anticipated or actual number of people assembling at an event significantly exceeds expectations, it is advised that you notify one or more of the following units to they can determine if safety measures or assistance may be needed:

- The unit or office that scheduled the event (during business hours)
- Department of Public Safety 294-4428 (after hours)

Approving Units and Offices

Alumni Center: Alumni Association, 420 Beach Avenue (515) 294-4625

Apartments: Schilletter and University Village (SUV) Office (515) 294-5360; Frederiksen Court Office (515) 294-2107

Athletic facilities: Athletic Department, Jacobson Athletic Building (515) 294-3662; athletic facilities and grounds are listed at www.cyclones.com

Common areas in buildings: Building supervisor, see www.fpm.iastate.edu/maps/buildings/

Farm Bureau Pavilion: Animal Science (515) 294-5424

Hansen Agricultural Student Learning Center: 2508 Mortensen Road (515) 294-4950

Howe Hall Auditorium: Engineering Distance Education (515) 294-7470

Iowa State Center: Center Office, 4 Scheman Conference Center (515)294-3347

Memorial Union: Event Management Office, 3630 Memorial Union (515)294-1437

Recreation facilities: Recreation Services Administrative Office, 1180 State Gym (515) 294-4980; recreation facilities and grounds are listed at www.recservices.iastate.edu/facilities

Reiman Gardens: Private Events and Tours Coordinator (515) 294-8994

Residence halls: General (515)294-2900; meeting rooms (515)294-6428; conferences (515)294-8384

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/

University Studios: Studios office (515) 294-6014