

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
USE OF UNIVERSITY FACILITIES AND PROPERTY POLICY

~~—INTERIM—~~

<u>Number</u>	06.06.40
<u>Division</u>	Facilities and Operations
<u>Date</u>	April 20, 2009 Revised June 28, 2016
<u>Purpose</u>	The purpose of this policy is to provide general use guidelines for all campus facilities and property for both university organizations and non-university organizations.

Policy

I. General Policy Statement.

A. **Principles.**

1. *Institutional purpose and individual rights.* The University of Alabama in Huntsville, as a state institution of higher education, is dedicated to utilizing its resources, including its facilities and property, to carry out the teaching, research, and public service components of its mission. In carrying out its mission, the University must fully recognize the rights of free speech and assembly, derived from the U.S. and state Constitutions, of members of the campus community and others. However, neither the commitment of the University to those rights nor its public character implies for an individual or group an unlimited license to utilize the University's property for any purpose. The University must promote and protect its ability to fulfill its mission, while at the same time respecting constitutional prerogatives. In this context, the University has the right and the responsibility to establish policies and procedures regarding the use of its property for assembly or expressive purposes, including any time, manner, and place regulations that may be appropriate. It is to this end that this policy and the procedures set out below are issued.

2. *Mission, policy, and law.* As a general principle, all use of UAH owned or controlled property must be in furtherance of or consistent with the mission of the University and must be conducted in compliance with

the requirements of this policy, all approved rules and regulations of the University, and applicable provisions of federal, state, and local law.

B. Forum Classifications. The law recognizes that the right of access to public property may vary depending on whether or not that property is a “public forum” and, if it is, what public forum classification is applicable to the particular property or place. With respect to UAH property, the following classifications will apply:

1. *Nonpublic fora.* This policy reaffirms the long-standing position of the University that its classrooms, offices, laboratories, and associated and ancillary areas fall within the classification of a “nonpublic forum.” Use of such areas is reserved and limited by the University to their intended academic and administrative purposes and to those individuals - students, faculty, and staff personnel - who are participants in those purposes.
2. *Traditional public fora.* City of Huntsville streets that run through the University campus (specifically, a portion of Holmes Avenue and Technology Drive); and city sidewalks that are located alongside and parallel to such streets (specifically, those along Technology Drive, Sparkman Drive, University Drive, and Holmes Avenue) are public fora. These areas are generally open to speech and assembly activities.
3. *Limited and designated public fora.* All other portions of the campus, including interior streets, sidewalks, and parks, are designated by this policy as a “limited public forum,” except for the West Lawn and the Greenway Rectangle areas, as defined below, which are identified herein as designated public fora. These areas are more widely accessible, subject to certain time, place, and manner restrictions (set forth in more detail below).

C. Scope of Policy. This policy addresses broadly a number of issues relating to use of University property, including use for protected speech and assembly activities, use for political purposes, use for commercial purposes, use for charitable support purposes, and distribution and posting of written materials on such property. It also includes policies relating to the availability of University facilities and property to University and non-University persons and organizations.

II. Definitions.

“Building coordinator”: The UAH person who is responsible for granting or approving access to a particular University facility, including posting areas, solicitation, reservation of space, etc.

"Organization": Any association or group of people, including sole proprietorships, partnerships, corporations, or other form of business entity.

"Posting": Any means used for displaying a sign other than carrying it by hand.

"Sign": A billboard, decal, notice, placard, poster, banner, or similar means of expression.

"Student": Any individual enrolled at the University in any of the recognized admissions categories (undergraduate, graduate, etc.) and currently taking courses on a full-time or part-time basis.

"University" or "UAH": The University of Alabama in Huntsville. This term may also be used in referring to actions undertaken by the institution in its capacity as a legal entity and not necessarily acting through a particular administrative or academic unit.

"University facility" and "University property": *"University facility"* refers to any building, auditorium, classroom, etc. owned or controlled by the University. Residence halls, any building or part thereof leased to or occupied by fraternities or sororities recognized by the University, the Tom Bevill Center, and the Robert "Bud" Cramer Research Hall are included within the scope of this definition but, due to the special use or character of those buildings, may be subject to more restrictive use policies than those set out herein. *"University property"* includes any University facility, grounds, outdoor areas, and associated personal or tangible property to which the University has possessory rights by virtue of ownership, lease, or license. Both of these terms are encompassed in any reference to the "campus" of UAH.

"University organization": Any organization that is chartered by the University or otherwise regarded by the University as being affiliated or associated with it. This term also includes academic, administrative, research and service, outreach, and/or student units of the University.

"University person": Any student and any faculty member, staff member, administrator, or other official, officer, employee, or agent of the University.

III. Use of University Property - General Speech and Assembly Activities.

A. **Speech and Assembly – Rights and Regulation.** The related freedoms of speech and assembly are basic in American society and are essential to intellectual development. However, when these rights are exercised on University property, they are subject to the well-established right of the University to impose appropriate time, place, and manner regulations to prevent

interference with or intrusion upon the academic, administrative, research, service and outreach, and/or student programs and processes of the University.

