



**POLICY ON USE OF UNIVERSITY FACILITIES
FOR NONCOMMERCIAL AND COMMERCIAL PURPOSES**

July 1, 2006

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POLICY

I. University Facilities Covered/Not Covered by Policy.

A. Classrooms, seminar rooms, auditoria, and other facilities that are not assigned to a unit for its exclusive use are scheduled by the Office of the University Registrar, Scheduling and Training Section for use in the instructional programs of the University. To the extent such facilities are made available for purposes other than the instructional programs of the University, the use of such facilities is subject to this policy and shall be scheduled through

the Central Reservations Office, Carolina Union, consistent with this policy.

B. Faculty, staff, and student facilities, including the Frank Porter Graham Student Union, Chase Hall, Memorial Hall, Gerrard Hall, and libraries, are administratively assigned to University academic or administrative units. To the extent such facilities are made available beyond the unit to which they are assigned, the use of such facilities is subject to this policy and shall be scheduled through the Central Reservations Office, Carolina Union, consistent with this policy.

C. Facilities of the Schools of Business, Dentistry, Journalism, Law, Medicine, Nursing, Public Health, Pharmacy (except for certain classrooms scheduled pursuant to Section I.A.), and Social Work, Frank Porter Graham Child Development Center, Playmakers Theatre, Paul Green Theatre, James M. Johnston Center for Undergraduate Excellence, Carmichael Auditorium, Woollen Gymnasium, Fetzer Gymnasium, athletic fields, lounges of all administrative units, and laboratories, are scheduled by the head of the unit to which they have been administratively assigned. To the extent such facilities are made available beyond the unit to which they are assigned, the use of such facilities is subject to this policy and shall be scheduled by the head of the unit (or delegate) to which they are assigned, consistent with this policy.

D. All audiovisual and computing equipment permanently installed in "General Purpose Classrooms" scheduled by the Office of the University Registrar, Scheduling and Training Section for instructional programs is the responsibility (security, maintenance, user support, lifecycle) of the Classroom Hotline (919-967-9298, hotline@unc.edu). The use of the equipment shall be subject to this policy and to all conditions imposed by the Classroom Hotline, which shall directly supervise such use. Installation of equipment not owned by the Classroom Hotline must be pre-approved by the Classroom Hotline and shall be subject to all conditions imposed by the Classroom Hotline. For a current list and configuration of all General Purpose Classrooms outfitted as Multimedia Classrooms, please browse to <http://hotline.unc.edu> and follow links to "classrooms."

E. The use and scheduling of the **Morehead Planetarium Building** and its grounds are controlled by policies administered by the Director of the James M. Johnston Center for Undergraduate Excellence.

F. The use of the **campus mail facilities** is controlled by policies administered by the Vice Chancellor for Finance and Administration.

G. The use and scheduling of the **Knapp Building** and its grounds are controlled by policies administered by the Dean of the School of Government.

H. The use and scheduling of the **Dean E. Smith Student Activities Center** are controlled by policies administered by the Director of Athletics.

I. The use and scheduling of the **Kenan Center and the Rizzo Center** are controlled by policies administered by the School of Business.

J. The use and scheduling of the **William and Ida Friday Continuing Education Center** are controlled by policies administered by the Center's Director.

K. The use and scheduling of the **Ackland Art Museum** are controlled by policies administered by the Museum's Director.

L. The use and scheduling of the **Forest Theatre** are controlled by policies administered by the Associate Vice Chancellor for Campus Services. Groups wishing to use the **Forest Theatre** should contact the Director of Grounds Services.

M. The use and scheduling of the **North Carolina Botanical Garden** and **Coker Arboretum** are controlled by policies administered by the Director of the North Carolina Botanical Garden.

N. The use and scheduling of **residence halls and the Odum Village Community Center** are controlled by policies administered by the Director of Housing and Residential Education.

O. The use and scheduling of the **George Watts Hill Alumni Center** are controlled by policies administered by the President of the General Alumni Association.

