



Rights and Responsibilities

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13. Use of Campus Facilities

13.0 University facilities are available for activities consistent with the University's educational, social, and cultural goals. The University does not impose prior restraints upon the subject matter or point of view expressed by any person or group using its facilities. Its facilities, however, may not be used for activities contrary to federal, state, or local laws, activities conflicting with University regulations and policies, or activities that may create an undue risk or harm to persons and/or property. The University requires reasonable advance notice for the use of facilities and reserves the right to determine the time, place and manner for any event.

13.1 The priority of activities to be carried out in any facility is influenced by the relevance of the request to the University's goals, the timing of the request, and the kinds of functions for which the facility is used.

13.2 The University requires ten days advance notice for the reservation of space unless waived by the Department of Conference and Event Services. The University reserves the right to withhold its approval of any requested use of a facility, to establish financial charges for any use, and to require a security deposit or impose other such requirements including, but not limited to, security personnel and equipment. Such charges and policies will be made based upon a review of the event plans by the Department of Conference and Event Services.

13.3 The requirements for safety and security at the event will be based upon a timely review by the Director of Public Safety. Requirements may be appealed to the Associate Vice President for Campus Operations, who will make the final decision. This review will be based upon such factors as the possibility of criminal acts, the risk of harm to persons or property, and crowd control.

13.4 In general, the University will allow scheduling of as many events as facilities will allow. However, if the Department of Student Activities determines that crossprogramming in close proximity to traditional major events will be detrimental to such programs, the scheduling of space may be limited.

13.5 Programs held on campus and open to the community must end by 2 a.m. unless the venue for the program has a prior condition requiring an earlier ending time. Exceptions to this standard limit for specific purposes may be made by the Department of Student Activities after consultation with the Department of Public Safety.

13.6 The person or group requesting the facility is responsible for harm to persons or property resulting from the use of the facility, indemnifying the University from any and all liability for injury to any person attending an event in a University facility, or for any damage or loss of personal property occurring on the University campus resulting from use of the facility. The University reserves the right to charge the sponsor or host for the costs of providing any extraordinary services.

13.7 Facilities must be used for the purposes stated in the request application. The person signing the Conference and Event Services Reservation Form will be held responsible for

all matters related to the activity. The person or organization requesting the facilities or services shall be responsible for all expenses associated with the event. Sponsors must be able to prove that adequate financial resources are available to meet all anticipated costs, including any non-Brandeis contractual obligations associated with the event.

13.8 Any event involving an off-campus speaker or speakers must indicate the name of the speaker(s) on the reservation form when submitted. Any change in the speaker requires notification and a re-filing of the form. The person or the organization requesting the facilities will be held responsible for the actions of the non-Brandeis speaker or guest. In addition, the host is responsible for the direct costs related to providing safety or security requirements.

13.9 In accordance with the above, University facilities may be reserved by a member of the faculty, a member of the administrative staff, an authorized officer of an undergraduate or graduate student organization recognized by the appropriate student government, any other person or group who, in accordance with these regulations, receives permission from the Department of Student Activities.

13.10 Approval of a requested use of a facility does not relieve the applicant from satisfying such additional requirements set forth in other sections of these regulations.

13.11 Reservation procedures and regulations governing the use of University facilities are available at the Department of Conference and Event Services.

13.12 The University supports all federal, state and local laws related to illegal gambling, betting and bookmaking. Any activities in which gambling may be present must receive approval from the Office of Student Activities prior to the event.

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