



<b>Policy Name: Policy for the Use of University Space, Facilities and Grounds</b>		
<b>Effective Date:</b> 07/01/2014	<b>Revision Date:</b> 02/10/2016	<b>Department/Area/Division:</b> FG/FA
<b>Department/Area Policy #:</b>		<b>Departmental Contact:</b> Donna McCray, Director of Facilities Operations & Grounds Use Permits

## Purpose:

This policy provides for access to The University of Alabama facilities and grounds, while preserving the primacy of the university's teaching and research mission. This policy is intended to facilitate responsible stewardship of institutional resources and to protect the safety of persons and the security of property.

## Policy Statement:

Requests for use of the facilities or grounds of The University of Alabama made by persons, groups, or organizations affiliated or unaffiliated with the University will be resolved in accordance with this policy. The conditions of this policy 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.

## Policy:

### *A. General Policy*

The space and facilities of the University are intended primarily for the support of the teaching, research, and service components of its mission. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with such departments. Beyond these two priorities, use of campus space is permitted for activities that are intended to serve or benefit the University community and must not interfere with the academic climate of the University.

University buildings or grounds, with the exception of the Ferguson Center and certain other facilities, may not be scheduled for use by individuals or organizations that are not part of the University or that are not sponsored by or affiliated with a University academic or administrative department or registered student organization. Permission to use campus space and facilities may be granted only by designated University officials. An academic or administrative department, registered student organization, or University affiliated student, faculty, or staff member may not reserve space or facilities on campus on behalf of a non-registered organization or off-campus group or person. The use of buildings and grounds must at all times conform to these regulations and to local, state, and federal law.

### *B. Reservation Requirements*



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Other than uses for casual recreational or social activities, reservations must be made for the use of buildings and grounds under the control of the University, including University sidewalks (an “Event”). Requests for Event reservations will be granted in accordance with the priorities of the designated area. The request must be made by a signed, written application to the appropriate office as set out in the procedures referenced below.

### *C. Use of Facilities by Student Organizations*

Student organizations are required to be registered with the Office of Student Involvement in order to request an Event reservation.

### *D. Procedure and Priorities for Designated Facilities*

#### 1. Ferguson Center and Ferguson Center Plaza

Use of space in Ferguson Center and Ferguson Center Plaza is governed by the Ferguson Center Student Union General Reservation Guidelines and coordinated by the Office of the Dean of Students. Said guidelines can be accessed at <https://ferguson.sa.ua.edu/meetings-events/>

#### 2. Crimson Promenade

Use of the Crimson Promenade, the area from the Homecoming Queen garden at the top of the Ferguson Center Plaza steps to the 175<sup>th</sup> Anniversary Commemorative Gate, is governed by the Crimson Promenade Usage Guidelines and coordinated by the Office of the Dean of Students.

#### 3. Academic Buildings

- a) Academic buildings are intended for the primary use and benefit of the academic programs conducted therein. Use of these buildings for academic purposes shall be under the direction and control of the Dean responsible for the respective academic building. Any registered student organization affiliated with and sponsored by an academic department may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to: regular meetings of honorary or professional organizations, lectures, seminars, workshops, and special programs, e.g., band functions. The space must be reserved through the office of the Dean responsible for the academic building in accordance with that office's requirements. No recurring space assignments will be made during final examination periods unless by special permission from the Vice President for Academic Affairs. Academic use by departments and colleges has priority over other uses, and organization assignments may be changed or cancelled if conflicts with regular academic programs develop. The exterior space immediately adjacent to academic buildings is also intended for the primary use and benefit of the academic programs conducted in the academic building, but use of that exterior space should nevertheless be managed under section E. hereof to avoid scheduling conflicts with other events that may be held on campus.



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b) Registered student organizations not affiliated with, or sponsored by, academic departments may request the use of space in academic facilities. This space will be assigned on a limited basis under the following conditions:

- 1) No suitable space is available in the Ferguson Center.
- 2) The intended use is in keeping with the educational purposes of the University.
- 3) The intended use does not conflict with the use by academic programs or academic organizations or uses of a registered student organization as described in subsection D.3.a. above.