II. General Guidelines for the Use of University Facilities.

A. For purposes of this policy, "**University-sponsored group**" shall be defined as a University administrative unit exercising delegated administrative authority, in its activities.[See the attached Statement Regarding University Sponsored Groups to identify those student organizations that, in certain limited situations, may function as University-sponsored groups.] For purposes of this policy, "**University-affiliated group**" shall be defined as

(1) a student group given official University recognition under the University's recognition policy, or

(2) a group, other than a University-recognized or -sponsored group,

(a) established by the Chancellor or

(b) established by administrative officials, faculty, staff or students to whom the

Chancellor has delegated authority to do so.

For purposes of this policy, "**Nonaffiliated group**" shall be defined as any group other than a University-sponsored or University-affiliated group.

B. The accomplishment of the educational mission of the University shall be considered to have first priority in all decisions concerning any use of any facility under this policy. Use of any facility shall not be authorized where such use may disturb the conduct of University activities.

1. Student, faculty, and staff groups and their activities are vital to the educational process, and such University-affiliated groups are encouraged to make full use of University facilities subject to availability whenever their meetings and activities are part of their University work

or are a reasonable and appropriate extension of it. Use of University facilities by a University-affiliated group for a "major event" is subject to the Major Events Policy, which defines procedures to be followed and approvals to be obtained before events will be approved for use of University space. A "major event" is one whose expected attendance is 500 or more, if the event is to be held outside, or 1000 or more, if the event is to be held in an indoor facility. The Major Events Policy and related forms may be obtained at the Carolina Union Administration Office.

2. To the extent that appropriate space is available and subject to reasonable procedures for reservations, the University's facilities may be made available to nonaffiliated groups for occasional meetings or activities when their work is compatible with or supplementary to the educational purposes of the University. Use by such groups may not be continued for extended periods of time.

C. Activities shall take place only in facilities that are appropriate for the activity in question, as determined by the nature of the activity, staging requirements, anticipated audience, and the like.

D. Costs and damage incident to the use of a facility under this policy shall be borne by the organization using the facility. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the University.

E. The appropriate scheduling office will maintain for inspection a current list of user charges approved by the Chancellor or delegate for use of indoor and outdoor space by affiliated and nonaffiliated groups. The rates shall be designed to cover the entire costs of providing the facility (for example, materials, labor, utilities, and any added security charges incurred). Particular uses may require the assessment of additional charges, depending on special needs associated with the use.

III. Additional Guidelines for the Use of Exterior Space other than Historic Quads.

A. **General Principle:** Subject to restrictions on the use of University facilities prescribed elsewhere in this policy, the University permits assemblies and gatherings of University-sponsored, University-affiliated and nonaffiliated groups (i) without prior approval in Y-Court and the Carolina Union "Pit" and (ii) with prior approval, in any other exterior location. Any use of such spaces that is scheduled pursuant to this policy shall have priority over any unscheduled use. Use of exterior space in Polk Place, McCorkle Place, Manning Quad and Carroll Quad is governed by section IV of this policy.

B. **Administrative Approval:** With the exceptions noted hereafter, the use of outdoor space pursuant to this policy must have the written approval of the Vice Chancellor for Finance and Administration or delegate. The exceptions are as follows:

1. Prior approval is not required for unscheduled use of Y-Court and the Carolina Union "Pit", subject to the restrictions in section III.D.
2. Use of outdoor space by University academic units for University instructional or research activities does not require prior approval.
3. Use of the athletic facilities listed in paragraph I.C. is governed by paragraph I.C.

4. Use of outdoor space for distribution of non-commercial written materials is governed by section VII of this policy.

C. Scheduling:

1. Scheduling use of campus exterior space other than the Carolina Union "Pit" and the Rams Head Patio shall be handled by the Vice Chancellor for Finance and Administration or delegate. Scheduling use of the "Pit" shall be handled by the Events Planning Office, Carolina Union. Scheduling use of the Rams Head Patio shall be handled by Carolina Dining Services.

2. A scheduled use shall have priority over any unscheduled use, even when scheduling is not required by this policy.

3. An unscheduled use by a University academic unit for University instructional or research activities shall have priority over any other unscheduled use.

4. Scheduled users will receive a permit indicating the location and other specifics of the event approved by the applicable University official (such as the hours of approved use and approval for any temporary structures, electrical power and/or sound amplification). The permit must be brought to the event location and available for inspection upon request throughout the duration of the event.

D. Criteria: Because the use of exterior campus facilities presents the possibility of disturbance to normal University activities and damage to University property, the criteria governing the use of exterior space subject to section III of this policy shall include, but not be limited to, the following.