B. By University Persons or Organizations.

1. *Traditional and designated public fora.*

a. Traditional public fora – City streets and sidewalks. University persons and organizations may engage in speech activities in these areas, as identified above, without prior notice to or approval by the University.

b. Designated public fora – West Lawn and Greenway Rectangle areas. The University hereby designates these special locales on its campus as areas where University persons or organizations may assemble and engage in speech activities, upon compliance with the reservation or application process described in subsections III.B.1.d and e. below. These areas are as follows:

i. West Lawn area. This area is described on Exhibit A, attached to this policy, along with an accompanying diagram. No building entrances are encompassed within this area.

ii. Greenway Rectangle area. This area, representing part of the Greenway south of the Charger Union, is described in Exhibit B, attached to this policy, along with an accompanying diagram. No building entrances are encompassed within this area.

c. Conditions. The following conditions apply to use of the foregoing traditional public fora and designated public fora areas, referred to herein as “speech and assembly areas”:

i. Public assembly and expressive activities in these areas must not unreasonably prevent, disturb, or interfere with academic, administrative, research, service and outreach, or student activities of the University or with any other approved program or event; must not interfere with or obstruct pedestrian or vehicular traffic; must not pose a threat to public health or safety that available law enforcement officials could not control with reasonable effort; must not be obscene, or libelous, or have the effect of inciting or producing imminent lawless action; and must not involve conduct that would constitute disorderly conduct, harassment or harassing communications, or any other criminal act or violation of the law.

With regard to the latter (criminal offense) limitation, other individuals' right of privacy must be respected, and intrusive or harassing conduct, such as accosting individuals, shouting at them, ignoring their expressed desire not to be subjected to personal requests to engage in conversation or receive literature, and similar behavior must be avoided.

ii. Sound amplification that unreasonably interferes with the activities in any University facility located proximately to these areas is prohibited, except for concerts and other outdoor activities that may be sponsored by the University or a University organization in the general vicinity of the West Lawn outdoor performance stage or the Greenway Rectangle.

iii. Use of the designated areas for speech or assembly is subject to and must not violate the limiting provisions stated elsewhere in this policy dealing with political, commercial, or charitable support activities and the distribution or posting of written materials.

d. Reservation. A University person or organization planning to engage in speech or assembly activity involving fewer than fifty (50) individuals in a designated public forum area must submit a completed reservation form to the University. The Associate Director, University Conferences and Events (or designee) is the official from whom the reservation form may be obtained and to whom such form is to be submitted.

e. Application. If a public assembly event involving only University persons or organizations is reasonably expected to include fifty (50) individuals or more, an application to engage in speech and/or assembly activities publicly must be made on an application form and approved pursuant to the provisions of subsection III.B.2. below.

2. Other campus (limited public fora) areas. In all other areas of the campus, general speech and assembly activities by University persons and organizations must be conducted in accordance with the provisions stated below. In addition, such persons and organizations may use a University facility or property for a meeting or other purpose permitted by this policy pursuant to the provisions of sections IX.A. and B. below.

a. Application. If the public assembly is to occur in an area other than the West Lawn area or the Greenway Rectangle area, an application to engage in speech and/or assembly activities publicly must be made on an application form. The form may be obtained from and is to be

submitted, when completed, to the Associate Director, University Conferences and Events (or designee) at least forty-eight (48) hours in advance. A University sponsored outdoor event, such as a concert, staff picnic, pep rally, orientation program, etc., will be exempt from this application and approval process.

b. Approval. The Associate Director, University Conferences and Events (or designee) must approve an application properly made under this subsection, unless there are reasonable grounds to believe that one or more of the following conditions are present:

i. The applicant, if a student or a University student organization, is under a disciplinary penalty withdrawing or restricting privileges made available to students or to a student organization, such as use of a facility.

ii. The proposed location is unavailable at the time requested because of uses or events previously planned for that location.

iii. The proposed date, time, and/or place is unreasonable given the nature of the activity and the adverse impact it would have on University resources.

iv. The activity would unreasonably prevent, disturb, or interfere with academic, administrative, research, service and outreach, or student activities of the University or with any other approved program or event; would interfere with or obstruct pedestrian or vehicular traffic; would pose a threat to public health or safety that available law enforcement officials could not control with reasonable effort; would be obscene, or libelous, or have the effect of inciting or producing imminent lawless action; and would involve conduct that would constitute disorderly conduct, harassment or harassing communications, or any other criminal act or violation of the law. With regard to the latter (criminal offense) limitation, other individuals' right of privacy must be respected, and intrusive or harassing conduct, such as accosting individuals, shouting at them, ignoring their expressed desire not to be subjected to personal requests to engage in conversation or receive literature, and similar behavior must be avoided.

v. The applicant or the organization on whose behalf the application is made has on a prior occasion damaged University property and has not paid in full for such damage.

