

The University of Oklahoma Norman Campus
FACILITY USE AND SOLICITATION POLICY
for Registered Student Organizations and Individual OU Students

I. POLICY OVERVIEW

The University of Oklahoma (University) strives to provide for the free exchange of ideas and opinions. To that end, registered student organizations (RSOs) and individual students may use defined University facilities for their activities in accordance with the policies adopted by the University Vice President for Student Affairs and Dean of Students, administered by Student Life and defined herein. The goals of the policies governing the use of University facilities by RSOs and students shall be to facilitate the orderly conduct of the educational process and to facilitate the regular, efficient, and consistent use of University facilities.

The University is a large campus with many public, private and limited access/use locations, including public sidewalks, public lawns, specially landscaped lawns, traditional areas of free speech, administrative buildings, classroom facilities, athletic facilities, commercial facilities, privately leased facilities, facilities leased by the federal government, museums, music halls, and theaters. Not all locations are available for use by RSOs/students at all times.

Nothing herein creates any contractual, constitutional or other legal rights on behalf of the students, RSOs or others regarding the use of University property/facilities. No public forum is intended to be created by any policy contained herein. The University reserves the right to amend, modify, or delete any of the policies contained herein at any time and in its sole discretion.

II. REQUESTING CLASSROOM FACILITIES BY REGISTERED STUDENT ORGANIZATIONS

A. Because the mission of the University of Oklahoma is to teach and promote academic excellence, the educational purpose of the University must be maintained at all times. To avoid conflict with the teaching goals of the University, the following policies must be followed when using classrooms:

1. Buildings on the academic campus are primarily for academic purposes (i.e. scheduled classes, departmental programs) and such use takes priority over any other type of use.
2. Programs sponsored by branches of the University of Oklahoma Student Association (UOSA), which include the UOSA Executive Branch, Undergraduate Student Congress, Graduate Student Senate and Campus Activities Council, have first priority followed by programs sponsored by RSOs.
3. Classroom space is not available for use by RSOs and individual students during the first three weeks of each academic semester in order to accommodate necessary academic class adjustments.
4. Classroom space with a capacity of 100 or more is at a premium at the University. The multi-functional uses of these spaces – classes, films, speakers, etc. – result in a high demand for reservations by University departments and RSOs. To ensure equitable accessibility, RSOs may reserve these classrooms one time only during any given week.
5. To avoid reservation conflicts between RSOs and official University programs, reservation requests by RSOs will be considered tentative until 5 days before the date requested. It is the responsibility of the RSO to confirm the reservation, and reservations are on a first-come, first-served basis.
6. Conferences, statewide or regional meetings, or similar events will normally be scheduled in University facilities designed for that purpose. However, these events may be scheduled by RSOs in academic buildings if the *Rules Governing Facility Use* (IX of this Policy) are met.
7. RSOs may not use classrooms after 11 p.m. for security reasons.

- B. Requests by RSOs for the use of University classroom facilities must be submitted to Student Life for scheduling. To reserve University classroom facilities, RSOs must complete a *Classroom Use Request* form and submit it to Student Life a minimum of five (5) working days in advance of the date requested. The form must be complete, including all required signatures. The requesting organization must be in good standing with the University and fully comply with policies governing use of University facilities. RSOs failing to abide by this policy may have classroom use privileges suspended. Student Life processes these requests; however, all approval for the use of classroom space is granted by Classroom Scheduling.
- C. Scheduling of University facilities will be made for only the current semester or session. Each request must be submitted and processed separately.
- D. Facilities generally may be scheduled for a period of up to four (4) hours. The director of Student Life may grant exceptions provided justification for the extension is submitted along with the request, identifying why additional time is needed for the event. Assuming there are no conflicts regarding the use of the requested facility, and assuming no actual disruption of the educational mission of the University or its daily operations is likely to occur because of the extension, most extensions will be granted. Requests for use of facilities for periods longer than four hours may require that the RSO provide additional security as defined in Section VII, and additional facility use fees or other criteria as determined by the University Vice President for Student Affairs and Dean of Students in light of the needs of the event, the costs associated with the requested facility and the likelihood of actual disruption caused by the event.
- E. A reasonable fee may be charged for the use of University facilities and a standard fee schedule may be requested of any venue that charges a fee for facility use. Reasonable fees are charged depending on the timing of the event, the nature of the event, the nature of the facility, the length of the event, costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility.
- F. Arrangements and payment for electricity, trash receptacles, and/or any equipment such as platforms, chairs, microphones, etc., must be made directly with OU Facilities Management or OU Information Technology. RSOs using UOSA funds must obtain a purchase order before charging anything to a UOSA account.

