



6.1.1 University Facility and Space Use

A. Purpose

Illinois State University fosters a campus environment that recognizes individual and cultural difference and is strongly committed to the ethical and legal principle that each member of the University community and campus visitors enjoy the constitutional right to free speech. The right of freedom of expression and the open exchange of ideas stimulate debate, promote creativity, and are essential to a rich learning environment. The University is committed to protecting the rights of expression, assembly, protest, and dissent and to making University facilities and spaces available for these activities.

Illinois State University has established policies and procedures to reasonably regulate the time, place, and manner for use of University facilities and spaces. These policies balance the use of University facilities and spaces to facilitate the regular, orderly operations of the University's teaching, research and service mission and to support the University's values of freedom of expression beyond their facilitation through this central mission. This policy applies to all University facilities and spaces.

B. General University Facility and Space Use Policy

University facilities and spaces are primarily for use by the University community related to its mission of teaching, research, and service. Some University facilities and spaces may be scheduled by an individual or outside organization for public use consistent with this policy and applicable law. A list of University facilities and spaces, information regarding availability of such spaces, and contact information to reserve use of these facilities is available. [View how to reserve a University Facility or Space.](#)

The Quad is generally available for use, but may require a reservation in specific circumstances. Sales, fundraising events, or other events on the Quad that require services of the University (chairs, tables, staging, sound equipment, security, etc.) [require advance registration](#). At times, the Quad may be reserved for special events by the University community. Users of the Quad must adhere to [Policy 6.1.13 Amplification](#) and other relevant policies. Where there are unscheduled activities or spontaneous assemblies on the Quad, lack of a reservation would not generally serve as a basis for terminating unscheduled activities, unless the activities conflict with University activities or scheduled events. In the event of a conflict, the University will use its best efforts to relocate or reschedule unscheduled events to a different location or time where the activity can continue.

Classrooms, meeting facilities, theatres and auditoriums, athletic and recreational facilities, and other outdoor University spaces typically require advance registration. Rooms and spaces within administrative facilities are not generally available for public use, nor are residence halls and dining centers, except with the approval of the University venue that controls the space.

The University establishes fee rates for use of University facilities and spaces based on the relationship between the University and the person or organization using the facility. Rental rates may vary depending upon whether the individual or organization is considered a registered student organization (RSO), a University organization, an Alumni organization, the public, or a nonprofit charitable organization.

Specific terms and conditions applicable to the use of the designated University facilities may apply. The University reserves the right to impose reasonable security, insurance, or safety requirements on events based on a risk assessment of the event. Risk assessment factors may include but are not limited to: anticipated attendance, venue capacity, street closures/traffic impacts; whether the event is designed to include minors; whether the event involves the serving of alcoholic beverages, public safety permits, third party vendors, or public safety officers; whether the event involves the use of fireworks/pyrotechnic devices, temporary structures, or modification to the infrastructure of the venue. [Specific risk assessment procedures for the selected venue are available](#). Parties reserving facilities will be informed of terms and conditions of use, including potential insurance requirements or need for security, before a reservation is finalized.

Illinois State University is a smoke-free campus. Open flames and open flame devices are not permitted on campus, except as permitted under 5.3.11 Policy On Sale/Distribution Of Food On Campus, in research and teaching laboratories under the supervision of faculty/instructor, as approved by University Housing in designated spaces, and theatrical productions. Further information is available at the [Environmental Health and Safety procedure](#).

Amplification of any type which interferes with classroom instruction, normal University operations, or privacy of residence hall students is not permitted in indoor or outdoor areas of the campus. The University reserves the right to determine reasonable limits on amplification and enforce such limits. Approval of amplification for events is determined as set forth in [Policy 6.1.13 Amplification](#).

C. Generally Prohibited Behaviors in University Facilities and Spaces

This section establishes the generally prohibited behaviors that apply to use of University facilities and spaces. These requirements supplement existing University policies that establish safety requirements or standards of behavior for members of the University community, including but not limited to the Code of Student Conduct. The University also reserves the right to establish additional requirements with respect to specific University venues.