#### 4. Intercollegiate Athletic Facilities

Bryant-Denny Stadium, Coleman Coliseum, Sewell Thomas Field, Sam Bailey Track and Field, the varsity tennis courts, the softball complex, the golf team facilities, the soccer stadium, and athletic indoor and outdoor practice fields and training facilities are owned and maintained by the University for the primary use and benefit of the intercollegiate athletic programs of the University, of allied non-University athletic activities consistent with such programs, and of official academic events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Athletic Department. Requests for use of all intercollegiate athletic facilities must be made to the Athletic Department.

#### 5. Recreation Facilities

The Student Recreation Center and outdoor pool, Aquatic Complex, tennis courts and intramural fields are intended primarily for student recreational use on an organized group and individual basis. The Department of University Recreation is responsible for scheduling the use of these facilities.

#### 6. Housing Facilities

Common area spaces (i.e. lobbies, lounges, TV rooms, cafeterias, courtyards, balconies, foyers, etc.) are reserved for use by residents in that particular building or area in accordance with the policy of Housing and Residential Communities.

#### *E. Other Campus Grounds Use*

1. Other campus grounds areas (other than those described above) (the "Grounds") are available for Events of University academic or administrative departments, registered student organizations, and University affiliated individuals (students, faculty and staff members) (collectively, a "University Affiliate"). Academic use by departments and colleges has priority. Assignments may be changed or canceled if conflicts with regular academic programs develop. The Ferguson Center is the primary designated location for displays or activities of registered student organizations.



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2. Use of Grounds is further governed by the General Terms and Conditions for Grounds Use, which may be accessed at <http://www.uafacilities.ua.edu/grounds/information/general-terms-conditions-for-grounds-use.pdf>
3. Each applicant for an Event on campus must complete a Grounds Use Permit (GUP) form. University academic or administrative departments, faculty, and staff members should submit the GUP form found at <http://www.uafacilities.ua.edu/grounds/information/grounds-use-permit.pdf> . For registered student organizations and students, the GUP form may be accessed at <http://thesource.ua.edu> .
4. To facilitate the review by all the different University departments that have responsibility for the various aspects of an Event (e.g., tents, food service, UAPD, electrical service, etc.), applicants for use of the Grounds should request permission for such use ten (10) working days prior to the Event.
5. If an Event does not involve factors that require multiple University department approvals, approval may be given in as few as three (3) days, if the GUP form is filled out completely and accurately.
6. If an Event is spontaneous, such that it is occasioned by news or issues coming into public knowledge with the preceding two (2) calendar days, an expedited request for a GUP may be made by a University Affiliate. In such event, the University will attempt to accommodate and provide access to the University Affiliate within twenty-four (24) hours, to an area of the Grounds which is available and which does not interfere with regular academic programs or scheduled events and programs.
7. If an Event is a counter-event, such that it is occasioned in response to an Event for which a GUP has been issued, an expedited request for a Grounds Use Permit may be made by a University Affiliate. In such event, the University will attempt to accommodate and provide access to the University Affiliate, within twenty-four (24) hours, to an area of the Grounds which is available and which does not interfere with regular academic programs or schedule events and programs.
8. A permit granting Grounds use shall 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 provision(s) concerning the use of the space.
9. Any person or group holding an Event on campus grounds must remove all trash and other items associated with the Event (e.g. fencing, stages, tents and tarps) and return the grounds to pre-Event condition by 10:00 a.m. the following day. The University will assess the reasonable costs of returning the grounds to pre-Event condition (including damages, labor, repairs, replacement, etc.) and/or cleanup to those persons or organizations failing to comply with this requirement. The assessment may be made, as applicable, by charging the costs to a student account, a University account, payroll deduction, and any and all other methods allowed by law. Items not removed from the event site by 10:00 a.m. the following day will be confiscated by the University.



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10. As part of its commitment to protect and maintain University resources, facilities and grounds, and to promote public health, safety and welfare, the University prohibits the use of animals in conjunction with an Event.