III. REQUESTING FACILITIES ON ATHLETIC EVENT DAYS OR MAJOR CAMPUS EVENT DAYS

- A. OU hosts numerous athletic and other major campus events. These events attract large crowds. Use of facilities and outdoor property may be limited or restricted on the days of these events depending on the anticipated number of people in attendance, the location of the facility and the location of the athletic or other major campus event.
- B. Student Life coordinates all requests for events on athletic event days with the Athletic Department and/or with the Union Business Office.
- C. The following locations are considered available for use on a first-come first-served basis without the need for reservations; however providing notice enables the University to assist you in reserving your requested location (unless structures, displays, vehicles, tables, equipment or OU assistance is requested, at which time at least 24 hour notice must be provided to the University):
 1. A portion of the Lloyd Noble parking lot, except during an event held at Lloyd Noble, at which time a portion of the Gymnastic's Center parking lot may be utilized; or
 2. A portion of the University Duck Pond; or
 3. A portion of the property in front of the Bizzell Statue; or
 4. A portion of the Dale Hall parking lot.

These areas may be reserved (or where notice is provided) through Student Life. Any other area of the University must be reserved through Student Life in conjunction with the Athletic Department at least 3 days in advance, or in accordance with separate policies governing the

Oklahoma Memorial Union (for more information contact the Union Business Office at 405-325-2121) and may involve reasonable facility use fees.

- D. To ensure the safety of attendees and to ensure there is no impediment of ingress and egress to the facility, no picketing, leafleting, handbilling, peddling or other displays shall be permitted within 300-feet of the facility hosting the event on the day of such an event. Provided, however, such activities by students and student organizations are permitted on all remaining public areas and public sidewalks, as defined in Article IV (A) below. RSOs and students must ensure these activities do not disturb the educational mission of the University or its daily operations and must not impede individuals' ability for ingress and egress.

IV. REQUESTING OUTDOOR LOCATIONS

A. Public Areas for RSOs/Students

There are several areas located on the University campus that are open to students and RSOs for free speech, protests, leafleting, etc. and require no reservation or notice (unless such use also includes the placement of tables, booths, structures, large displays, vehicles, sound, audio or PA systems, or when assistance is needed from the University, in which case reservations as noted in Paragraph B below are required). Although not required, Student Affairs requests that RSOs/individuals and students notify the University of the use of such locations simultaneously with said use to ensure the space can accommodate such request, to ensure that no disturbance of the University's educational mission occurs, and to ensure it is not in conflict with other prior requests for the area and so that the University can assist you in reserving the requested location. Notifications may be made by calling Student Life: 405-325-4415 or by email addressed to: rso@ou.edu

The public areas for use by RSOs/Students include all public sidewalks, and the following areas:

Areas Governed by Student Life (405-325-4415)

- Concrete South of Bizzell Statue
- East side of Dale Hall
- West side of Gaylord Hall
- Lloyd Noble Parking Lot-Southeast Quadrant
- Duck Pond
- South Oval (West side grassy area and East side grassy area)
- Unity Garden
- East side Dale Hall, Copeland Hall, Kaufman Hall, Gittinger Hall or Nielson Hall
- West side of Gaylord Hall, Gould Hall, George Lynn Cross Hall or Richards Hall
- East side of Physical Science Center
- West lawn of Felgar Hall
- Gould Hall courtyard
- Library Mall walkway north of Nielson Hall
- Dale Hall breezeway
- Non-landscaped areas of the North Oval
- The grassy area immediately north of Evans Hall

All of these areas may be used on a first-come first-served basis. RSOs/Students cannot reserve these locations through place holders except by providing the University with advance notice. The decision regarding who is utilizing the space first will depend on the actual use of the space. For example, use may be determined by the timing of the actual commencement of a protest rather than a person standing in a location waiting for members of the protest group to arrive.