In general, the University will not interfere with events, meetings, assemblies, rallies, demonstrations, vigils, or protests in public areas of University facilities and spaces **unless** participants engage in one or more of the following behaviors:

1. Disrupt, interfere with, or prevent (a) the orderly conduct of a function or activity, including, but not limited to, classes and other instructional activities; research; study; lectures; presentations; performances; meetings; interviews; administrative business; ceremonies; or other public events; or (b) access to any room or space in which such functions or activities are being held.
2. Disrupt, interfere with, or prevent access to particular spaces where educational, health, or financial records are stored or located.
3. Hold assemblies, demonstrations, protests, rallies, or vigils in:
 1. Private offices or in private meetings.

2. Laboratories and associated facilities;
 3. Computer centers;
 4. Milner Library;
 5. Indoor areas designed for study and designated as quiet spaces or facilities that normally contain valuable or sensitive materials, collections, or records protected by law or by an existing university procedure/policy;
 6. Health care clinics, and other health care facilities;
 7. Communication systems facilities, utility facilities, or other facilities conducting services vital to the continued functioning of the University.
 8. Rooms in reasonable proximity to any of the above University facilities and spaces that would cause a noise disruption or otherwise interfere with University operations.
4. Injure persons, damage or destroy property, or threaten to cause such injury or damage.
 5. Create safety hazards or jeopardize the safety and security of participants or others.
 6. Occupy without authorization a building when it is normally closed or when individuals are not otherwise authorized to be there.
 7. Construct structures on University grounds without prior written authorization from the Associate Vice President for Facilities Management, Planning and Operations (or designee).
 8. Violate an applicable federal or state law, local government ordinance, or University policy or procedure.
 9. Continue to engage in behaviors prohibited in this section after a University official or University Police has declared that the conduct violates University policies or an applicable law and has instructed the participants to modify or terminate their behavior.

In carrying out their duties and responsibilities under this rule, University officials and University Police shall take appropriate steps to identify themselves and the capacity in which they are acting before giving directions or instructions to others.

The University may respond to disruptions pursuant to [Policy 5.1.12 Proper Operation of University in Case of Disruptive Activity](#), should it become necessary based on individual circumstances.

D. Solicitation and Sales in University Facilities and Spaces

The University prohibits solicitation and sales in University facilities and spaces except as authorized under this policy. This policy applies to all University facilities and spaces and all members of the university community as well as to visitors and non-university organizations, and other third parties.

Exclusions

1. This policy does not apply to normal business contacts by authorized vendor representatives engaging in business with the University or with University officials in compliance with applicable law and other University policies.
2. Solicitations are permitted by the Illinois State University Foundation under the Division of University Advancement, the annual State Employees Combined Appeal drive, and any others mandated by State law or a proclamation of the Governor. An exception for a unique purpose may be granted by the President of the University.

1. General Provisions

1. Sales or solicitations in University facilities and space or using University resources may only be conducted as authorized by this policy.
2. The sale or distribution of Food in University facilities and spaces must be conducted as outlined in University Policy [5.3.11 Policy on Sale/Distribution of Food on Campus](#).
3. Sales and solicitations in Milner Library are prohibited
4. Door to door sales or solicitations to residents of University Housing are prohibited.
5. Door to door sales or solicitations to University employees within University faculty/instructor office locations are prohibited.
6. Any sales or solicitation at a University athletic event or facility must be approved by the Athletics Department, and must be conducted in compliance with all University polices and applicable laws.
7. Advertisement or sponsorship of activities, events or programs involving alcohol must be approved as outlined in [Policy 5.1.21 Advertisement or Sponsorship of Activities, Events, or Programs Involving Alcohol](#).
8. All sales efforts must be consistent with state, local, and University regulations, including payment of any taxes or licensing fees, commonly accepted standards of decency and taste, and must not present any potential danger to the consumer or to the University community.
9. The sale of merchandise in any sale or solicitation activity should not directly compete with University operated sites, lessees or as much as reasonably possible with local merchants. Illinois State University will not be held liable in any way for the suitability, quality or safety of merchandise sold.
10. RSOs, University organizations, and Alumni organizations may hold raffles on campus provided that the group receives a license from McLean County and abides by all procedures and restrictions outlined in McLean County Revised Code, Chapter 24, [Ordinance to License and Regulate Raffles](#). The group must also receive approval to host the raffle in University facilities and spaces and comply with with University Policies and procedures.
11. Any use of the University's name, symbols or other indicia in any sales or solicitation activities requires the prior review and approval of the University and the grant of a specific license. Proposals to use the University's trademarks should be directed to University Marketing and Communications.
12. Employees must abide by the requirements of the [State Officials and Employees Ethics Act, 5 ILCS 430](#), with respect to the employee's personal sales or solicitation activities on campus.