*F. Alcohol Policy*

Alcohol use on The University of Alabama campus is governed by The University's [Alcohol Policy](#). To request approval to serve alcoholic beverages at events on campus, please complete the [Alcohol Approval Form](#)

*G. Approval of Reservation Applications*

1. Designated University officials under this policy and the policies referenced above will approve an application properly made by an appropriate University Affiliate under the relevant policy, unless there are reasonable grounds to believe that one or more of the following conditions are present:
  - a) The applicant, if a student or a recognized student organization, is under a disciplinary penalty withdrawing or restricting privileges made available to the student or a recognized student organizations, such as use of a facility.
  - b) The proposed location is unavailable at the time requested because of events previously planned for that location.
  - c) The proposed date or time is unreasonable given the nature of the Event and the impact it would have on University resources.
  - d) The Event would unreasonably obstruct pedestrian or vehicular traffic.
  - e) The Event would prevent, obstruct, or unreasonably interfere with the regular academic, administrative, or student activities of, or other approved activities at, the University.
  - f) The Event would constitute an immediate and actual danger to University students, faculty, or staff, or to the peace or security of the University that available law enforcement officials could not control with reasonable effort.
  - g) The University Affiliate on whose behalf the application is made has on prior occasions:
    - 1) Damaged University property and has not paid in full for such damage, or
    - 2) Failed to provide the designated University official with notice of cancellation of a proposed activity or Event at least two (2) University working days prior to a scheduled activity or Event.

*H. Appeals of Grounds Use Request Denials*



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1. Student organizations or students whose request for the use of campus grounds or nonacademic facilities are denied may appeal to the Vice President for Student Affairs in accordance with the following procedures:
  - a) The student organization or student must file a written appeal to the Office of the Vice President for Student Affairs no later than five (5) University working days after receiving notice of the denial from the Office of the Dean of Students.
  - b) The Vice President for Student Affairs, or his or her designee, shall convey the appeal decision, in writing, to the student organization or student, to the Office of the Dean of Students, and to the Office of Student Involvement and Leadership within a reasonable time after receiving the appeal.
  
2. Appeals of denials for the use of space in academic building should be filed with the Office of the Vice President for Academic Affairs.
  - a) Appeals should be filed in writing with the Office for Academic Affairs within five (5) University working days after receipt of notice of the denial.
  - b) The Vice President for Academic Affairs, or his or her designee, shall convey the appeal decision in writing to the person or organization and to the appropriate academic department.
  
3. Faculty and staff members whose requests for the use of campus grounds or nonacademic facilities are denied may appeal to the Vice President for Financial Affairs. Furthermore, any other denials for the use of University space not otherwise set forth herein may appeal to the Vice President for Financial Affairs.
  - a) Appeals should be filed in writing with the Office of the Vice President for Financial Affairs within five (5) University working days after receipt of notice of the denial.
  - b) The Vice President for Financial Affairs, or his or her designee, shall convey the appeal decision in writing to the person or organization and to the appropriate administrative unit.
  
4. An appeal to the appropriate Vice President shall exhaust the right to appeal within the University.
  - I. *Use of Amplification Equipment*
    1. The use of loudspeakers or any other type of amplified sound or musical instruments on the University grounds is by permission only.
    2. Applications for permission to use amplification equipment for Events sponsored by a student or a recognized student organization must be made in the Office of the Dean of Students on forms provided by the office. Each use must be registered. Applications for periodic or recurring use of amplification equipment will not be considered.



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3. Applications for permission to use amplification equipment for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, must be made in the Office of Academic Affairs on forms provided by that office.
4. Applications for permission to use amplification equipment on any other University grounds or facilities not within the scope of sections I.2 and I.3 above shall be made to the University Grounds Office on forms provided by that office.
5. Applications under sections I.2, I.3, or I.4 must be completed and submitted no later than ten (10) University working days prior to the intended use. Failure to make timely submission of the application may result in the denial of the request.
6. The use of amplification equipment on campus is subject to the following restrictions:
  - a) The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions specified in this part.
  - b) The use of amplification equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours.
  - c) Sound equipment must not disrupt normal functions of the University, including the residence halls, or disturb the surrounding community. Band functions and/or functions involving the amplification of music are restricted, with exception approved by the Dean of Students, to the following times:
    - Friday 5 p.m. - 12 midnight
    - Saturday 1 p.m. - 12 midnight
    - Sunday 1 p.m. - 5 p.m.
  - d) Outdoor dances and concerts may be held in approved locations only with prior approval by the Office of the Dean of Students. Bands must use their own sound equipment for such dances or concerts.
  - e) The University reserves the right to limit the number of outdoor band requests granted on any given evening.
7. During certain times of the year atmospheric conditions may create situations which may cause sounds to be audible for great distances. Therefore, the placement of speakers and the volume of the amplified sound may need to be regulated either prior to or during the course of all outdoor functions, which utilize amplification equipment. The Office of the Dean of Students and the University of Alabama Police Department shall make such determinations.
8. Failure of a person or a sponsoring organization to comply with all requirements regarding the use of amplification equipment shall be cause for the immediate termination of the function and will subject the person or organization to appropriate disciplinary action or denial of future requests for the use of amplification equipment.