- c. Content or viewpoint based decision. In no event shall approval or non-approval be based on the content or viewpoint of any proposed expressive activity.
- d. Timeliness. Unless unusual circumstances exist causing a delay, a decision will be made within one business day (twenty-four hours) after receipt of the application.
- e. Disapproval and appeal. If an application under subsection III.B.2. is not granted, the following procedures apply:
 - i. The Associate Director, University Conferences and Events (or designee) will, within three (3) working days from the date the application was received, set forth in writing a statement of the grounds for refusal and, when feasible, a statement of proposed measures that would cure the defects in the application.
 - ii. Such refusal of an application to assemble may be appealed within seven (7) calendar days of receipt by the applicant to the President of the University in accordance with standard University grievance procedures.

C. By Non-University Persons or Organizations.

- 1. *Speech and assembly areas.* The public speech and assembly rights granted in subsection III.B.1. above in the traditional public fora and designated public fora areas of the campus only shall be available to non-UAH persons and organizations under the conditions stated in that subsection and upon satisfaction of any of the following requirements applicable to that forum.
 - a. Traditional public forum area. Use of a traditional public forum area shall not require written notice to or approval by the University, though notice, given to the Associate Director, University Conferences and Events on a notice form provided by that office, when the use will involve more than several persons is encouraged
 - b. Designated public forum area. Use of a designated public forum area (the West Lawn or and Greenway Rectangle) shall require submission and approval of an application form, using the procedures set forth in subsection III.B.2 above. An approved use shall be limited to a maximum of all or part of four (4) days in any one (1) calendar one (1) month.

2. *Other campus areas.* Non-UAH persons and organizations may use a University facility for a meeting or other purpose permitted by this policy pursuant to the provisions of sections IX.A. and C. below, but they shall not be entitled to use other areas of University property for general speech and assembly activities.

IV. Use of University Facilities/Property - Political Activities.

A. By University Organizations.

1. *"No charge" use.* A University organization may be granted the use of a UAH facility or property without charge to sponsor a speech, debate, forum, or similar activity involving a single public official or candidate for public office (or a representative of such official or candidate) or involving two or more candidates or viewpoints concerning an issue of public concern.

2. *Admission.* Admission to any political event sponsored by a University organization using University facilities or property free-of-charge in accordance with these regulations must be on a non-partisan basis and must be without charge to the persons attending the event.

B. By Non-University Persons or Organizations. Any non-University political group or organization and any candidate may use University facilities for a political rally or campaign purpose on a contractual basis, under which usage fees will be charged in accordance with established University rates. Such use will be subject to the same rules and regulations as are applicable to use of University facilities by non-University organizations as set out in section IX. below.

C. Fund Raising. Fund raising or solicitation of contributions by or for a public official, a candidate for public office, or an official's or candidate's representative will not be allowed at any appearance on campus by such individual(s).

D. No Endorsement or Unlawful Activity. The University reserves the right to disallow any political activity that may reasonably imply University endorsement of a political party or candidate, including the use of University symbols and landmarks and including access to University classrooms, laboratories, office areas, etc., or that may constitute a violation of local, state, or federal law.

V. Use of University Facilities/Property - Commercial Activities.

A. By University Persons or Organizations.

1. *University persons.* The conducting of any regularly carried-on business for personal profit on University property is prohibited. No University employee or student may use University facilities or property in the conduct of a commercial, for-profit enterprise. Within the foregoing limitations, however, a sale consummated on campus between persons who are UAH employees or students is permissible, provided there is no general solicitation of members of the campus community.

2. *University organizations.* Subject to the restrictions stated below in section V.B.2. with respect to commercial solicitation by non-University persons/organizations and other applicable University regulations, University organizations may engage in certain, limited commercial activities on University property. Commercial activities (transactions and solicitation) may not be conducted in any UAH student residence facility.

B. By Non-University Persons or Organizations.

1. *Commercial transactions.* Commercial transactions on University property by non-University persons or organizations are generally prohibited.

2. *Commercial solicitation.* Commercial solicitation on University property by non-University persons or organizations may be permitted as long as such activities are carried out in compliance with the following policies:

a. *Postings.* Posting of commercial advertising or other solicitation materials on designated general use University bulletin boards is permitted, subject to University policies applicable to use of bulletin boards and posters/notices set out in section VIII. below.

b. *Other means.* Commercial solicitation by means other than use of bulletin boards or posters/notices, such as, for example, by setting up a table or booth for product displays, distribution of product literature, etc., is permitted only if the person or organization applies for and receives written permission from the building coordinator of the facility in which the solicitation is to take place. Permission will be granted, provided: (i) the person or organization is sponsored by a UAH organization; (ii) the proposed solicitation activity and the product or service is compatible with the educational mission of the University and is not prohibited by law or other contractual limitations; and (iii) the

person or organization agrees to comply with the time, place, and manner regulations set out below.

c. Time, place, and manner regulation. Commercial solicitation by a non-University person or organization is subject to the following time, place, and manner regulations:

i. Commercial solicitation activities are limited to a specified period of time, generally no more than one week, as approved by the building coordinator; and are further limited to normal operating hours for the approved campus location during the approved period.

ii. Ordinarily, commercial solicitation is limited to the lobby/foyer area of the Conference Training Center and/or Charger Union, except that, upon request from the vendor supported by good reason, permission may be granted to carry out the activity at another campus location by the building coordinator for that location.