2. Sales or Solicitations by Nonprofit Charitable Organizations

1. Any nonprofit charitable organization sponsored by an RSO that wishes to engage in sales or solicitation in University facilities or spaces must meet requirements as outlined in Section 3.
2. Any nonprofit charitable organization that wishes to solicit funds (without engaging in a sales activity) on University property may be sponsored by a University department, faculty member, employee or other member of the University community. The nonprofit charitable organization must receive advance approval of designated university officials.
3. Any solicitation or sales by a nonprofit charitable organization at a University athletic event or facility requires prior approval by the Athletics Department, and must be conducted in compliance with all applicable University policies and state and federal laws.
4. Any nonprofit charitable organization that wishes to conduct sales or solicitations on University property that is not sponsored by an RSO or University department must reserve facilities in accordance with Section D, as a third party.

3. Sales or Solicitations by RSOs

1. RSOs may, at the discretion of designated University officials, be permitted to sell products or products offered by a nonprofit charitable sponsor at restricted locations in University facilities or spaces for a limited number of days per year, provided that they register with the appropriate University officials and pay the assigned fee(s). Information regarding facility approvals process are available from Conference Services (conferences.illinoisstate.edu/scheduling/)
2. RSOs must receive prior approval for any on-campus sales as determined by the appropriate University organization. [View designated University officials.](#)
3. Any non-profit organization that partners with an RSO to offer on campus sales must conduct such sale or solicitation for the sole purpose of raising funds to support the operation of the sponsoring organization. For each RSO sales or solicitation, at least 20% of the gross proceeds must be received by the RSO. The RSO, as the sponsoring group, must be present (including web presence for web sales), at the point of sale.
4. Each RSO and sponsoring group must sign an agreement with the designated University approval department specifying: what is to be sold, where merchandise will come from, what arrangements have been made for payment of merchandise to vendor, proof that sponsor shall receive an equitable percentage (recommended minimum of 20%) of gross merchandise sold or a specific amount for each item processed. In addition, the organization must state the activity it is seeking to support with such funding.

4. Third Parties

1. A non-university organization, business, or individual may not engage in sales or solicitation (including distributing any kind of written or printed materials) on or in University facilities and spaces or using university resources or systems at any time except as approved by this policy.
2. Sales or solicitations by vendors related to the promotion or consumption of alcoholic beverages or tobacco, or products or services that are contrary to the policies or mission of the university are strictly prohibited.
3. Except as invited in accordance with this policy, non-university groups or individuals are prohibited from conducting sales or solicitations in University Housing, Campus Dining Centers, and Milner Library.
4. Except as invited in accordance with this policy, non-university groups or individuals are prohibited from conducting sales or solicitations in faculty/instructor office work areas.

Vendors approved for privileges to vend pursuant to applicable University policy to the university community may, at the discretion of designated University officials, be permitted to sell their products at restricted locations on campus for limited number of days per year, provided that they register with the appropriate University officials and pay the assigned fee. Information regarding facility approvals process are available [insert link].

1. Vendor activities must not compete directly with University operated or leased sites and must comply with University Policies.

E. Exterior Communications: Signs, Banners, Plaques, Temporary Signs, and Other Exterior Displays

Illinois State University manages the use of signs, banners, plaques, temporary signs, and other exterior displays in an effort to provide effective communications, promotions, and acknowledgements, while preserving the visual beauty and function of all outdoor spaces, and advancing the University's campus identity objectives to continually enhance the institution's image.

1. Permanent Signage and Displays

All campus exterior signs (including stand-alone signs or signs affixed to University buildings) must be in compliance with University standards and receive approval from Facilities Planning and Construction. A standard design concept for all permanent directional and wayfinding signs allows for variation in size and construction to accommodate a variety of directional and wayfinding needs.