Provided, however, where 24 hours advance notice has been given and approved for items noted in Subsection IV B below, such use shall be given priority where feasible.

Where any use is in conjunction with fund-raising or solicitation, additional facility use fees and regulations are applicable as provided by the Office of Student Affairs http://www.ou.edu/content/studentlife/get_involved/student_organizations/forms.html. Likewise, to the extent any temporary signage or banners are to be placed on said facilities, the students/RSOs must follow the Temporary Signage and Banner policy located at http://www.ou.edu/content/studentlife/get_involved/student_organizations/policies.

B. 24-hour Notice Requirement for the Use of the Above Locations:

Should an RSO/student desire to utilize any structure, large display, vehicle, table, equipment, booth, sound or audio systems, or instances where there is need of University assistance, it/he/she must notify Student Affairs 24 hours in advance of such use to ensure the space can accommodate such request, to ensure that no disturbance of the University's educational mission occurs, and to ensure it is not in conflict with other prior requests for the area. If the requesting person/group does not commence utilizing the space within 30 minutes of its requested time, the person/group will have forfeited its reservation.

C. Additional Outdoor Spaces Available for Reservation

The following locations are primarily designed for University athletic events, or reserved events, but may be available for reservation and/or rental by RSOs and students. These areas are reserved on a first-come first-served basis at least 3 days in advance of the event through:

Areas Governed by Housing and Food Services (405-325-2511):

Walker-Adams Mall

Areas Governed by Fitness and Recreation (405-325-3053):

Niemann Field

Intramural Fields (Stinson Fields and Timberdell Fields)

South Campus Soccer Fields

Areas Governed by the Union (405-325-2121)

East and west lawns of the Union

Union Courtyard

Union Parking Garage

Union Building

D. General Rules

1. When requests by RSOs/students for the use of outdoor University facilities must be submitted as noted above, they are submitted to Student Life for scheduling. To reserve those outdoor University facilities requiring a reservation, RSOs/students must complete a *Facility Use Request* and submit it to Student Life a minimum of three (3) working days in advance of the date requested.
2. Requesting RSOs/students must be in good standing with the University and fully comply with policies governing use of University facilities. RSOs/students failing to abide by this policy may have outdoor use privileges suspended.
3. Generally, RSOs and individual students may request to reserve only one outdoor location on any day. The director of Student Life may grant exceptions provided justification for the

- extension is submitted along with the request. Such decision shall be guided by the need for the outdoor areas by other RSOs, students and others, the availability of other locations, the costs associated with providing other locations, and the actual need, as opposed to speculative need, identified by the RSO or student (e.g. RSO or student attempting to reserve space not necessary to further their use but merely to prevent others from utilizing the facility).
4. Due to limited space and in an effort to provide access to as many groups as possible, RSOs/students other than Administrative Organizations may utilize and/or reserve (where required) South Oval locations for no more than two consecutive days or any two days within a seven-day period.

V. REQUESTING FACILITIES FOR RUNS, BIATHLONS, TRIATHLONS, BICYCLE AND WHEELCHAIR RACES

Events of this nature require extensive coordination throughout campus and may also involve the City of Norman and potentially the federal government, depending on the location. RSOs considering such an event should request a copy of *Guidelines for Reserving Facilities for Runs, Biathlons, Triathlons, Bicycle and/or Wheelchair Races* from Student Life.

VI. REQUESTING OTHER FACILITIES

There are other facilities available throughout campus for RSO use and/or rental. These include, but are not limited to the Oklahoma Memorial Union, Housing and Food Services, Recreational Services, Henderson-Tolson Cultural Center, Jim Thorpe Multicultural Center, Sam Noble Oklahoma Museum of Natural History, the Fred Jones Jr. Museum of Art and the Athletic Department. RSOs are encouraged to plan well in advance when considering reservations for any of these popular facilities. Each facility may have additional facility use policies that are applicable to any event scheduled there. Please contact Student Life (405-325-4415) to coordinate scheduling of these facilities.