1. No permanent structures may be erected in these exterior spaces unless approved by the Chancellor's Buildings and Grounds Committee.

2. Temporary structures are permitted in Y-Court, the Carolina Union "Pit" and the Rams Head Patio to the extent their use is approved by the applicable University official in connection with the scheduling process. No temporary structures that have a potential safety risk, as determined by the Vice Chancellor for Finance and Administration or delegate, including without limitation, stages and canopy tents, may be constructed or placed in these spaces unless (a) the construction itself is undertaken by a University administrative unit, and (b) such construction has been approved by the Vice Chancellor for Finance and Administration or delegate. The term "structure" includes statutes, plaques and monuments; props, signage and displays; furniture, such as chairs, desks, tables, and cabinets; shelters, such as tents, boxes, shanties and other enclosures; cages, stages and theaters; and other similar physical structures. The term "structure" does not include signs held by hand, bicycles, baby carriages, baby strollers, wheelchairs or other devices used by persons with disabilities. Temporary structures shall not be constructed or placed at the activity location earlier than the day of the scheduled activity, unless approval for earlier construction or placement is granted by the Vice Chancellor for Finance and Administration or delegate. All temporary structures must be removed promptly upon the conclusion of the scheduled activity and, unless approval is granted by the Vice Chancellor for Finance and

Administration or delegate, no temporary structures shall remain outdoors overnight.

2. No activities may be held which render a space unsatisfactory for use in its normal or primary function or which interfere with an activity previously scheduled according to this policy or with normal or scheduled University activities.

3. Public-address and amplifying systems may not be used in the Carolina Union "Pit" unless authorized by the Director of the Carolina Union, or delegate. Public-address and amplifying systems may not be used in the Rams Head Patio unless authorized by Carolina Dining Services. Public-address and amplifying systems may not be used in other exterior spaces subject to section III of this Policy unless authorized by the Vice Chancellor for Finance and Administration or delegate. All uses of amplifying and public address systems on campus must conform to all applicable laws and ordinances and to guidelines issued by the Provost to prevent disruption to classes.

4. Users, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves.

5. All activities or events must be conducted in such a manner that campus pedestrian, bicycle, and vehicular traffic are not unreasonably impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activities.

IV. Additional Guidelines for the Use of Historic Quads.

Polk Place, McCorkle Place, Manning Quad and Carroll Quad (collectively, the "Historic Quads") are the historic heart of the University. The entire University community—students, faculty, staff, alumni and visitors—are beneficiaries of the beauty of these important campus quadrangles. The Historic Quads have diverse uses, including, without limitation, the following:

- (a) as occasional settings for class lectures and discussions;
- (b) as occasional settings for University activities;
- (c) for limited active and passive outdoor recreational activities;
- (d) as a crossroads between classroom buildings for members of the University community and a meeting place for casual conversation; and
- (e) as a site for a steady stream of prospective students, their families and other visitors from around the world.

The Historic Quads are home to significant landscape content, including many beautiful, mature trees. Preserving and sustaining this landscape is part of our collective stewardship

responsibility to the University. The risk that misuse and overuse present to the trees on the Historic Quads is real, not theoretical. Several trees on the Historic Quads have died prematurely in recent years. In response, consultants were retained to evaluate the situation. Their studies indicate that the soil beneath the remaining trees is compacted to a level approaching the density of brick. As a result, root growth is negatively affected -- as is the long-term sustainability of the trees. While several complementary rehabilitation and remediation strategies must be pursued to lessen the compaction of the soil, one important component of a successful effort will be the reduction of pedestrian traffic outside of established walkways.

Accordingly, in order to protect and sustain the landscape and, in particular, the trees on the Historic Quads, guidelines for the use of these four quadrangles shall be as follows:

A. **General Principle:** Subject to restrictions on the use of University facilities prescribed elsewhere in this policy, the University permits assemblies and gatherings of University-sponsored, University-affiliated and nonaffiliated groups without prior approval on the Historic Quads. Any use of such spaces that is scheduled pursuant to this policy shall have priority over any unscheduled use.

B. **Administrative Approval:** With the exceptions noted hereafter, the use of any of the Historic Quads must have the written approval of the Vice Chancellor for Finance and Administration or delegate. The exceptions are as follows:

1. Prior approval is not required for unscheduled use of the Historic Quads, subject to the restrictions in section IV.D.
2. Use of the Historic Quads by University academic units for University instructional or research activities does not require prior approval.
3. Use of the Historic Quads for distribution of non-commercial written materials is governed by Section VIII. of this policy.

C. **Scheduling:**

1. Scheduling use of the Historic Quads shall be handled by the Vice Chancellor for Finance and Administration or delegate.
2. A scheduled use shall have priority over any unscheduled use, even when scheduling is not required by this policy.
3. An unscheduled use by a University academic unit for University instructional or research activities shall have priority over any other unscheduled use.
4. Reservations for space designated for reservation on the Historic Quads shall be made on a first-come, first-served basis with the following restrictions:
 - a. To provide for equitable allocation of locations and times available for reservation, units that are not University-sponsored are limited to no more than three (3) reservations of locations on the Historic Quads per semester and one (1) per summer session, subject to section 4.b below. For purposes of this rule, no

single reservation may extend for longer than one (1) day.

- b. If a location on a Historic Quad remains unreserved seven (7) days prior to a desired reservation date, a unit that has reached its quota of reservation days may make a reservation in excess of the limit stated in section 4.a.
- c. Units requesting reservations of locations on the Historic Quads cannot be “wait listed” for space.

5. Scheduled users will receive a permit indicating the location and other specifics of the event approved by the Vice Chancellor for Finance and Administration or delegate (such as the hours of approved use and approval for any temporary structures, electrical power and/or sound amplification). The permit must be brought to the event location and available for inspection upon request throughout the duration of the event.

D. **Criteria:** Because the use of exterior campus facilities presents the possibility of disturbance to normal University activities and damage to University property, the criteria governing the use of the Historic Quads shall include, but not be limited to, the following.

1. No permanent structures may be erected on any of the Historic Quads unless approved by the Chancellor’s Buildings and Grounds Committee.

2. No temporary structures whatsoever shall be erected or placed beneath the drip lines of trees on any of the Historic Quads. The term "structure" includes statutes, plaques and monuments; props, signage and displays; furniture, such as chairs, desks, tables, and cabinets; shelters, such as tents, boxes, shanties and other enclosures; cages, stages and theaters; and other similar physical structures. The term "structure" does not include signs held by hand, bicycles, baby carriages, baby strollers, wheelchairs or other devices used by persons with disabilities.

3. Temporary structures are permitted outside the drip lines of trees on the Historic Quads, but solely to the extent approved by the Vice Chancellor for Finance and Administration or delegate. No temporary structures that have a potential safety risk, including without limitation, stages and canopy tents, may be constructed or placed on any of the Historic Quads unless (a) the construction itself is undertaken by a University administrative unit, and (b) such construction has been approved by the Vice Chancellor for Finance and Administration or delegate. Temporary structures shall not be constructed or placed on any of the Historic Quads earlier than the day of the scheduled activity, unless approval for earlier construction or placement is granted by the Vice Chancellor for Finance and Administration or delegate. All temporary structures must be removed promptly upon the conclusion of the scheduled activity and, unless approval is granted by the Vice Chancellor for Finance and Administration or delegate, no temporary structures shall remain outdoors overnight.

4. Any group wishing to hold an activity or event on one or more of the Historic Quads in which the number of attendees is expected to be 200 or more persons over the course of such activity or event, must pay for temporary fencing to be erected to protect the areas from the tree trunks to the drip lines of the trees. Arrangements for such fencing shall be made through the Office of the Vice Chancellor for Finance and Administration. The distance from the tree trunks to the fencing must be increased by a factor of 1.3 if the Director of University Ground Services determines such measures are necessary to mitigate the risk of soil

compaction due to rainfall coupled with expected foot traffic or other soil-compacting forces.

5. No activities may be held which render these spaces unsatisfactory for use in their normal or primary function or which interfere with an activity previously scheduled according to this policy or with normal or scheduled University activities.
6. No public-address or amplifying system may be used in any of the Historic Quads without advance approval from the Vice Chancellor for Student Affairs, or delegate (for space immediately surrounding residence halls), or the Vice Chancellor for Finance and Administration, or delegate (for all other exterior space). All uses of sound amplification equipment must conform to all applicable laws and ordinances and to guidelines issued by the Provost to prevent disruption to classes.
7. Users, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup that they do not adequately complete themselves.
8. No banners, signs, or other materials may be affixed in any way to any trees.
9. Any vehicles, including golf carts, necessary in the set-up or conduct of an event shall not traverse the grassy or treed portions of any Historic Quad. Such vehicles must be operated solely on the brick walkways and other surrounding hardscape.
10. All activities or events must be conducted in such a manner that campus pedestrian, bicycle, and vehicular traffic are not unreasonably impeded and that members of the University community who are not participating in the activity or event may proceed with their normal activities.

V. Additional Guidelines for the Use of Interior Space.

A. Use by University-Sponsored Groups .

1. **Administrative Approval:** Subject to the restrictions on use described elsewhere in this policy, facilities not otherwise assigned as provided in Section I, above, normally may be used by University-sponsored groups for University activities, without rental charge with the approval of the Vice Chancellor for Finance and Administration or delegate.
2. **Scheduling:** Requests from a University-sponsored group for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility. Absent such designation, the request shall be made to the Events Planning Office, Carolina Union.

B. Use by University-Affiliated Groups.

1. **Administrative Approval:** Subject to the restrictions on use described elsewhere in this policy, the use of University facilities may be extended to University-affiliated groups. Such groups shall be responsible for extra costs and any damage incident to their use of the facilities and, if the facility is being used for the financial benefit of the organization or its designee, for any rental charges that may be assessed. University-affiliated groups have full responsibility and are accountable for the events or activities held in University facilities

under their sponsorship. Requests by University-affiliated groups for the use of space within the Frank Porter Graham Student Union, Gerrard Hall, and Memorial Hall and space inside residence halls must be approved in writing by the Vice Chancellor for Student Affairs or delegate. Requests by University-affiliated groups for the use of all other interior space, must be approved in writing by the Vice Chancellor for Finance and Administration or delegate.

2. **Scheduling:** Requests from University-affiliated groups for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility, and shall be accompanied by any requisite written administrative approvals. Absent such designation, the request shall be made to the Events Planning Office, Carolina Union.

C. Use by Nonaffiliated Groups.

1. **Administrative Approval:** Subject to the restrictions on use described elsewhere in this policy, the use of University facilities may be extended to nonaffiliated groups, which shall be responsible for any expense resulting from any damage arising from the use of the facility, and for user costs and charges, which may include the cost of University services rendered. Such groups have full responsibility and are accountable for the events or activities held in University facilities under their sponsorship. Requests for the use of space by such groups must be approved in writing by the Vice Chancellor for Finance and Administration or delegate.

2. **Scheduling:** Requests from nonaffiliated groups for scheduling a use consistent with this policy shall be made to the particular office designated by this policy as responsible for scheduling the facility, and shall be accompanied by any requisite written administrative approvals. Absent such designation, the request shall be made to the Central Reservations Office, Carolina Union.

VI. Scheduling Procedures and Priorities.

A. All groups who want to use a University facility must use the following procedure:

1. Have the use approved by the appropriate University official;
2. Present that approval along with a request for scheduling to the office responsible under this policy for scheduling that particular facility;
3. The scheduling office must render its decision within 5 business days after it receives a request;
4. If a request is received less than 5 business days in advance of the time for which the facility is requested, the request may be honored at the discretion of the administrative head of the office responsible for scheduling.

B. In recognition of the University's primary obligation to sponsored groups in the use of available and appropriate University facilities, the following rules shall pertain with respect to priorities in reservation of space when the same facility or space is requested for use at the same time by different groups, except as provided elsewhere in this policy:

1. With respect to the use of facilities that are principally assigned to an academic unit, that unit shall have priority over all other groups, unless a use has already been scheduled pursuant to this policy.
2. Except as provided in section 4 below, the first request received by the office shall have priority over all later requests.
3. University-sponsored groups and University-affiliated groups shall have priority over nonaffiliated groups.
- 4.. A scheduling office may consider any request for a space reservation from a nonaffiliated group as having been received no more than 30 days in advance of the requested date regardless of when it is actually received, and the nonaffiliated group shall be so notified if it makes such a request more than 30 days in advance and if the scheduling office so considers the request.
5. If conflicts remain after these priorities are applied, selection shall be by lot.