2. Temporary Signage and Displays

All temporary signage and displays (including banners and exterior temporary signs) must conform to University standards for type of sign structure, locations, method of messaging, and message content. These signs or displays require prior approval from University Marketing and Communications (UMC) and/or Facilities Management. Temporary signs should only be used in the time preceding and during the related activities on campus and should be removed immediately after such activities are completed. Temporary signs used for promotional or informational purposes may be displayed for periods up to fourteen days. All temporary signs and displays that remain past the approved period will be removed in accordance with Facilities Management procedures. No other temporary signage shall be affixed to University buildings, exterior facilities, or other permanent structures without Presidential approval.

Registered Student Organizations (RSO) must use the sign structures available from the Dean of Students Office. Advance reservations should be made and clearance obtained for the method of [messaging and message content online forms.](#)

3. Other exterior displays (including postings and chalking)

The University maintains selected locations and kiosk structures for the placement of other messages to be shared with the campus community. All placements in these areas must conform to University policies including institutional identity, sponsorship, advertising, and alcohol and will be removed in accordance with Facilities Management procedures.

Ornament, paint, paint chalk, adhesives, tape, duct tape, and other defacing materials are prohibited.

Washable chalk is allowed only on ground level horizontal concrete surfaces that are easily cleaned and not protected by building overhangs, porches or canopies. No chalking will be permitted on vertical surfaces.

F. Enforcement of Policy

Violation of this policy could result in sanctions imposed in accordance with applicable University policies including but not limited to the Code of Student Conduct, University policies applicable to employees, and other available methods.

G. Definitions

“Materials” means handbills, flyers, posters, pamphlets, petitions, and the like of any kind.

“Nonprofit charitable organization” is an organization with 501(c) (3) status from the Internal Revenue Service.

“Public” refers to a person or public organization not affiliated with Illinois State University.

“Quad” refers to the green space denoted ‘Quad’ on the [University campus map](#).

“Raffle” - As defined in Section 28-2(b) of the State of Illinois "Criminal Code of 1961," a raffle is conducted by an organization when: “(A) The player pays or agrees to pay something of value for a chance, presented and differentiated by a number or by a combination of numbers, or by some other medium, one or more of which chance is to be designated the winning chance; (B) The winning chance is to be determined through a drawing or by other method based on an element of chance by an act or set of acts on the party of persons conducting or connected with the lottery, except that the winning chance shall not be determined by the outcome of a publicly exhibited sporting contest.”

“Registered Student Organization (RSO)” refers to an organization comprised of enrolled Illinois State University students and officially registered with the Dean of Students Office as an RSO.

“Solicitation” refers to canvassing, soliciting or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing any materials (as defined below) on University property or using University resources (including but not limited to bulletin boards, postings, postcards, chalking, leaflets, computers, mail, e-mail and telecommunications systems, photocopiers, fax, telephone lists and network systems, and databases, supplies or other workplace equipment).

“Sales” means offering goods and services for sale or purchase, distributing advertising materials, circulars or product samples, or engaging in any other conduct relating to any outside business interest or for-profit or personal or professional economic benefit on University property or using University resources.

“Structure” means the framework of and the space enclosed by any building, booth, vehicle, trailer, fence, wall, or similar object or enclosure.

“University facilities and space(s)” refers to any space; ground; building; room or space within a building; athletic or recreational field, stadium or court; owned, leased, maintained, controlled and/or operated by Illinois State University.

“University official” means an employee of the University performing administrative or professional responsibilities under the delegated authority of the University.

“University organization” means Illinois State University department/school/unit, college, division, or University-related organization.

“Work time” means the period of time during working hours when an employee is engaged in or is expected to be engaged in service on behalf of the university. Work time does not include the employee’s lunch period or work breaks or other periods where the employee is not on duty.

“Work area” means those areas of the University in which regular university activity takes place including but not limited to: offices, class rooms, lecture halls, libraries, student and faculty dining areas, etc.

Replaced Policies

This policy replaces the following policies: 6.1.4, 6.1.5, 6.1.6, 6.1.7, 6.1.14, 6.1.15, 6.1.29, 6.1.30, 6.1.31, and 7.1.12.

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