VII. SECURITY

The University wants to provide a safe and secure environment for its community. The University realizes that there are individuals who criminally prey on those attending special events, become involved in affrays, and otherwise disturb events, causing injury or the defacement of property. During all special events, the following minimum standards will apply:

- A. If an event is held without alcohol being present, an average of one police officer for every 1,000 attendees will be used.
- B. If an event is held where alcohol is present, an average of one police officer for every 500 attendees will be used.
- C. The minimum security requirements of this policy do not preclude security requirements of any other University policies.
- D. The University of Oklahoma Chief of Police, or his or her designee, shall have the final decision-making capability and will decide how many police officers will be present, if any, and how many security personnel will be present, if any, after being properly advised as to the facts surrounding the event and the likelihood of potential disruptions or security threats, based on the history of the event in other areas, room size, value of the property, number of entry and exit points, daytime/nighttime use, estimated crowd size, and the nature of the area hosting the event.
- E. Student Life, in conjunction with the University of Oklahoma Chief of Police, or his or her designee, shall review security requirements for all events scheduled outdoors or in classroom facilities. When the director of Student Life determines that additional security beyond that normally provided is necessary, the director of Student Life shall so inform the RSO/student. The RSO/student shall be responsible for the cost of additional security.
- F. All other facilities (see VI.) will determine security requirements based on the facility and the nature of the event, facts surrounding the event and the likelihood of potential disruptions or security threats, based on the history of the event in other areas, room size, value of the property, number of entry and exit points, daytime/nighttime use, estimated crowd size, and the nature of

the area hosting the event, the number of anticipated attendees and any historic facts regarding similar events and the need for additional security.

- G. Additional security shall consist of OUPD or University-approved security agency personnel approved by the office reserving the facility space.

VIII. FACILITY DEPOSIT CHARGES AND DAMAGE RECOVERY

A. *Classroom Facility Reservations*

In order to insure continued use of University facilities by RSOs and individual students, it is important that the facility be left clean and as found prior to use. Therefore, RSOs and individual students must present a refundable deposit in the form of an expense transfer, Bursar Charge Acknowledgement or check prior to confirmation of the reservation of the facility.

B. *Other Facilities*

Each facility may have additional deposit requirements, cancellation policies and damage policies specific to the facility. RSOs and individual students are advised to be fully knowledgeable of those policies at the time of reservation.

C. *Damages*

RSOs/students shall be responsible for any cost to clean or repair damage. Damages will be deducted from the deposit and any damages not covered by the deposit will be charged to the individual student or the RSO or its individual officers. Payment will be required before any other University facilities may be used by the individual student or the RSO or its individual officers.

IX. RULES GOVERNING FACILITY USE

- A. Use of University facilities may not disturb or disrupt the continuity of the educational process and must be otherwise consistent with the educational mission of the University and should typically be scheduled between the hours of 7 a.m. and 10 p.m.
- B. Unless otherwise permitted (e.g. fundraising for student organizations, University-related vendor/licensing arrangements) University facilities or properties may not be used for personal profit or gain.
- C. Attendance must not exceed the capacity of the facility requested.
- D. The physical characteristics of the facility requested must be appropriate for the activities planned.
- E. The facility request must comply with all requirements of this policy and other applicable regulations and policies.
- F. Permission to host a concert or operate a sound truck or a public address system at any time on the University campus or adjacent streets must be secured from the director of Student Life in accordance with Section IV above.
 - 1. The use of loudspeakers near academic buildings and student campus residences is prohibited from 7:30 a.m. to 5 p.m., Monday through Friday and 8 a.m. to noon Saturday, except as authorized by the University Vice President for Student Affairs and Dean of Students or his or her designee.
 - 2. No bands or loud music are allowed in classrooms at any time.
 - 3. Noise levels must be kept to a minimum during any organization meeting, rehearsal, or performance taking place in academic facilities. RSOs are expected to remember that classes and other meetings may be taking place around them. If complaints are received, the RSO's privileges to use academic facilities may be suspended.
- G. Any RSO or individual RSO's officers or individual students misusing University facilities are subject to being charged under the Student Code. Complaints of misuse will be forwarded to the Student Conduct Office. Misuse includes, but is not limited to, use of reservable University facilities without submitting a *Facility Use Request* form or a *Classroom Use Request* form, failing to notify Student Affairs where required, failing to receive permission for such use, disrupting the educational process or damaging the facility.