iii. Commercial solicitation activities may not unreasonably prevent, disturb, or interfere with academic, administrative, research, service and outreach, or student activities of the University or with any other approved program or event; may not interfere with or obstruct pedestrian traffic; may not include false, misleading, or deceptive statements or representations or obscene or libelous communications; and may not involve conduct that would constitute disorderly conduct, harassment or harassing communications, or any other criminal act or violation of the law. With respect to the latter limitation, other individual's right of privacy must be respected, and intrusive or harassing conduct, such as accosting individuals, shouting at them, ignoring their expressed desire not be subjected to personal requests to engage in conversation or receive literature, must be respected.

iv. The vendor must agree to place the location where the commercial solicitation is conducted in the same condition as it was in at the beginning of the activity.

3. Commercial activities under University contract. The University frequently enters into contracts with non-University entities regarding campus activities by the latter. In such an instance, the following rules apply:

a. Express contract authorization. Display, solicitation, and sale of products or services by non-University persons or organizations may take place on campus if expressly authorized by a contract entered into by such person/organization and the University. Such contracts may include, for example, a license agreement with a vending machine company for the vending of food products in University buildings, a management contract authorizing a company to operate and sell products in the University bookstore, an agreement with a speaker or entertainer authorizing the sale of the speaker's publications or the entertainer's prerecorded audio and/or video products, etc.

b. Lease of facility. Pursuant to section IX. of this policy, non-University persons or organizations may from time to time seek to contract for the use of a University facility . Such leases or contracts will not be approved where a primary or substantial purpose thereof involves the solicitation, display, or sale of commercial products.

c. Vendor contacts. All contacts by vendors with the University should be referred to UAH Business Services. In the event that some direct communication between a UAH department or division and a vendor may be necessary or appropriate, such communication should be coordinated through Business Services.

VI. Use of University Facilities/Property - Charitable Support Activities.

A. By and/or For University Persons or Organizations.

1. *University persons.* From time to time, UAH employees and/or students may solicit contributions for members of the campus community or other individuals who have suffered losses due to illness, accident, or personal disaster, or for other charitable purposes. Such solicitation must, however, be carried out in a manner that does not disrupt normal academic, administrative, research, service and outreach, or student activities of the University or with any other approved program or event.

2. *University organizations.* A University organization may conduct fund-raising activities and/or solicit contributions for that organization at UAH facilities reserved under section IX. of this policy and at a table or booth in the lobby/foyer of a UAH building upon receiving permission from the building coordinator.

B. By and/or For Non-University Charitable Organizations. Charitable organizations may be desirous of using University facilities and/or soliciting from

members of the campus community as a means of generating financial support. The overriding importance of the University's mission requires, however, that some reasonable limitations be placed on the demands such activities may impose on University resources and on members of the University community.

1. *Charitable support activities carried out by the University.* The United Way carries out an annual fund-raising campaign on behalf of a number of charitable organizations that provide important services to various segments of the community. In recognition of the value of these organizations and the benefit of United Way's consolidated fund-raising campaign, the University participates each year in soliciting its employees to contribute to the United Way.

2. *Charitable support activities carried out by University organizations.* A University organization may use UAH facilities or property for the purpose of raising funds for a non-University organization. The provisions of this policy relating to the distribution of materials (section VII.), posting of materials (section VIII.), and reserving and general use of facilities (section IX.) must, however, be observed.

3. *Charitable support activities carried out by non-University organizations.* UAH facilities are available to a non-University, charitable organization if the primary purpose of the use is to inform and educate others about the organization, to promote it generally, and/or to distribute literature relating to the organization, including membership or contribution forms, but not to conduct a fund-raising activity or to collect contributions for the organization. For such permitted purposes, the organization may contract to use University facilities pursuant to subsection IX.C. below (requiring payment of a usage fee). If the organization is a *bona fide* charity, organized as a non-profit organization under state law and recognized as a tax exempt organization to which contributions are tax exempt under the Internal Revenue Code, the organization may also seek permission to use a table or booth in the lobby of a University building from the building coordinator (not requiring payment of a usage fee).

4. *Time, place, and manner regulations.* Non-University charitable organizations must comply with the following regulations with respect to support activities at UAH:

a. **Time.** Such activities in a contracted location are limited to the period of time designated. Activities carried out in a building lobby are limited to normal operating hours for the building.

b. **Location.** Such activities are limited to the location designated, that is, the contracted space or the building lobby/foyer.

c. Manner. Such activities must not unreasonably interfere with or disrupt academic, administrative, research, service and outreach, or student activities of the University or with any other approved program or event ; must not interfere with or obstruct pedestrian traffic; must not include false, misleading, or deceptive statements or representations or obscene or libelous communications; and may not involve conduct that would constitute disorderly conduct, harassment or harassing communications, or any other criminal act or violation of the law. With respect to the latter limitation, other individuals' right of privacy must be respected, and intrusive or harassing conduct, such as accosting individuals, shouting at them, ignoring their expressed desire not be subjected to personal requests to engage in conversation or receive literature, must be respected

5. Reservation of rights. The University retains the exclusive right to review, limit, and/or prohibit on a case-by-case basis all charitable support activities where such activities may, in the opinion of the University, be incompatible with the mission of the institution.

VII. Distribution of Materials on University Property.

A. By University Persons or Organizations.

1. *Right to distribute.* A University person or organization may publicly distribute, outdoors (on University property) and in the building areas identified below, petitions, handbills, flyers, or pieces of literature, subject to the limitations set out below. Distribution of written materials in such building areas on a limited basis to person(s) known to the distributor is not within the stipulations of this policy.

2. *Location.* Distribution by a University person is generally limited to the entrances to Spragins Hall and the Fitness Center and to the northerly entrance to and main lobby/foyer area of the Conference Training Center, and main foyer in the Charger Union. Distribution by a University organization may occur, in addition to the foregoing locations, in the lobby areas of University academic and administrative buildings, residence halls, and the Library.

3. *Notice and approval.* An application to distribute inside a University building must be submitted to the building coordinator, using a form provided by the coordinator. Such application is to be approved unless one or more pertinent limitations set forth in subsection VII.A.4. apply.

4. *Limitations.* Campus distribution of written materials by University persons or organizations is subject to the following conditions:

- a. **Disciplinary restriction.** The applicant, if a student or a University student organization, must not be under a disciplinary penalty withdrawing or restricting privileges made available to students or to a student organization, such as use of a facility.
- b. **Site availability.** The proposed location must not be unavailable at the time requested because of uses or events previously planned for that location.
- c. **Reasonable time and place.** The proposed date, time, and/or place must not be unreasonable given the nature of the proposed distribution activity and the impact it would have on University resources.
- d. **Unlawful communications.** The materials must not be obscene, must not be libelous, must not be directed to and likely to have the effect of inciting or producing imminent lawless action, and must not contain non-permissible solicitations.
- e. **Interference with regular campus activities.** The distribution must be conducted in a way that does not interfere with the free and unimpeded flow of pedestrian and vehicular traffic or prevent, obstruct, or unreasonably interfere with normal academic, administrative, research, service and outreach, or student activities of the University or any other approved program or event.
- f. **Harassing conduct.** Other individual's right of privacy must be respected and intrusive or harassing conduct, such as accosting individuals, shouting at them, ignoring their expressed desire not to be subjected to personal requests regarding receipt of the material, and similar behavior, must be avoided.
- g. **Litter clean-up.** Any litter comprised of the material being distributed must be cleaned up before leaving. A distributor of material who fails to clean up will be liable for the reasonable costs of cleanup accomplished by the University.
- h. **Placement on vehicles.** The distribution of flyers, advertising material, and other written information by placing such material on or in parked vehicles on University property is not permitted.

B. By Non-University Persons or Organizations.

1. *Governmental Entities/Organizations.* A local, state, or federal entity or organization shall have the same right to distribute materials as is provided above for a University organization.

2. *Other Non-University Persons or Organizations.* Other non-University persons or organizations may distribute materials on University property only as set out in or consistent with provisions in this policy relating to political activities (subsection IV.B.), commercial activities (subsection V.B.), and charitable support activities (subsection VI.B.3.), except that non-commercial materials may be distributed in the West Lawn and the Greenway Rectangle Area with prior University approval obtained by means of an application submitted pursuant to the procedures set forth in subsection III.B.2.

VIII. Posting of Materials on University Property.

A. Bulletin Boards. The use of bulletin boards in University facilities is subject to the following conditions:

1. *Special bulletin boards.* Restricted bulletin boards (those that are locked, those associated with a particular UAH office, etc.) and University Event/Calendar Boards are provided solely for the purpose of providing a means for the University to communicate official information to the campus community. They are available for use only by UAH personnel and offices designated by responsible University officials.

2. *General use bulletin boards.* General use bulletin boards, so designated, are the primary means of displaying printed material on campus. They are available for use by University and non-University persons and organizations for posting material pertinent to the University community, subject to policies and rules set forth in this section.

a. *Size, contact person, and removal date.* Materials should generally be limited to a maximum size of 11" x 17" (or such smaller sizes as may be prescribed by the building coordinator). The individual or organization posting the materials is encouraged to include the name of a contact person and to indicate an expiration or removal date on the face of the posted material. Posted matter is to be removed within a reasonable period of time after the purpose thereof has been served.

- b. Obstruction of other materials. A poster or notice must not be placed over other displayed printed material.
- c. Topics. Posted printed materials may relate to political, commercial, or other issues and subjects.
- d. Building coordinator monitoring. The building coordinator is responsible for monitoring use of bulletin boards in the building and may take down and discard matter that has not been removed in a timely way or that is impermissible under this policy.

B. Signs. The display of signs on University property is restricted to the following places and circumstances:

1. *Locations - facilities*. Signs must not be attached to or placed or posted on any University facility, including interior or exterior walls, doors, windows, etc., or any fence, monument, statue, sculpture, lamp post, or similar campus property, except that the University may, when deemed appropriate, place a sign in such location(s) regarding official UAH-matters and programs.
2. *Location - grounds*. University student organizations may, upon receiving the approval of the Dean of Students or designee, place free-standing signs on UAH property. Candidates for student government positions may solicit support using free-standing signs pursuant to established UAH regulations governing student campaign activities. The University and its administrative or academic units may place signs on University property regarding official UAH matters and programs; coordination with the UAH Office of Marketing and Communications is encouraged regarding such signs. Where lawful, the University may place signs on University property in support of referenda or ballot initiatives deemed by the University to promote a public purpose. An approved sign is not to be placed over or attached to another approved sign. The display of signs on UAH property by parties other than those mentioned above is prohibited.
3. *Removal*. An approved sign must be removed by the University person or organization posting it within a reasonable period of time after its purpose has been served. If this is not done, the University reserves the right to remove and discard the sign. The University may also immediately move and/or remove any sign that may impede or create a hazard for pedestrian or vehicular traffic.

C. Unauthorized Removal. Printed material posted on a bulletin board and signs placed on University grounds by an organization or person under this policy

may not be removed without permission from that organization or person, except by UAH officials acting in accordance with this policy.

D. Particular Building Rules. The Director of the Charger Union and the Director of Housing have issued specific rules for the Charger Union and campus housing, respectively. The building coordinator for other UAH-buildings may also establish such rules for posting of materials in the building as to which the coordinator has responsibility.

E. Impermissible Materials. Materials displayed by means of University bulletin boards and signs must not be obscene or libelous, or include false, misleading, or deceptive statements or representations, or have the effect of inciting or producing imminent lawless action.

IX. Use of University Facilities/Property - Meetings and Similar Activities

A. General Principles.

1. *Alcoholic beverages.* No alcoholic beverages may be served, sold, or consumed on the University campus without the prior written permission of the President of the University, except in the operation of the Tom Bevill Center and except by students twenty-one (21) years or older in the residence halls and fraternity/sorority houses, as permitted by University Housing regulations.

2. *General University regulations.* All persons and organizations must at all times while using University facilities and property abide by general University regulations as to conduct applicable to members of the University community.

3. *Reasons for denial of use.* The University may refuse the use of its facilities and property to persons or organizations that otherwise would be eligible, where the proposed activity would require an unreasonable amount of University supervision or service; where there is a legitimate issue concerning the safety of the participants, other University persons, or University property; or where the use would violate University policy or local, state, or federal law.

B. By University Persons or Organizations.

1. *Reserving for use.* University persons or organizations may apply to reserve a University facility or property for purposes permitted by this policy, and under the terms set out below, by contacting the Director of the Charger Union or the Associate Director, University Conference and Events, as appropriate. These officials are to inform the building coordinator of a reserved use in the coordinator's building.

2. *Fee policy.* The imposition of usage or other fees is determined by the circumstances and requirements of the use.

a. Use in furtherance of University purpose - no fee. University organizations may use University facilities or property for meetings or to sponsor debates, seminars, presentations, entertainment, and similar events without being charged a usage fee as long as such use is properly scheduled and promotes a purpose consistent with the University's mission.

b. Personal use - contract and fees. University persons may use University facilities or property for personal purposes, if space is available, on a contractual basis under which usage fees will be charged in accordance with established University rates.

c. Special requests - fees. Special requirements and equipment for these uses by University organizations may result in the charging of fees.

C. By Non-University Persons or Organizations.

1. *Contracting for use.* Non-University persons or organizations, such as nonprofit, civic, governmental, business groups, and professional groups already organized and functioning, will be permitted to use University facilities for meetings or other organization related activities, if space is available, on a contractual basis under which usage fees will be charged in accordance with established University rates. Except for uses of the Tom Bevell Center, which is to be arranged by the building coordinator for that facility, all non-University persons or organizations desiring to contract for the use of University facilities must contact the Director of the Charger Union (for that facility) or the Assistant Director for University Conference and Events (for all other facilities and property). The building coordinator should be notified of a reserved use in the coordinator's building by the appropriate official above.

2. *Instruction or training activities.* Non-University persons or organizations that request facilities for a period in excess of one day in length for the teaching of organized classes or for training purposes,

seminars, or workshops will be referred to the Division of Professional and Continuing Studies, which has the option of co-sponsoring such activity with the non-University organization. The terms of such co-sponsorship, including any service charge or other fees, are determined by the policies of this Division.

3. *Limitations.* The following restrictions apply to use by non-University entities:

a. Use for purpose of organizing. Groups ineligible to be chartered by the University may not use University facilities and property for the purpose of organizing.

b. Protest activity. Non-University persons or organizations may not use University facilities and property for the purpose of demonstrations or picketing.

X. Use of University Facilities/Property – Administrative Responsibility

A. General Responsibility. The primary responsibility for the administration of this policy rests with the Senior Vice President for Finance and Administration.

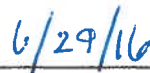
B. Specific Responsibilities. Any reference to building coordinators or other University officials as the responsible persons for implementing or enforcing this policy is deemed a delegation of authority from the Senior Vice President for Finance and Administration, or designee, to that person. The Senior Vice President for Finance and Administration, or designee, may make such further and additional delegations of authority relating to this policy as he or she may determine to be necessary in the circumstances.

Review The Auxiliary Services Office is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel



Date

Ray Z Penna 7-5-16
Senior Vice President for Administration and Finance Date

Kristi Helter 7-5-16
Vice President for Student Affairs Date

APPROVED:

Robert A. Altshuler 7/5/16
President Date

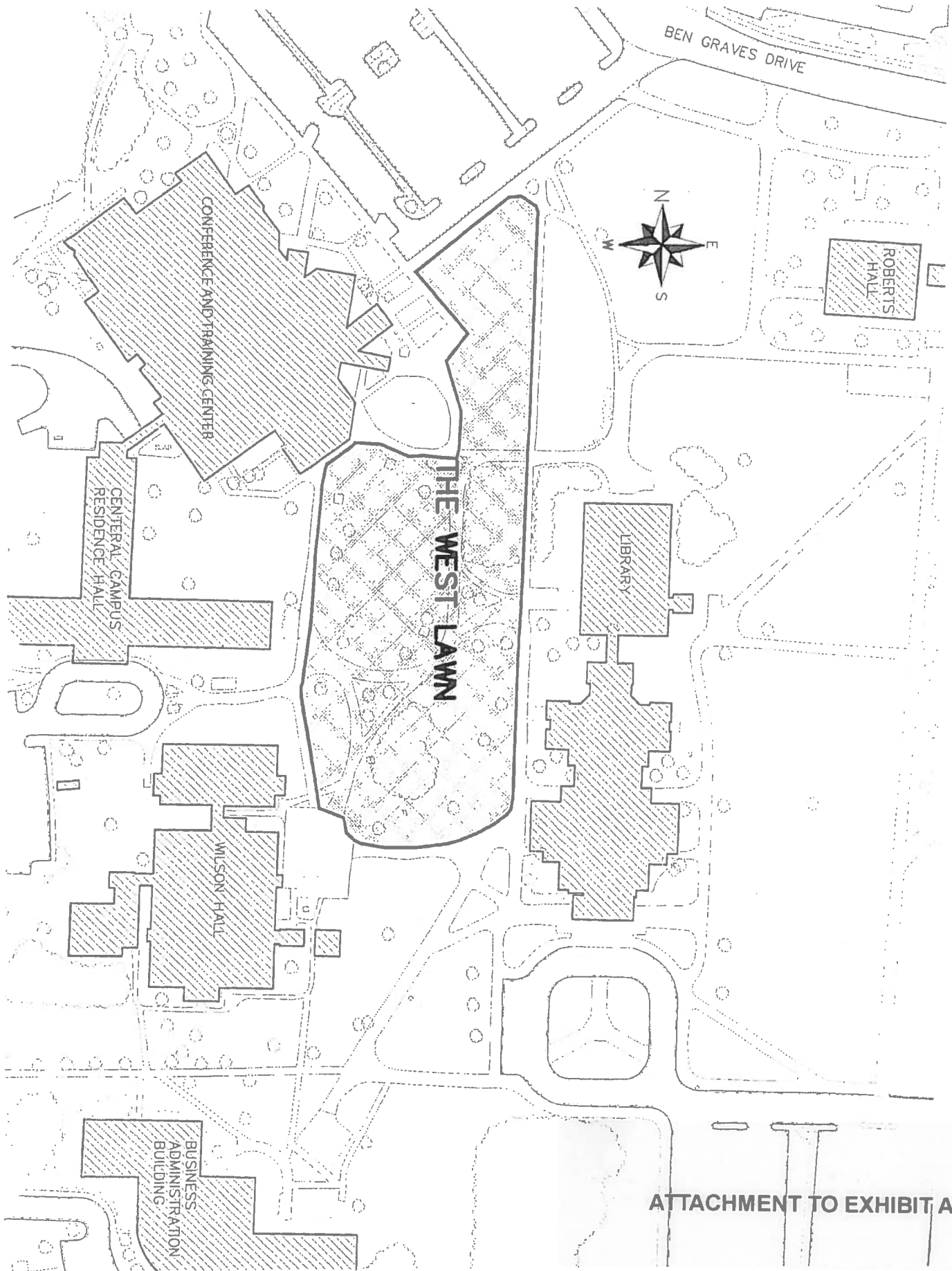
EXHIBIT A

The West Lawn area, as used in the Facilities Use policy, is that area bounded by and located inside of a series of sidewalks described as follows:

- On the north and at the point of beginning, the blacktopped sidewalk running from the southernmost point of the Conference Training Center parking lot in an easterly direction along the south side of the Conference Training Center parking lot to the connecting blacktopped sidewalk at a point generally mid-way to Ben Graves Drive
- On the east and from that point, that connecting, blacktopped sidewalk running in a southerly direction to the connecting blacktopped sidewalk at a point on the west side of the Salmon Library
- On the south and from that point, that connecting blacktopped sidewalk running in a westerly direction to the connecting blacktopped sidewalk at a point on the east side of Wilson Hall
- And on the west and from that point, first, that connecting blacktopped sidewalk running in a northerly direction on the east side of Wilson Hall and the Central Campus Residence Hall to the connecting blacktopped sidewalk at a southeasterly point of the Conference Training Center; then, that connecting blacktopped sidewalk running in an easterly direction to a connecting blacktopped sidewalk; then, that connecting blacktopped sidewalk running in a northerly direction to a cement sidewalk and bicycle parking area on the east side of the main entrance to the Conference Training Center, and finally, a cement sidewalk running in an northwesterly direction from that bicycle parking area to the point of beginning.

The sidewalks described above are *not* within the West Lawn area.

An overhead diagram of the West Lawn area is attached to and made a part of this Exhibit A.

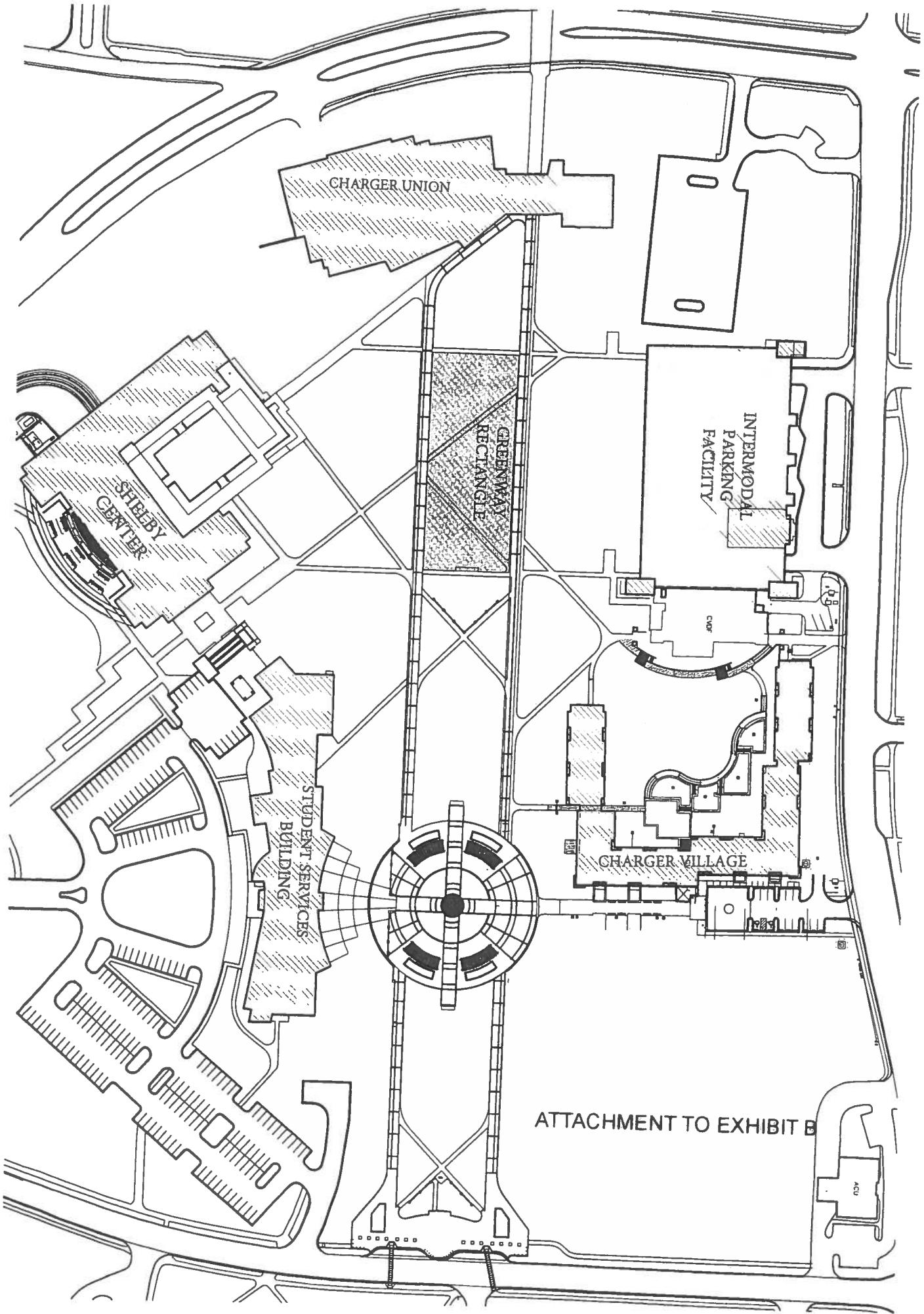


ATTACHMENT TO EXHIBIT A

EXHIBIT B

The Greenway Rectangle Area, as used in the Facilities Use policy, is a rectangular part of the center the Greenway located to the south of the Charger Union and defined and bounded by and located inside of a series of walkways. Except for two walkways running diagonally within this area, the wider walkways constitute the outer limits of the Greenway Rectangle Area are *not* a part of this area.

An overhead diagram of the Greenway Rectangle area is attached to and made a part of this Exhibit B.



ATTACHMENT TO EXHIBIT B