



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. IV – ADMINISTRATIVE 1.0

USE OF UNIVERSITY SPACE

UNIVERSITY POLICY

1. INTRODUCTION

It is the policy of the NC A&T State University (“A&T”) to provide equal opportunity for all qualified persons in its educational programs and activities. The University does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, veteran status, political affiliation, genetic information, transgender, sexual orientation, and gender identity, or any other basis protected by law. North Carolina A&T State University seeks to extend such non-discrimination and non-harassment beyond what is merely required by law.

This policy applies to the short-term use of all space owned, leased, operated, or controlled by A&T. Free speech is central to A&T’s academic mission. The University encourages and supports open, vigorous, and civil debate across the full spectrum of society’s issues. At the same time, limitations on activities on University property are necessary so that the University may fulfill its primary missions of teaching, research, and extension. The use of a location or designated space on campus does not represent an endorsement or support by the University of the content or viewpoints expressed by the individual or group using the space.

This policy does not control long-term uses of University Space, in which the user has continuous, exclusive use and may secure or restrict its use or access by others including the University. Any such proposed use that lasts longer than one (1) week should be referred to the University’s Real Estate Manager.

This policy supersedes all other statements about use of University Space that is inconsistent with the contents herein.

2. DEFINITIONS

2.1 "Affiliated Group" means all current university employees or students hosting non-university related/personal events.

2.2 "Non-Affiliated/External Group(s)" means a group of individuals, other than Student Organization Groups, that are legally separate entities from the University, even though some of the members or participants may be University personnel, alumni, or students.

2.3 "Student(s)" means any person from the time he/she/they accept admission to A&T up through the date of graduation. This includes new students at orientation and any other person currently enrolled in a credit earning course offered by A&T.

2.4 "Student Organization Group(s)" means a number of students who are associated with each other or a group of students who have satisfied the university's procedures and requirements for registration or recognition.

2.5 "University Group" means an administrative or academic department, unit, center or institute within the University.

2.6 "University Space" means any outdoor space, building, or structure that is owned, leased, operated, or controlled by A&T.

3. PRIORITY FOR USE

The University's academic activities severely limit the number of outside activities that can be accommodated in existing facilities. Therefore, as set out in this policy, generally use of University buildings and/or property is prohibited unless prior clearance and arrangements have been made.

The University makes every effort to schedule activities, which are academically or culturally related to the work of its departments and formally registered Student Organization Groups. A&T's buildings and allied facilities are available to groups when use is determined to be beneficial to citizens of the State of North Carolina, the university and its faculty, staff and students, and when it will not interfere with or be detrimental to ongoing educational programs.

3.1 The use of University Space shall be reserved according to the following priorities:

3.1.1 Consistent with the University's mission, academic classes, research, and extension activities will have the highest priority for the use of University Space. Units funded from sources other than state appropriations may set their own priorities for non-classroom space.

3.1.2 University Groups and Student Organization Groups uses for activities other than academic classes, research and extension activities will have next highest priority in the use of University Space.

3.1.3 Affiliated Groups will have the next highest priority.

3.1.4 Students or faculty members (see. Sec. 5.4) have the next highest priority.

3.1.5 Non-Affiliated/External Group will have the lowest priority.

3.2 A reserved use shall have priority over any unscheduled use, even when reserving space is not required by this policy.

3.3 Once reserved, the use will generally not be rescheduled or moved. However, the University reserves the right to move any group or individual to another space or reschedule that activity to accommodate the needs of groups assigned a higher use priority by this policy. In the event the University moves or reschedules the use, the University will provide a reasonably similar location or time for that activity, and will provide notification and explanation of the reason for the change. The University will not move or reschedule a use based on the content or viewpoint of the use or based on reactions to the use.

4. USE OF UNIVERSITY SPACE

4.1 The University allows the use of University Space by University Groups, Student Organization Groups, students, University employees, and Affiliated and Non-Affiliated/External Groups and individuals subject to the provisions of this section and sections 3 and 5.

4.2 When a reservation for space at a University Space is required, the reservation will be confirmed if the space is available and not otherwise reserved or scheduled. In addition, the use of the space may be subject to reasonable time, place, or manner limits listed in this section. The number of groups and individuals that may be scheduled for use of the space shall be controlled by space availability as determined at the discretion of the Dean or Vice Chancellor with administrative responsibility for the University Space, along with the Director, University Event Center and Building representatives or their designees.

4.3 The University does not deny the use of the space because of the content or viewpoint of the speech or the possible reaction to that speech.

4.4 The University does not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. Responsible dissent carries with it sensitivity for the civil rights of others. When it deems necessary, the University will take steps to:

- protect the right of any individual or organization to demonstrate and publicly proclaim any view, regardless of content or viewpoint; and

- protect the freedom of speech, assembly, or movement of any individual or group that is the object of protest or demonstration. In that instance, the University shall use its best efforts to ensure public safety while allowing the activity to continue.