- H. RSOs and RSO officers and advisers will be responsible for organization's activities and conduct during an event, and the prompt payment of expenses incurred. It is assumed that the RSO's officers and advisers will be in attendance. If not, the name(s) of their designated representative(s) who will be in attendance must be submitted in writing to Student Life no later than 24 hours prior to the event.
- I. Facilities should be left clean and as found prior to use, subject to inspection by University staff.
- J. There may be times when the high legal risk of damage to persons or property exists, the RSO and its individual officers and individual students reserving facilities may be asked to agree to indemnify, defend and hold the University, its officers, employees, agents, current and former Regents harmless from any and all claims arising out of the RSO's or the individual student's use of University facilities, including but not limited to any claims of personal injury, strict liability, products liability, environmental claims or negligence.
- K. Decorations must comply with the *University of Oklahoma Norman Campus Decorations Policy* (<http://www.ou.edu/risk/newforms/DecorationsPolicy1.pdf>) and shall not include items that cannot be easily removed after an event without damage.
- N. Events where children (especially those under the age of 12) may be in attendance are required to have adult supervision at all times.
 - I. Use of University facilities by an RSO or an individual student must comply with *The University of Oklahoma Norman Campus Risk Management Policy for Registered Student Organizations*.
 - L. Preparation and/or serving of food is not permitted in University buildings at any time except by approved food service providers (this may vary by facility). Alcoholic beverages are only permitted in University buildings or on University property if provided by a licensed service provider and in accordance with applicable local, state and federal laws and University policy and in accordance with the policies of the individual facility. RSOs purchasing food and beverages with a University account should allow University Catering and the University Club, Inc. the opportunity to bid on the service.
- M. *Facility Use for Political Activity by RSOs*
 The University of Oklahoma is committed to protecting free speech rights of its students, faculty and staff. Assuming responsibility for the use of University facilities includes protecting the rights of speakers to be heard, the rights of the University community to hear speakers, and the reputation of the University as a center for free speech and scholarly inquiry. However, such speech and advocacy may be exercised in the University facilities at such times and places and in such manner as to ensure orderly conduct, the least possible interference with University responsibilities as an educational institution, protection of the rights of individuals in the use of University facilities and reasonable protection of persons against practices that would make them involuntary audiences. Political campus organizations shall have access to selected University facilities on the same basis as all other campus organizations in keeping with the rights of all members of the campus community to express political views. All political organizations are to be assessed the usual costs for the use of these facilities. A policy of nonpartisanship and neutrality will govern the University at all times in its relationship with elected officials or persons campaigning for public office.
 - 1. Political RSOs may be provided facilities on the same terms as other (non-political) RSOs for campus-related (non-political) activities. If the public at-large is invited to an RSO political event, (as opposed to only the University community being invited), the RSO will be charged the standard facility rate charged to the public for such use. If only the University community is invited to the RSO political event, the RSO will receive any applicable discounts available to any other RSO for any standard facility fees. Standard fee schedules for RSOs as well as those fees charged to the general public may be requested of any venue.
 - 2. Except as provided herein, RSOs may not use University facilities to promote or to oppose the campaign of a candidate for public office.
 - 3. There may be no fundraising during the RSO political event.

X. PUBLICITY

- A. Advertising must not begin until reservation, if required, of the facility has been confirmed.
- B. All advertising, promotional or informational materials to be posted must be submitted to Student Life by completing the *Campus Flyer/Poster/Tree Banner Form* to ensure the materials do not improperly contain University trademarks, logos and tradenames or otherwise violate University policy. All advertising, promotional or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval by the director of Student Life.
- C. Requests to chalk campus sidewalks must be submitted to Student Life on the *Campus Chalking Form*. Sidewalk chalking must be in water-based yellow or white chalk only. Use of spray chalk, fixatives (hair spray or otherwise) and adhesives is prohibited.
 1. Branches of the UOSA which include the UOSA Executive Branch, Undergraduate Student Congress, Graduate Student Senate and Campus Activities Council may request to use colored chalk for one event annually. Chalking materials and locations must be approved by Student Life one week prior to the requested chalking dates.
 2. RSO's or individuals violating this policy will be required to immediately clean-up the chalking or charges may be assessed through OU Facilities Management for clean-up and may be subject to disciplinary action through the Student Code.
- D. All posters, flyers, and other printed materials to be placed on University bulletin boards or offered for free distribution must either appear in English, or the poster, flyer or other printed materials must be provided to Student Life, along with English translations signed and certified as accurate by a student organization officer, prior to distribution.
- E. Requests to hang banners on campus must be submitted to Student Life by completing the *Campus Display Request Form*.
 1. Banner space is available only on the South Oval.
 2. Banners may hang for a maximum of 5 days (including weekends).
 3. Banners left hanging beyond the 5-day period will be removed at the expense of the RSO.
 4. For more information on the use of temporary banners and outdoor signage see *The University of Oklahoma Norman Campus Temporary Outdoor Banner and Sign Policy*.
- F. In accordance with the *Americans with Disabilities Act*, all printed materials that announce an event or program, including invitations, news releases, fliers and newsletters, must include information to offer accommodations. An appropriate phrase to offer accommodations is: "Accommodations on the basis of disability are available by contacting (name, address, phone) by (date)."