VII. Distribution of Pamphlets, Written Materials, Publications, and Advertisements.

A. Hand Distribution.

1. Any individual or group, whether affiliated with the University or not, may distribute at any open, exterior campus space, the use of which is not otherwise restricted or scheduled under this policy, without registration or advance approval, any written materials on the condition that such materials are designed for informational and not for commercial purposes. Donations may be accepted in connection with such distribution.
2. Publications of University-affiliated groups may be distributed or sold at any open, exterior campus space, the use of which is not otherwise restricted or scheduled under this policy, without registration or advance approval. Newspaper and magazine vending is covered by policies administered by the Director of Grounds Services, Division of Campus Services.
3. Distribution at any location other than those specified above may be authorized by the administrative official who is responsible under this policy for the use and scheduling of the facility in question.

B. The Use of Surfaces, Bulletin Boards, and Spaces.

1. The "Cube" and general purpose bulletin boards and other spaces are provided at several locations on campus. These spaces may be used for information purposes, for materials associated with student election campaigns, and for solicitation of charitable contributions and fundraising events as provided in Sections VIII. and IX. They may not be used for commercial purposes, except by University students, faculty, and staff for offering personal items such as textbooks or bicycles for sale or for advertising individual services of students, faculty, and staff such as baby-sitting or term paper typing for compensation. All notices are subject to removal at approximately one-week intervals, excepting student election campaign materials, which must be removed within 96 hours following the day of the election. The Carolina Union "Cube" is only to be used for painted messages. No handbills, posters or

flyers may be attached to it at any time.

2. No notice, advertisement, or document of any kind shall be attached to any wall, door, lamppost, tree, or other surface except as provided in Section VII.B.1, above. Student election campaign materials shall be posted in ways that do not damage physical structures or surfaces or impede pedestrian or vehicle passage or access. The use of surfaces in residence halls shall be subject to regulation by the Department of Housing and Residential Education.

3. In addition to being subject to those consequences associated with violations of this policy, persons responsible for damage to walls or other surfaces resulting from violation of these posting rules shall pay the costs of repair, and may be subjected to criminal penalties under N.C. General Statutes, Section 14-132 (Injuries to Public Buildings and Facilities)..

VIII. Solicitations of Charitable Contributions.

A. For purposes of this section, charitable groups are those groups, contributions to which are tax-deductible under Section 170(b)(1)(A) of the Internal Revenue Code or student organizations officially recognized by The University of North Carolina at Chapel Hill.

B. Affiliated groups and nonaffiliated groups meeting the definition of paragraph VIII.A., above, may solicit charitable contributions without prior approval in the Historic Quads, Y-Court, and the Carolina Union "Pit," subject to the restrictions set out in sections III and IV of this policy.

C. Charitable solicitation which involves in whole or in part the sale of goods, services, subscriptions, admission tickets, or the like, shall be governed by Section IV, in addition to other provisions of this policy. A token symbolizing that a contribution has been made shall not be considered as "goods" for purposes of the preceding sentence.

D. University sponsored groups are prohibited from holding "benefit" events to benefit a non-University entity. University-affiliated groups are prohibited from holding such events except as expressly permitted in Sections VIII and IX.

IX. Use of University Facilities for Commercial Promotions and Sales; Fundraising Events.

A. Activities authorized by the University administration involving the sale of goods or services (such as Student Stores) and activities conducted in facilities under written lease from the University are exempt from this policy.

B. Except as provided herein, all individual employees and nonaffiliated individuals and groups are prohibited from engaging in "commercial exchanges," which are defined as canvassing, selling, offering for sale, soliciting, or promoting the sale of any goods or services on University premises.

C. Upon written approval by the Vice Chancellor for Student Affairs or delegate, University-affiliated **student** groups may conduct activities that constitute commercial exchanges, and upon written approval by the Vice Chancellor for Finance and Administration or delegate, University-affiliated **employee** groups may conduct activities that constitute commercial exchanges. The permit referenced in paragraph IX.C.8. herein shall be evidence

of that written approval.