4.5 Consideration for approving the use of the space will include whether the requested space is suitable for the use, and any health and safety concerns that require special precautions or arrangements. Several factors will be considered for the proposed use including, but not limited to:

- the purpose of the space;
- the anticipated size, including the number of attendees;
- noise likely to be generated;
- the impact on University educational activities or other essential University processes;
- the impact on vehicular and pedestrian traffic;
- adequacy and suitability of accommodations provided in the requested location;
- compliance with applicable laws and University policies, regulations, and rules;
- potential risk to the health or safety of participants, observers, or others; and
- any other factors identified in section 4.5.

4.6 All uses of space must be conducted under the following conditions:

4.6.1 All activities are conducted so that campus pedestrian, bicycle, and automobile traffic are unimpeded and members of the university community not participating in the event may proceed with their normal activities.

4.6.2 The activity does not block or otherwise interfere with ingress and egress into, within, and out of University buildings.

4.6.3 The activity does not obstruct, disrupt, interrupt or attempt to force the cancellation of any University-sponsored event or activity, or by users authorized to use University Space.

4.6.4 The activity is conducted in an orderly and peaceful manner, and groups and individuals participating in the activity shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person.

4.6.5 The activity does not disrupt or interfere with classes, meetings, ceremonies, scheduled activities, educational activities, and other essential University processes.

4.6.6 The activity does not interfere with or preclude a scheduled speaker from being heard.

4.6.7 All activities must be conducted without sound amplification equipment unless permission for amplification is obtained from the Responsible Administrator or their designees.

4.6.8 Banners, signs, or other materials may only be posted in designated areas.

4.6.9 The safety of members of the campus community, collectively and individually, must be protected at all times.

4.6.10 The activity shall not damage or alter University property or its grounds, including building interior and exteriors, lawns, shrubs, or trees.

4.6.11 Groups and individuals participating in the activity must comply with all applicable University policies, regulations, and rules, and with applicable laws.

4.6.12 Groups and individuals participating in the activity must comply with the directions of University officials when enforcing these provisions.

4.6.13 Groups and individuals, including sponsoring organizations, are responsible and accountable for the cleanliness and order of all spaces following their use, including the proper disposal of trash and recycling and the arrangement of additional services as needed. The groups and/or individuals will be billed for cleanup that they do not adequately complete themselves.

4.7 Only University Groups can reserve and use University Space for activities during University Reading Days and Final Examinations. All other groups or individuals are not allowed to reserve or use outdoor space for activities on these days.

4.8 Groups and individuals participating in the activities, whether sponsored or not, are accountable for compliance with the provisions of this policy. Violations of this policy may be grounds for disciplinary action. Individuals or groups who invite non-university participants may be held accountable for such participant's compliance with this policy. In addition, since non-university individuals or groups are not subject to the University's disciplinary procedures, their failure to comply with these provisions may result in appropriate action under State or Federal law, included but not limited to trespassing an individual or group from the campus; suspending access to certain facilities; and demanding compensation for damage to campus facilities and/or outdoor spaces.

5. PROCEDURE FOR UNIVERSITY SPACE USE

5.1 Advance Notice

5.1.1 Groups and individuals must reserve the use of space for their activity before the proposed time and date of the event (the "notice requirement").

1. For outdoor uses of University Space, the notice requirement is at least thirty (30) business days. Requests to reserve space are to be submitted electronically. Information on submitting request can be obtained from the University Event Center website.
2. For use of other University Space, the notice requirement shall be set by the University Event Center with administrative responsibility for the University Space. The notice requirement for such use is typically fifteen (15) University business days.
3. All events taking place outdoors, held in venues holding 500 people or more, and/or requiring tickets sales/distribution are considered Major Events. These events often require extensive logistical needs, including but not limited to staging, sound/light equipment, campus security, musical performance/theatrical productions, etc. All persons/organizations planning major events must complete and submit the notice requirement to the University Event Center no less than thirty (30) business days prior to the proposed event date. No exceptions.

5.1.2 The Responsible Administrator will confer and coordinate with University Police and other relevant University departments or units when appropriate, and the reservation may be issued for a later time and date if extra time is needed to plan the activity, arrange for adequate security or because the proposed time conflicts with use by another group. The University may waive the notice requirement for good cause shown.

5.2 Use Fee

5.2.1 A fee for use of the University Space may be charged, where allowed by State law and where there is a written use agreement. Written use agreements are required if the University is imposing a fee for use of the space, if the proposed use of the space involves charges, fees, or sales to participants, or if the proposed use creates a potential for damage to the space or injury to participants.

5.2.1 At the discretion of the Responsible Administrator, groups and individuals may be required to provide evidence of financial responsibility and insurance where functions appear to carry some risk of damage to property, injury to persons, or substantial costs. The Risk Manager in the Chancellor's Office should be consulted to assist in this assessment.