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## II. ADVERTISEMENTS, CO-SPONSORSHIP, PRINTED MATERIAL & SOLICITATION

### A. General Guidelines

1. Solicitations, advertisements, sales, displays, yard signs or distribution of publications and other materials on The University of Alabama campus by a University Affiliate are permissible as provided herein. All other solicitations, advertisements, sales, displays, yard signs or distribution of publications on campus are prohibited.
2. These guidelines apply to all individuals, groups, associations or businesses of whatever kind or nature, including those sponsored by a recognized student organization or a University academic or administrative department, wishing to post any advertisement or distribute printed materials or who wish to engage in any commercial activity on the campus of The University of Alabama.

### B. Advertisements, Printed Materials, and Publicity

#### 1. General Provisions

- a) Printed materials may be posted on designated bulletin boards in accordance with these guidelines. Posting of printed materials in any other location inside campus buildings is prohibited.
- b) Posted materials must not be obscene, must not be libelous, and must not be directed to and likely to have the effect of inciting or producing imminent lawless action.
- c) Advertisers are responsible for the removal and proper disposal of all advertising materials within 24 hours after the publicized event has occurred or the time limits or conditions of the advertisement have expired.
- d) City codes and state statutes prohibit notices on any curb, tree, mailbox, utility pole, or public building.
- e) Signs placed in the ground with a stake or similar device shall not be placed in flowering or non-flowering landscaping beds and they shall not be tied to trees. Signs may be displayed 72 hours before an event and removed within 24 hours of the event. Signs must be dated.
- f) Printed materials may not be affixed to the outside of University buildings.
- g) Placement of printed materials on motor vehicles is prohibited.
- h) Printed materials may be distributed on public sidewalks. However, the distribution of printed materials on University sidewalks, including those on and around the Quad, constitutes an Event for which a GUP must first be issued. In the event a GUP is issued, the distribution must be conducted in a way that does not impede with free and





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unimpeded pedestrian and vehicular traffic or disturb or interfere with normal academic, administrative, or student activities. Tables or structures that would impede pedestrian traffic on public sidewalks are prohibited. Other individual's right of privacy must be respected and intrusive or harassing conduct, such as accosting individuals, blocking or impeding their passage and similar behavior is prohibited.

- i) Any litter comprised of the material being distributed must be collected and properly disposed of by the person or organization distributing the printed material. The University will assess the reasonable costs of cleanup to the University Affiliate whose participants fail to comply with this requirement.

2. Chalking

Chalking is only permitted on natural gray concrete sidewalks and streets that are subject to being washed by the rain. No chalking can occur on sidewalks or building entrances that are covered by a shelter of any type. Chalking is not permitted on any type of brick or concrete pavers. Chalking is not allowed on walls, doors, windows, trees or any vertical surfaces. The type of chalk used must be washable. Organizations or persons who violate this policy may be charged for time and materials to remove the chalk. Failure to adhere to the guidelines may also result in disciplinary action according to the Code of Student Conduct.

3. Ferguson Center

The placement of printed advertising or promotional materials in the Ferguson Center must be coordinated in advance with the Ferguson Center Events Coordinator. Such placement of printed materials is subject to established guidelines.

4. Academic Buildings

Permission for distribution or display of printed materials in an academic building must be given by the Dean of the college or school responsible for the building

5. Residential Facilities

Permission for distribution or display of printed materials for commercial advertisements in University residence halls and apartments must be approved by the Office of Housing and Residential Communities.

6. All Other University Facilities

Permission for distribution or display of printed materials or commercial advertisements in all University facilities must be approved by the appropriate building director.

7. Commercial Co-Sponsorship of Student Events and Activities

The University permits recognized student organizations to enter into co-sponsorship agreements with commercial businesses and corporations for the purpose of providing campus-based student



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activities and events in accordance with the policies and procedures contained within The University of Alabama Student Handbook. However, these activities are subject to UA approval and may be subject to specific guidelines if there is an interest in protecting the UA brand or name. More information regarding the policies and procedures of commercial co-sponsorships is available through the Office of Student Involvement.

#### 8. Campus Merchandising Policy

The University Supply Store, as mandated by The Board of Trustees of The University of Alabama, has the exclusive franchise rights to conduct all mercantile activity on campus. No other mercantile activity shall therefore be permitted without permission of the University Supply Store.

- a) Commercial solicitations for sales of goods and services by off-campus businesses, corporations, and individuals are limited to the Ferguson Center. Reservations for vending space within the Ferguson Center can be scheduled through the Ferguson Center Events Coordinator and must then be approved by the University Supply Store. The availability of such space will be subject to specific guidelines and fees established by the Ferguson Center and located at <https://ferguson.sa.ua.edu/meetings-events/>
- b) Commercial solicitations for sales of goods and services through recognized University organizations are normally limited to the Ferguson Center and the Ferguson Center Plaza. Recognized University organizations and departments may request vending space within the Ferguson Center through the Ferguson Center Events Coordinator. The availability of such space will be subject to specific guidelines established by the Ferguson Center which are located at <https://ferguson.sa.ua.edu/meetings-events/>. The approval for the sale of any merchandise must be approved by the University Supply Store. The sale of any “Bama” or other trademarked items is prohibited. The sale of textbooks is prohibited. The sale of other books must require contact with the University Supply Store, and the Trade Books Buyer will facilitate the procurement and sale of books. All artwork for the sale of items must be approved in advance and will generally be limited to organization-related t-shirts and items. All requests for such sales must be made at least five (5) working days in advance.
- c) Sales or solicitation through recognized University organizations are normally limited to the Ferguson Center, but location exceptions may be granted for special campus wide events or activities as approved through the Grounds Use Permit. Sales or solicitations outside of Ferguson Center will only be approved if they take place after 6 pm Sunday - Friday or as a part of approved weekend events. Requests for campus commercial solicitations outside the Ferguson Center must be approved by Auxiliary Services and the University Supply Store. The sale of any “Bama” or other trademarked items is prohibited. The sale of textbooks is prohibited. The sale of other books must require contact with the University Supply Store, and the Trade Books Buyer will facilitate the procurement and sale of books. All artwork for the sale of items must be approved in advance and will generally be limited to the approved event or organization-related t-shirts and items. All requests for such sales must be made at least five (5) working days in advance.



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- d) Commercial solicitations for sales of goods and services by off-campus businesses, corporations, individuals or through recognized University organizations that are to be conducted in University residence halls and apartments must be approved by the Office of Housing and Residential Communities and the Auxiliary Services.

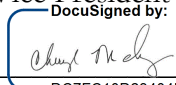
9. Distribution of Printed Materials, Advertisements, and Solicitations through Student Media.

The distribution of printed advertising materials through student publications must be coordinated through the Office of Student Media. Requests for distribution of printed materials at campus locations served by the student newspaper can be arranged by contacting the Office of Student Media. All advertisements and solicitations on printed material must meet all production requirements and established procedural guidelines of the Office of Student Media before it will be considered for distribution. A fee will be charged by the Office of Student Media for the distribution of any printed advertisement or solicitation material that is accepted. Advertisers that are interested in distributing their materials through the student newspaper should contact the Office of Student Media for information.

III. VIOLATIONS OF THESE GUIDELINES

The University reserves the right to enforce these guidelines by all necessary means to ensure compliance. Persons who violate these guidelines may be subject to disciplinary action according to the Code of Student Conduct. Persons, groups or associations that repeatedly violate these guidelines may be prohibited from further distribution of materials or use of University grounds and facilities.

Office of the Vice President of Financial Affairs:

Approved by:   
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Date: Nov-21-2016