1. The appropriate Vice Chancellor shall approve an activity constituting commercial exchanges only if:

- a. All of the requirements of this policy are met;
- b. The proposed activity is not in violation of University policy, State or Federal law;
- c. The activity will not disrupt the University's educational atmosphere;
- d. There are no overriding safety or security reasons to restrict the activity; and
- e. The primary purpose of such sales shall be to raise money for the benefit of the University-affiliated group or for the benefit of a charitable group (as defined in Section VIII) sponsored by the University-affiliated group. If the money is being raised for the benefit of the University-affiliated group, all monies raised must be transferred to the group for group use, not to individuals for personal use.

2. If an activity is not approved, the group may appeal the decision in accordance with Section X of this policy.

3. Any commercial exchanges shall be conducted only by members of the affiliated group.

4. Materials used by the University-affiliated group in commercial exchanges may acknowledge the assistance or contribution of a nonaffiliated group, but no sales or sales promotion shall be conducted in such a manner as to establish on or extend to the campus a commercial enterprise as determined in the sole discretion of the appropriate Vice Chancellor, or delegate.

5. Commercial exchanges shall be limited to the Carolina Union "Pit" or to the areas designated for such activities in the professional schools. Ticket sales may be handled through the Union Desk or Union Box Office in the sole discretion of the Director of the Carolina Union.

6. The number of groups that may be scheduled in the Pit for such activity on any given day shall be governed by space and equipment availability as determined in the discretion of the Director of the Carolina Union, giving due consideration to pedestrian traffic, access to adjacent facilities, and to other purposes for which the area is used. The number of groups that may be scheduled, on any given day, in the physical areas designated for such activities in the professional schools shall be determined in the discretion of the Dean of the professional school in question, giving due consideration to pedestrian traffic, access to adjacent facilities, and to other purposes for which the area is used. "Professional Schools" are defined as: Kenan-Flagler Business School, School of Dentistry, School of Education, School of Information and Library Science, School of Journalism and Mass Communication, School of Law, School of Medicine, School of Nursing, School of Pharmacy, School of Public Health, and School of Social Work.

7. Each group shall limit its commercial exchanges in the Carolina Union Pit to a maximum of ten days during the fall semester, ten days during the spring semester, and two days during

each summer session. Unused days in any given term may not be transferred to another term or another group. Commercial exchanges during any part of a day shall constitute a full day of commercial exchanges. The Director of the Carolina Union, in his/her discretion, may waive the number limitation for specific organizations who demonstrate a viable need for additional dates due to size of the organization and/or number of performances held by the organization.

8. Any groups conducting commercial exchanges in exterior spaces on campus must prominently display a valid permit issued by the appropriate authorizing agency and signed by the authorizing Vice Chancellor, delegate, or facility administrator in the case of professional schools.

9. Groups working with television or radio stations for live promotions of group activities or events should consult with University News Services in advance for guidance with respect to conducting such events. Such events must also comply with sections III.D.3 and IV.D.6 of this policy (public address systems and amplification).

10. All merchandise offered for sale bearing UNC-Chapel Hill trademarks must be purchased from licensed manufacturers and the UNC-Chapel Hill Trademark Licensing Office must approve the design(s) incorporating the trademark(s) in advance. A list of local licensed manufacturers and instructions for trademark use are on the web at: www.licensing.unc.edu.

11. If the commercial exchange involves promotion or ticket sales for a "major event," the sponsoring group is also subject to the Major Events Policy. [See Section II.B.1. for more information.]

12. Raffles may not be held by University units nor may raffle tickets be sold on the University campus by any group, University or otherwise. Questions on this matter may be directed to the Office of University Counsel.

D. For-profit business or commercial enterprises cannot be operated from residence hall rooms. Any exceptions must be requested, and granted, in writing, through the Department of Housing and Residential Education.

E. Nothing in this section shall be construed to limit the governing body of a residence hall from authorizing and conducting the sale of refreshments in connection with residence hall program activities, such as a special social or athletic event, for the purpose of providing refreshments at cost.

F. Nothing in this section shall be construed to limit affiliated student groups from selling group-identifying merchandise, or tickets to events sponsored and carried out by such groups:

1. in any space other than the Carolina Union "Pit," if that space is subject to the administrative jurisdiction of the Vice Chancellor for Student Affairs and such selling and space have been approved by the Vice Chancellor for Student Affairs, or delegate, for such purpose (for example, Residence Hall T-shirts in Residence Halls) or

2. in the case of affiliated professional student groups, in the physical areas designated for such activities in the professional schools, provided such selling has been approved by the Dean of the professional school, or delegate.

G. Nothing in this section shall be construed to limit a University-affiliated group from holding the following admission events to benefit itself or a charitable group (as defined in Section VIII):

1. An event where the group itself provides the principal performance;
2. A dance or similar social;
3. A speaker or similar educational program; or
4. An event in which the group shows a film or video. A group may show only one such film or video event per academic year and one during either session of Summer School but not both.

The University-affiliated group is responsible for procuring any necessary licenses for any event authorized pursuant to this section and for procuring approval of the use of the particular facility proposed for the event according to the other provisions of this policy.

H. University-affiliated groups and nonaffiliated groups may not offer any goods or services for sale on consignment, rent, or lease. The only exceptions to this policy are for

1. the APO Book Exchange;
2. rental of student equipment by Student Government; and
3. offering of student-related services by Student Government.

I. Nothing in this section shall be deemed to interfere with a student's individual right to invite anyone into his or her residence hall living quarters for the purposes of that student considering or purchasing the invitee's goods or services.

J. Specifically authorized under this policy, with no requirement to obtain permission, is any canvassing, selling, or soliciting (not inconsistent with any provisions of law or with the University's policies and purposes) wherein representatives of educational-supply firms (including, but not limited to, publishers of academic books, manufacturers of laboratory, educational or office equipment, and suppliers of the Student Stores) contact members of the University faculty or staff as a routine and necessary part of the University's normal activities.

X. Accountability

Upon request of the Vice Chancellor for Student Affairs in the case of affiliated student groups and the Vice Chancellor for Finance and Administration in the case of all other affiliated groups, full financial statements that relate to fundraising event(s), charitable solicitations, or commercial sales of any sponsoring affiliated organization specifically permitted by this policy will be submitted by the organization for the Vice Chancellor's review.

XI. Disclaimer.

In making its facilities available for use under this policy to persons or groups other than

University administrative units, the University assumes no obligation or responsibility for the activities of the person or group. Further, the University reminds all users to be aware of and comply with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.

XII. Appeals.

Appeals from decisions of the appropriate scheduling office shall be to the appropriate Vice Chancellor. Appeals from decisions of the Vice Chancellor shall be to the Chancellor or delegate. All decisions shall be rendered promptly.

XIII. Replacement of Former Policies on Facilities Use.

Except as noted hereafter, this statement of policy replaces all prior regulations governing the use of University facilities, including their use for purposes of canvassing, selling or soliciting. This policy does not replace Ordinance Regulating Traffic and Parking on the Campus of The University of North Carolina at Chapel Hill and regulations issued pursuant thereto, University policies on possession and consumption of alcoholic beverages, and all applicable state and federal laws and regulations.

XIV. Effective Date.

This policy shall be effective July 1, 2006.

APPENDIX

Ackland Art Musuem 966-1400

Athletics 962-6000

Campus Services 962-7244

Center for Dramatic Art 962-1122

Paul Green Theatre

Playmakers Theatre

Dentistry 966-2731

Education 966-7000

Finance and Administration 962-3795

Frank Porter Graham Child Development Center 966-4250

Frank Porter Graham Student Union (Carolina Union) Administration Office 966-3128

Box Office 962-1449

Central Reservations Office 966-1329

Desk 962-2285/86

General Alumni Association 962-7050

Government 966-4107

Grounds Services 962-2069

Housing and Residential Education 962-5405

Information and Library Science 962-8363

James M. Johnston Center for Undergraduate Excellence 966-5110

Journalism and Mass Communication 962-1204

Kenan-Flagler School of Business 962-3232

Law 962-4417

Medicine 966-4161

North Carolina Botanical Garden 962-0522

Nursing 966-3731

Pharmacy 966-1122

Public Health 966-3215

Social Work 962-1225

Student Affairs 966-4045

Trademark Licensing Office 962-2403

University Counsel 962-1219

University Registrar 962-8291

Scheduling and Training Office 962-6093

William and Ida Friday Continuing Education Center 962-2646