XI. SOLICITATION

- A. Solicitation shall be prohibited on campus except for solicitation by RSOs or branches of the UOSA which may occur in conjunction with regular student activities and campus events with the approval of the director of Student Life, or where in conjunction with vendor or licensing agreements with the University.
 1. Assuming the event is permissible under this policy, a *Solicitation Permit Request* is available in Student Life, Oklahoma Memorial Union, Room 361, and must be completed and turned in ten (10) working days prior to the event.
 2. RSOs shall follow basic University policies for revenue-producing activities. (See *Student Account Handbook*.)
 3. All RSO funds must be deposited upon receipt, in the appropriate account accordance with state laws.
 4. All RSOs using indoor or outdoor campus facilities for approved fund-raising purposes will be required to pay a facility use fee, even when utilizing public places, to Student Life in an amount to be determined annually by the University Vice President for Student Affairs and Dean of Students based on the timing of the event, the nature of the facility, the value of the

property, the length of the event, costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility. Payment must be received by Student Life at the time of reservation and should be in the form of a check or money order made payable to the University of Oklahoma, or an OU departmental expense transfer.

5. Areas for solicitation by RSOs must be approved by the director of Student Life or his/her designated representative.
6. Fundraising for political candidates is not allowed in or on University facilities.

B. *Fronting*

1. Generally, non-University individuals/organizations are required to request use of University space through the Office of Administration and Finance or the Oklahoma Memorial Union and pay for use of space and services in accordance with current policy and fee schedules. Any sponsoring University individual or organization that reserves space for the purpose of allowing non-University groups or vendors to advertise, hold meetings, and/or sell items without the express understanding and permission of the Office of Administration and Finance and/or Student Affairs is participating in fronting for the organization, which is prohibited by University policy.
2. "Fronting" is defined as permitting a non-University individual or organization to use University space/facilities and services under the guise that the activity is a University-sponsored program in order to avoid payment. Fronting is prohibited by University policy.
3. Violation of this policy by an individual student or RSO may result in student misconduct charges.

XII. INDIVIDUAL STUDENT USE OF FACILITIES

- A. Individual students requesting use of University facilities to demonstrate, inform or protest should contact Student Life for a current list of locations. Some locations are open for demonstration without reservation (as noted in Section IV above); others may require advance notice or reservation depending upon the location or the use of the area as noted herein.
- B. Only with respect to those areas required to be reserved as provided in this policy, individual students must submit a completed *Facility Use Request* or a *Classroom Use Request* no less than three (3) working days prior to the date requested for the event.
- C. Individual students are not permitted to use University facilities for political campaigning, solicitation or fundraising, except as provided by for in this policy.
- D. Individual students requesting use of University facilities must generally comply with the regulations defined in this policy for RSOs.

XIII. APPEALS PROCESS

Should an application for use of a University facility be denied in any fashion, applicants may seek an appeal by written request to the Vice President responsible for the facility within 24 hours of the denial. A determination shall be made by that Vice President and/or his or her designee within 24 hours of the appeal. The decision of the Vice President or his or her designee shall be final and binding.

NOTE: This policy and all forms referenced in this policy are available online at:
http://www.ou.edu/content/studentlife/get_involved/student_organization