5.3 Security Assessment

In order to provide a safe and secure environment for the campus community and visitors, security will be provided for the event as necessary, based on a security assessment by University Police. The security assessment will consider objective criteria including: the number of anticipated attendees, whether the proposed event involves an activity or structure that poses an inherent risk of injury or damage to university property, the location where the event is to be held, traffic control, whether the group intends to charge admission to the event, any prior incidents of injury or property damage during similar events at the University or other institutions, and the type of event. If University Police determines that security is required for the event the University, Student Organizations, Affiliated or Non-Affiliated/External Group, or individual shall be responsible for paying all costs for the security personnel and for other

security measures including, but not limited to, barricades, metal detectors and parking control measures, as specified by the University Police Chief or designee.

5.4 Sponsorship

A Non-Affiliated/External Group or individual's use of space must be sponsored by a University Group, Student Organization Group, or a minimum of five Students or five faculty members. A University official or a student liaison from the sponsoring organization will be required to be present for the Non-Affiliated/External Group or individual's use from start to finish. The official or liaison may be required to make periodic checks with University Police prior to and during the use, and must provide a mobile phone number in case they need to be contacted during the use.

5.5 Compliance with Health Code Standards

Any food offered for sale or given away in connection with the use of the space must comply with all applicable health code standards.

5.6 Additional Requirements

Responsible Administrators may issue other rules for the use of University Space under their administrative control. Such rules must be consistent in all respects with this policy.

5.7 Unscheduled Outdoor Uses

5.7.1 Occasionally, events occur which demand immediate public outcry ("unscheduled use"). It is not the intent of the University to limit students' and University employees' right to assemble or protest when such events occur. Unscheduled uses may occur by University Groups, Student Groups, students, and University employees provided that the activity does not interfere with University activities as described in this Policy or any events or functions for which that the occupied space has been reserved in advance.

5.7.2 Although not required, to further the effectiveness of the unscheduled use, University Groups, Student Organization Groups, students, and University employees are encouraged to contact University Event Center and Campus Police to provide notification about the activity. Advance notification enables the University to help ensure that the activity does not conflict with a reserved or scheduled use, takes place in a constructive manner, the event is effective, to safeguard the participants' safety, and to assist organizers in seeing that the activity does not disrupt the University's educational activities and essential processes.

6. RESERVING CAMPUS LOCATIONS

All campus locations require contacting other University units and departments, in addition to the University Event Center, to reserve use of the space. The University Event Center will

maintain a listing of these locations, including the designated officials responsible for the locations, and coordinate the reservation process.

RESERVING SPACE FOR SPECIFIC CAMPUS LOCATIONS

Specific campus buildings and areas have been identified for organizational programming and leisure activities. These spaces and areas will be assigned to affiliated and non-affiliated groups that receive appropriate authorization for conducting activities on campus.

In order for coordination to be effective, timely and user-friendly, all requests to use an identified space must be submitted to and executed by the University Event Center. Assignment of these areas and spaces will be made with careful and due consideration of the impact that the proposed activities will have on other ongoing functions of the university.

- A. Unless otherwise indicated, all campus locations may be reserved by contacting The University Event Center.

Main Line: (336) 285-2580 Email: UEC@ncat.edu

- B. Residence Hall Areas

Space use sponsored by residence hall councils, the Residence Hall Association, Student Groups, and students may be held in residence hall areas by contacting the Executive Director for Housing and Residence Life. Reservation times for such events will be determined by Housing and Residence Life administration.

Main Office: (336) 334-7708

- C. Alumni Foundation Event Center

Groups desiring to use space at the Alumni Foundation Event Center should reserve space by contacting the AFEC Marketing & Client Relations Consultant Director. (336)-433-5566

- D. Special Events on Greensboro City Streets

In the event that a University or Student Group is sponsoring an outdoor use involving the city streets of Greensboro, the University or Student Group must secure appropriate documentation from the City of Greensboro and provide it to the University Event Center.

- E. Private Departmental Conference Rooms and Computer Labs

Groups desiring to use private departmental conference rooms or computer labs should reserve the space by contacting the College Dean or designated building representative to receive approval.

- F. Student Center Short Term Vending

Groups desiring to use the Student Center for short term vending should reserve space by contacting the University Event Center/ Student Center

Main Line: 336-334-7571 or 336-285-2580 Email: uec@ncat.edu or stu-center@ncat.edu

7. TERMINATION OF USE

7.1 The University reserves the right to terminate any use of space that fails to comply with this policy.

7.2 If a decision is made to terminate the use of space, the group, or sponsoring organization or individual, utilizing the space is responsible for making sure that any amplification stops, an announcement is made asking the crowd to disperse, or other action is taken to end the event.

Date policy is effective: upon approval and applies to all notices of use first reported thereafter

Approved by the Board of Trustees

First approved: as an Interim Policy by the Chancellor August 22, 2017
By the Board of Trustees September 15, 2017

Revised: