Use of Campus Property and Facilities	
Responsible Official: Vice President for Student Affairs	Responsible Office: Student Affairs / D.P. Culp University Center

Policy Purpose

The purpose of this policy is to set forth East Tennessee State University's policy regarding the use of campus property and facilities.

Policy Statement

East Tennessee State University (ETSU) regulates the use of its campus property and facilities in order to be consistent with the University mission and educational purpose through the implementation of reasonable, content/viewpoint neutral regulations. This policy, and all campus policies developed in compliance with the policy, shall be implemented and construed so as to ensure no undue disruption of that mission, promote an educational atmosphere on campus; prevent commercial exploitation of Students (defined herein below); preserve residential tranquility, and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the ETSU Board of Trustees ("Board").

ETSU recognizes the importance to the educational process and environment for persons affiliated with the University including officially recognized student organizations and other groups to have reasonable access to, and use of, the educational facilities on campus, to hear various views. Simultaneously, ETSU facilities are not open public forums, but are instead solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its Students, staff, and Affiliated Groups and Individuals (defined herein below). As such, ETSU does not ordinarily make its buildings or other facilities available to Non-Affiliated Persons (defined herein below). Exceptions may be made only if the proposed use is consistent with this policy and institutional policy and mission.

I. Access to Campus and Use of Property or Facilities

A. Access to and use of campuses, facilities, and property of ETSU is restricted to the institution, institutional administration for official functions, Normal Educational Activities, Affiliated Persons, and Invited Guests of the institution except as specifically provided by this policy; when part or all of a campus, its buildings or facilities are open to the general public for a designated time and purpose, or when use by Non-Affiliated Persons has been granted or approved pursuant to the provisions of this policy.

B. All persons on the campus, including faculty, staff, Students, and guests, shall be subject to all applicable rules and regulations of the University, the Board of Trustees, and to all applicable federal, state laws and regulations. In addition, all persons who operate motor vehicles on the campus agree by such operation to be subject to University and Board rules, regulations, policies and procedures on traffic and parking.

C. All persons on the university campus must provide adequate identification, upon request, to any university official and/or security personnel. University personnel and Students who refuse to provide such identification may be subject to disciplinary action. Other such persons who refuse to provide such identification may be requested to leave the campus. Should they refuse, they may be subject to lawful removal and prosecution.

II. General Conditions for use of Property or Facilities

A. Use of campus property and facilities, as detailed in this policy, is subject to limitations on the number of persons who may attend in accordance with appropriate building regulations, fire codes, and safety standards.

B. All regulations and policy statements that relate to the conduct of assemblies, meetings and demonstrations of Affiliated Persons also apply to all Non-Affiliated Persons and to individual use.

C. Sound amplification equipment may be used by entities and individuals at assemblies, meetings, and demonstrations only when prior approval has been granted by the University. Such sound amplification is subject to reasonable regulation by the University with respect to time, place, manner, and volume.

D. University equipment may be used in connection with the use of campus property and facilities only with the approval of, or under the supervision of, approved University personnel.

E. The University has an established system in which Affiliated Persons are given priority in the use of property and facilities (see Appendix IV).

F. All reservations and usage must comply with the University's designated food service provider contract. All food and beverage vending is handled through the designated University vending services contractor.

G. Campus property and facilities may not be used by Non-Affiliated Persons for the conduct of profit-making activities except when a rental or lease agreement is negotiated and entered into with the University. Rental rates are generally based on the fair market value of providing the property, facilities, equipment, and service used and includes overhead, depreciation, utilities, maintenance, and security expenses. Rental charges may be based in part upon a fixed percentage of the gross receipts of the activity (see Appendix VI), with a minimum rental fee being charged. The University reserves the right to reduce or waive rental charges for such use depending upon the nature and extent of the proposed use. The University permits short-term rental/lease agreements with both Affiliated Persons and Non-Affiliated Persons for use of campus property and facilities.

H. H. Students, faculty, and staff acting independently of an Affiliated Entity may apply for use of facilities as an Affiliated Person in accordance with these policies and procedures.

I. All rental agreements between the University and Non-Affiliated Persons will be processed and approved by the designated university officials. Such agreements shall not exceed four (4) months in length and may only be renewed or repeated after review to determine that such use does not conflict with an institutional need for the facility/space.

J. The University may require Non-Affiliated Persons who use campus property or facilities to provide the following:

1. An adequate bond or other security for damage to the property or facilities during the period of use.
2. Personal injury and property damage insurance coverage.
3. A performance bond guaranteeing performance of its obligations under the contract.
4. Other types of insurance in such amounts as may be designated by the institution.

The University may waive these requirements of security, performance bond, or insurance coverage at its discretion.

K. Non-Affiliated Persons and some Affiliated Persons reserving facilities for camps, conferences, or special events will be required to supply proof of liability insurance consistent with this subsection. The sponsoring organization must supply a certificate of liability insurance in the amount of one million dollars ($1,000,000) (minimum) naming the University as an additional insured party, except to the extent the Tennessee Code Annotated (T.C.A.) specifies a lesser amount as the maximum liability (tort limit). To the extent permitted by law, the University may in its sole discretion require insurance and/or a performance bond, if it determines there may be a concern for personal or public health or safety. Factors used to determine the requirement of insurance and/or a performance bond include, but are not limited to, the nature and use of particular facilities, the age of event participants, and the anticipated event size or attendance for any use of campus property and/or facilities. If insurance and/or a performance bond will be required, appropriate levels of coverage and minimum limits shall be enumerated pursuant to contract. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

L. All users agree, by making application for use of facilities for an activity and by subsequent use after approval by the University, to indemnify the University and hold it harmless from any and all liabilities arising out of such group's, organization's, or individual's use of the property, facilities, equipment, or services of the University, including, but not limited to, personal injury, property damage, court costs and attorney's fees.

M. Affiliated Persons may be assessed the incurred costs of providing the property, facility, equipment, or services required based upon use of campus property or facilities, and on a content viewpoint neutral basis.

N. Non-Affiliated Persons may have access to facilities or space when sponsored or invited by Affiliated Persons under the following conditions. If an Affiliated Person desires to sponsor an event or activity for a Non-Affiliated Person, the Affiliated Person must:

1. Affirm in writing that the event will be held under the authorization of the Affiliated Person.
2. Agrees that its name and identity will be associated with the event.

3. Accepts responsibility for primary communication of facility needs and campus services.
4. Accepts responsibility to address and resolve problems relating to the event(s) including any damages incurred and liability issues involved.
5. Obtain all necessary campus approvals and authorizations for the events(s).
6. Ensure that university policies and procedures are followed.
7. Ensure that all financial obligations for the event are met.

O. Affiliated Persons inviting Non-Affiliated Persons under this provision may also be assessed the incurred costs of providing the property, facility, equipment, or services required based upon use of campus property or facilities, specifically including location of event, and/or size of event. Any such costs will be assessed on a content/ viewpoint neutral basis.

III. Use of Property or Facilities

A. Standing meetings of Affiliated Persons may be planned and scheduled for two semesters (fall & spring) at a time. Special meetings of other Affiliated Persons may be scheduled for not more than four (4) weeks at a time. Annual meetings, established test dates, recurring university events, and other such events may be submitted as a list attached to the required Request for Use of Facilities Form (See Appendix I).

B. The University has designated Public Speaking Areas that may be used as a space for meetings, rallies, protests, and demonstrations. For safety reasons, the period in which these areas are available is between dawn to dusk but no greater than 7:00 a.m. to 7:00 p.m. daily. Non-Affiliated Persons must reserve spaces for use via submission of an online or hard copy reservation form at least forty-eight (48) hours in advance. Although not required, Affiliated Persons are encouraged to reserve space at least forty-eight (48) hours in advance to ensure space is available. Affiliated Persons must reserve spaces for use via submission of an online or hard copy reservation form at least forty-eight (48) hours in advance for events where perishable food will be served, provided, or distributed (excepting prepared beverages); or will involve particular equipment (e.g., table(s), lights, stage, etc.), utilities (e.g., water, electricity, etc.), or amplified sound. Due to safety concerns, any planned assembly, meeting, demonstration or other activity with a real or an anticipated attendance of 25 of more participants must make a reservation for use of the facility at least five (5) Business Days in advance. If the University reasonably believes that more than five (5) days will be necessary to address logistic and safety concerns, the University may reschedule an event to ensure campus safety.

1. The Public Speaking Areas identified for this purpose are:
    a. Amphitheatre
    b. The Pedestrian Mall/SGA Pridewalk
    c. Designated areas within the Sherrod Library Borchuck Plaza, specifically excluding the Sherrod Library steps and the fountain structure
    d. The Quadrangle/Quad grass area
2. These Public Speaking Areas are available for noncommercial speech or assembly. Affiliated Persons and Non-Affiliated Persons interested in using any of these areas should check with the D.P. Culp University Center to determine

space availability and to make a reservation. All uses of the Public Speaking Areas are subject to the requirements of this policy governing the use of facilities on campus.

3. Affiliated Persons and Non-Affiliated Persons may use the Public Speaking Areas up to four (4) times per four (4) week period with no more than two (2) consecutive days of use by Non-Affiliated Persons. The University will consider additional space requests by Affiliated Persons.

4. If ETSU Public Safety determines that barriers are necessary for crowd control purposes, a sectioned off area may be created for the user.

5. In order to ensure no disruption or interference with educational activities in those buildings and classrooms in the vicinity, no sound amplification of any kind is permitted in the Public Speaking Areas, unless written approval has been obtained by the D. P. Culp University Center at least forty-eight (48) hours prior to the event. No amplified sound is allowed during final examination periods.

6. Public speakers and those involved in peaceful assemblies must comply with all applicable laws and all applicable University policies. Individuals who engage in unlawful conduct while participating in or attending such activities or events will be subject to arrest.

7. Public speakers and participants in peaceful assemblies may not infringe upon the rights of others to engage in peaceful assembly or the free exchange of ideas, to use or enjoy university facilities, or to attend university functions. Actions such as the following are unacceptable:

   a. Blocking, obstructing, or impeding the passage of a person or vehicle. All activities or events must be conducted in such a manner that campus pedestrian traffic and automobile traffic are not unreasonably impeded and so that members of the university community who are not participating in the activity or event may proceed with their normal activities.

   b. Causing bodily harm to a person.

   c. Erecting or placing obstructions that result in depriving others of their rights.

   d. Directly or indirectly preventing a speaker from speaking, even for a brief period of time; or asserting control of a Public Speaking Area for one's own purposes while otherwise in use by participants previously using the space.

   e. Actions that constitute harassment as defined in university policy and local, state, and federal law.

8. The following items are prohibited from being used within Public Speaking Areas: illegal weapons, simulated weapons, or improvised weapons as determined by law enforcement officers in their professional judgment; torches; fireworks; explosive devices; incendiary devices; artificial noise-making devices (unless consistent with the sound amplification policy); laser pointers; and masks.

C. Reservations Procedures:

Any Affiliated Person desiring to use campus property or facilities at any time and/or location other than those designated Public Speaking Areas above, and all Non-Affiliated Persons desiring to reserve campus property or facilities may submit a written Request for Use of

Facilities Form for the proposed activity at least five (5) Business Days in advance (excluding weekends and holidays) to the Facilities Reservationist in the D. P. Culp University Center or other designated individuals. Applications shall be submitted on the established Request for Use of Facilities Form (see Appendix I). An Affiliated Person or Non-Affiliated Person may be required to enter into an ETSU Rental Agreement (see Appendix II). The Vice President for Student Affairs or designee may approve applications for registration filed less than five (5) working days, twenty (20) days in the case of a speaker paid from institutional or school funds, before the event, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for registration. Approval of late applications shall be within the sole discretion of the Vice President of Student Affairs or designee. The decision of such official will be final.

1. Any group, organization or individual which makes an advance request for use of facilities must submit the required Request for Use of Facilities Form at the earliest possible date, but in no instance less than five (5) Business Days prior to the proposed event date.
2. Any group, organization or individual, which has submitted a Request for Use of Facilities Form and has received approval for the proposed use is responsible for:
    a. Honoring the reservation, and
    b. Providing timely notice of cancellation by email to the reservationist no less than four (4) Business Days prior to the event.
3. The Director of the facility has the right to assess the following sanctions for failure to notify:
    a. The assessment of a room rental fee for the first offense of a related policy violation during an academic term, and
    b. The assessment of a room rental fee and loss of the privilege of using university facilities for one (1) school term for the second occurrence.
4. Additionally, any expenses incurred by the University or its contractors will be charged to the group, organization, or individual if the established four (4) Business Days cancellation deadline is not met.
5. Any Request for Use of Facilities Form filed at a later time may be approved upon determination by the appropriate university official that the use requested can be reasonably accommodated and that adequate cause exists for late filing of the application. Approval of late requests shall be at the discretion of the President of the University or his/her designee (usually the director of the area being requested). The decision of such official is final.
6. In the event two or more Request for Use of Facilities Forms are submitted for use of the same facility in the same time frame, attempts will be made to honor both requests by the use of alternate facilities or by the mutual agreement to change the date or time of one of the facility requests. If no arrangements can be made to accommodate the multiple requests, then the requests shall be evaluated and honored in accordance with the established Priority for Facilities Use policy (see Appendix V). Once a Request for Use of Facilities Form has been approved and confirmed, requests for the same date and facility will not be approved.
7. University property may not be taken off campus except for instructional equipment used for instructional purposes or athletic events and in the possession and care of (or under the supervision of) a university employee. Any

exception to this policy must be approved in advance by the University Comptroller.

8. Any attempt to hold an assembly, meeting, demonstration or other activity in non-compliance with this policy are subject to the following:
    a. May be asked to leave the campus
    b. May be subject to citation and/or arrest
    c. Members of the campus community who fail to comply may additionally be referred to Student Affairs (Students) or Human Resources (faculty and staff) for disciplinary action.

D. An assembly, meeting, demonstration or other activity will be authorized or permitted within any of the designated Public Speaking Areas by current students, faculty, and staff without reservation if the space is available and not otherwise reserved or in use, and in compliance with event policy (e.g., food, equipment, utilities, and amplified sound). All other properties require a Request for Use of Facilities Form be completed in advance. A Request for Use of Facilities Form may be denied when any of the following occur:

1. The area or space has been previously reserved by another entity.
2. A determination is made by the appropriate official that the requested use would cause a disruption or interference with the normal activities of the institution being conducted in the course of its lawful mission, processes and functions.
3. A determination is made that the requested use would be contrary to federal, state or local law or regulation, policies of the Board of Trustees, or the policies of the University.
4. The applicant or sponsor of the activity has not provided accurate or complete information on the Request for Use of Facilities.
5. The applicant or sponsor of the activity has been responsible for violations of this policy during a previously registered use of campus property, facilities, or equipment or has violated any conditions or assurances specified in a previous usage agreement.
6. Use of the property or facilities requested would be impossible due to set-up time and/or take-down time required for other previously scheduled activities at the requested location before and/or after the requested use, or due to other extenuating circumstances.
7. Attendant services (audio/visual, telecommunications equipment, food service, public safety, etc.) which are required for the event are not available due to lack of sufficient equipment and/or personnel.
8. The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which application is made. In such event, clarification of event description will be sought and an alternate on-campus site, if available pursuant to these polices, shall be proposed by the University.
9. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or Students, the damage or destruction, or seizure and subversion, of the institution's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors.
10. The activity conflicts or would conflict with existing contractual obligations of the University.

11. The facility or area requested has not been designated as available for the activity indicated.
12. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or area requested.
13. None of the rules or regulations in this policy are meant to infringe upon any student rights or responsibilities outlined in Board of Trustee's Policy.

E. Any group, organization or individual whose timely Request for Use of Facilities Form is denied shall have the right to appeal that denial to the Vice President for Student Affairs or his/her designee. Notice of the appeal shall be made in writing during normal business hours of the University no later than five (5) Business Days (excluding weekends and holidays) prior to the time of the proposed event. The decision shall be made at least four (4) days before the date of the event. Written notice of disapproval of the proposed use shall include the grounds for disapproval. Any denial of a request will be based solely on factors related to reasonable regulations in light of the University's mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Notices will be delivered as expediently as possible, preferably via electronic means. It is the responsibility of the applicant to obtain written notice of approval/denial.

IV. Particular Uses

A. Campus Guest Speakers

In order to properly process institutional payment, where an application for use of facilities involves an outside speaker who is to be paid a total of fee and/or expenses in excess of $2,500.00 from institutional funds, the request must be submitted at least (20) Business Days prior to the date of the proposed speaking engagement and processed in the normal procurement process. Student Organizations must work with the Student Organization Resource Center (SORC) for contract processing.

B. Solicitation/Commercial Literature Distribution or Sale

1. Except where otherwise permitted by this provision, Solicitation for commercial purposes is prohibited on all property owned or used by the University. Solicitations by the institution and Solicitations by contracted vendors are permissible. Activities or events engaged in by affiliated entities, or individuals for the purpose of raising funds to meet expenses of the group, organization or individual would not be considered Solicitation. The funds that are raised by such activities or events shall be used for the benefit of the group, organization or individual, or for a charity. No funds shall be distributed to an Affiliated Person's officers or members, or any other individual for personal profit or use. For purposes of this provision the following activities are not prohibited:
   a. Advertising, as permitted by this policy.
   b. Sale or distribution of commercial literature as permitted by this policy.
   c. Conversations or communications between a residence hall or university apartment Student and a properly admitted guest notwithstanding the commercial content of the conversation or communication. Other hall or apartment residents may not be solicited for the purposes of selling a

product or service or enrolling the individual in a contest, program or other commercial venture.

2. Solicitation and fund raising activities, other than for purely commercial purposes, may be conducted on university property by affiliated entities or individuals; charitable organizations sponsored by the University the State of Tennessee, or Non-Affiliated Persons subject to the specified registration and reservation requirements and procedures of this policy. Affiliated Persons may reserve facilities for two fund raising activities per semester with the exception of charitable activities. A single activity is defined to mean a maximum period of five (5) days per semester. Only two (2) fund raising activities involving food items may be scheduled each semester. This includes activities for organizational fund raising as well as for charitable purposes. Affiliated Persons desiring to solicit funds must obtain guidelines from the Student Organization Resource Center (SORC) and then submit a form for the proposed campus solicitation location.
3. No Solicitation of charitable funds will be permitted unless the Affiliated Person provides evidence to the University, if requested, demonstrating that the proposed activity is in accordance with or exempt from the provisions of the Tennessee Code Annotated (E.g., T.C.A. Sections 48-3-501 through 48-3-518).
4. Solicitation in connection with the distribution of literature is subject to the provisions of this policy.
5. Solicitation of dues and/or membership in an organization is permissible only by officially registered student organizations of the University.
6. Solicitations will be permitted only in those areas designated by the University pursuant to the conditions of this policy. Applications for registration of a solicitation may be denied for any of the reasons outlined within this policy and persons engaged in solicitation shall comply with the provisions of this policy.
7. No funds solicited on campus property shall benefit any individual unless contributions are requested for the relief of an individual specified by name at the time of the Solicitation; and all funds contributed are turned over to the named beneficiary for his or her use without any deductions whatsoever.
8. The University may require any group, organization or individual to document the use, application or disposition of funds solicited on campus property.
9. Any Solicitation/Commercial Distribution or Sale must comply with Board of Trustee Policy and must not:
    a. Have illegal aims and goals;
    b. Propose activities which would violate regulations of the Board of Trustees or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
    c. Advocate incitement of imminent lawless action which is likely to produce such action.
    d. Furthermore, public displays which an average person applying contemporary community standards would find,
        i. Taken as a whole, appeals to the prurient interest,
        ii. Depicts or describes sexual conduct in a patently offensive way, and

iii. Taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.

10. No person, whether distributor or recipient of literature, shall cause any litter to occur on the campus of the University, and literature shall only be discarded in trash receptacles. The cost of any special clean-up resulting from literature distribution may be assessed to the distributing group or individual.
11. Persons engaged in the sale or distribution of printed matter shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or fail to specify whether there is a cost or donation associated with the printed material.
12. No literature or other promotional literature shall be placed on cars, car windshields, street signs, building signs, trees, or other external surfaces not specifically designated to accommodate the posting of literature.
13. The University has the right to terminate the distribution or sale of literature by any group, organization or individual that violates any provision of this policy.

C. Advertising

1. No advertising signs, posters, or other material may be placed on or in campus property or facilities by any Non-Affiliated Persons except as otherwise permitted by this policy. The University, at its discretion, may permit non-commercial advertising of programs, events and activities by non-affiliated, non-profit groups in locations on campus. Affiliated Persons may also place advertising materials in designated locations.
2. The purchase of advertisements by Non-Affiliated Persons in university publications is permitted.
3. Limited advertising by Non-Affiliated Persons may be permitted when incidental to a donation of property or services to the institution and pursuant to a contract with the institution.
4. Any Advertising must comply with Board of Trustee Policy and must not:
    a. Have illegal aims and goals;
    b. Propose activities which would violate regulations of the Board of Trustees or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
    c. Advocate incitement of imminent lawless action which is likely to produce such action.
    d. Furthermore, public displays which an average person applying contemporary community standards would find,
        i. Taken as a whole, appeals to the prurient interest,
        ii. Depicts or describes sexual conduct in a patently offensive way, and
        iii. Taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.

D. Bulletin Boards

1. The use of campus bulletin boards is limited to Affiliated Persons, and to official use by the University. Use of bulletin boards by Non-Affiliated Persons may be approved in bulletin board policies established for specific buildings.
2. Bulletin boards may be designated for use by specific entities, or individuals, such as faculty, Students, or student organizations. Those entities, or individuals authorized to use a bulletin board, the types of materials, which may be posted on a board, the maximum size, and duration of any notice, and any other special conditions will be posted on each board, and will control the use of the board.
3. The University generally requires prior approval for the use of any bulletin boards on campus. Use of a board may be denied on the basis of one or more of the following:

a. The person or group is not authorized to use the board in question;
b. The material is not the type authorized for the board in question, or fails to meet special conditions as posted on the board;
c. There is insufficient space available for the material on the board in question due to the previous posting of other materials.
d. Any postings must comply with Board of Trustee Policy and must not:
    i. Have illegal aims and goals;
    ii. Propose activities which would violate regulations of the Board of Trustees or the institution, or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution; or
    iii. Advocate incitement of imminent lawless action which is likely to produce such action.
    iv. Furthermore, public displays which an average person applying contemporary community standards would find,
        1. Taken as a whole, appeals to the prurient interest,
        2. Depicts or describes sexual conduct in a patently offensive way, and
        3. Taken as a whole, lacks serious literary, artistic, political or scientific value are prohibited.

4. The D. P. Culp University Center has a comprehensive policy dealing with display cases, banner areas, campus video bulletin boards and campus marquees as administered by the Student Organization Resource Center. Policies dealing with bulletin boards are administered by and may be obtained from the D. P. Culp University Center office.
5. The Building Coordinator in each building or his/her designee will be the individual responsible for the implementation and interpretation of building policies relating to the use of bulletin boards in that building subject to and in compliance with this policy.

V. Food Vendors On Campus

A. Permission for outside food vendor sales on campus must comply with the University Food Service Contract. As the office responsible for administering the food service contract, the University Center will enforce these policies in conjunction with the space reservations process.

B. Space must be reserved in accordance with the Policy on Use of Campus Property and Facilities in order to host outside food vendors on campus. When the sale of food items is indicated in a reservation, the Food Vendor Host group will be required to supply the reservationist with the necessary proofs of insurance, business license and health inspection, and signed vendor statement before the reservation can be approved/confirmed.

1. Event reservations that include hosting food vendors on campus must be made by an Affiliated Entities or a department of the University. Non-Affiliated Entities may not serve as a Food Vendor Host or directly reserve space for sale of food items on campus.
2. A representative of the Food Vendor Host must be present/remain with the visiting food vendor at all times during the event in order to address any arising needs or concerns of the vendor or University officials. Food vendors may be present and operational for the duration of the event time listed on reservations only.
3. All food vendors invited to campus shall be required to provide the following documentation:
    a. Proof of insurance,
    b. Copy of most recent health inspection with passing grade,
    c. Copy of current license to do business in Johnson City, TN, and
    d. A signed Vendor Statement of Responsibility and University/Hosting Organization Release.
4. It is the responsibility of the Food Vendor Host to collect the required documentation listed above and follow through on ensuring that vendors have what they need to operate (in terms of power, space, garbage disposal, etc.) and adhere to the guidelines regarding space use, disposal of garbage, parking, noise, etc. throughout the duration of the hosted event.
5. All vendors may be subject to inspection by the Reservations Office, Student Activities Office, Campus Police, or the ETSU Health and Safety Officer. Any vendor found to be in violation of campus policies may be required to leave at any time. In addition, the Food Vendor Host will be empowered to request a food vendor to leave at their discretion. If/when representatives of the Food Vendor Host are no longer available to accompany the vendor, the vendor must exit campus.
6. Food Trucks may set up in areas approved through the Renovation/Space Utilization Request process only. As of June 2017, the locations approved for Food Trucks include the Pride Walk/Pedestrian Mall (leaving the lane closest to Carter Hall unobstructed in order to allow for University and Emergency Vehicles) and lot 22A on the main campus. To gain approval for any space not previously designated for this use, Food Vendor Host must complete the space utilization approval process found at https://www.etsu.edu/facilities/documents/space_use_request_formrev08_06_2015.pdf.

VI. Miscellaneous

A. Sanctions for violations of institutional policies regarding permissible use of campus property and facilities for activities, events, meetings, protests, and demonstrations shall be consistent with those listed in East Tennessee State University's Student Disciplinary Rules and/or those specified in building specific use policies.

B. Use of campus facilities must be consistent with and compliant with the Non-Student Minors Policy.

Authority: (T.C.A. Sections 48-3-501 through 48-3-518)

Definitions

A. Business Day – a regular day of operations for the University, normally Monday thru Friday 8:00 a.m. - 4:30 p.m. excluding University observed holidays or closures.

B. Affiliated Entity(ies) - an officially registered student group or student organization or a department of the University.

C. Affiliated Individual(s) – any person or persons with a formal relationship with the institution, including the institution's current Students, faculty, staff, and Board of Trustee members; collectively, with Affiliated Entity(ies), "Affiliated Persons."

D. Food Vendor Host - any affiliated organization or university department reserving space on campus to host an event involving outside food vendors.

E. Invited Guest - a person invited by a Student, institutional official, or employee of the university to visit the campus at a specific time and place.

F. Non-Affiliated Person(s) - any group, person, or organization which is not an Affiliated Entity or Individual. This includes both for-profit and non-profit groups as well as federal, state, and local government organizations.

G. Normal Educational Activities - activities that occur outside of the classroom to enhance and continue student learning and project completion. They include, but are not limited to: small group study sessions (whether organized by Students, tutors, supplemental instructors or teachers), review sessions, open labs, student-teacher conferences and Students working together on class projects.

H. Public Speaking Area – designated areas (limited public forums) that may be used as space for meetings, rallies, protests, and demonstrations.

I. Request for Use of Campus Facilities - the standard form used to request facility usage and related services.

J. Reservable Areas - buildings or areas available for use by Non-Affiliated Persons. Generally, ETSU facilities are not open public forum areas. Additional spaces beyond those listed below may be available for reservation on the campus subject to availability. Such spaces can be identified by making inquiry to the D.P. Culp University Center:

1. Student Service Facilities
   - D. P. Culp University Center
   - Basler Center for Physical Activity
2. Academic Facilities – Extremely Limited Availability

Ball Hall	D.M. Brown Hall
Gilbreath Hall	Hutcheson Hall
Mathes Hall	Nicks Hall

Rogers-Stout Hall
Warf-Pickel Hall
Wilson-Wallis Hall
Sherrod Library
Alexander Hall

3. Athletic Facilities – Extremely Limited Availability

Memorial Hall/Brooks Gym
MSHA Athletics Center (Mini-Dome)
Betty Basler Softball Field
William B. Greene Jr. Football Stadium
Summers-Taylor Soccer Complex
Thomas Baseball Stadium
Athletic practice fields
Dave Mullins Tennis Complex

4. Exterior Campus Spaces

Amphitheater
Pedestrian Mall/SGA Pridewalk
Designated areas within Sherrod Library
Borchuck Plaza
The Quad
Designated parking lots

5. Branch Campus Locations

The Directors of those campus locations outside of the main campus in Johnson City, Tennessee, may designate Reservable Areas and Public Speaking Areas subject to and in compliance with this policy.

K. Solicitation – The sale or distribution of commercial literature or the offering or attempt to purchase goods to purchase goods or services for commercial purposes.

L. Student - a person who is registered for a credit course, a non-credit course or program at the university, including any such person during any period which follows the end of an academic period which the student has completed until the last day of registration for the next succeeding regular academic period.

Policy History

Effective Date:
Revision Date:

Procedure (s)

I. Miscellaneous

A. Staff

1. The Facilities Reservationist in the D. P. Culp University Center is responsible for receiving and processing "Requests for the Use of Campus Facilities" Form pursuant to this policy and will maintain a copy of the University policies for inspection by entities, and individuals. A copy of the policy is available online.
2. The Coordinator of Camps & Conferences of the D. P. Culp University Center represents the University in connection with non-university related multi-day events and/or complex events using multiple facilities on campus. These types of events include summer camps and conferences, conventions, athletic tournaments, charity events, and other such activities. This individual will create and process detailed contracts, work orders, and facility reservations with the various university departments to ensure the efficient operation of these events.
3. The Basler Center for Physical Activity is responsible for receiving and processing Requests for the Use of BCPA Facilities Form pursuant to this policy and will maintain a copy of the University and Board of Trustees policies for

inspection by entities, and individuals. A copy of the policy is available online.

4. The reservation of academic space is coordinated by the Registrar's Office.
5. Facilities Management is responsible for the space utilization approval process which includes space requests outside of this policy.

Procedure History

Effective Date:
Revision Date:

Related Form(s)

Appendix I, Request for Use of Campus Facilities Form
Appendix II, Facility Rental Agreement Form
Appendix III, Priority for Facility Use
Appendix IV, University Food Services Catering Policies
Appendix V, Facility Usage Fee Schedules
Appendix VI, Specific D.P. Culp University Center Policies
Appendix VII, Specific Quadrangle/The Quad Policies

Scope and Applicability

Check those that apply to this policy.

	Governance
	Academic
✓	Students
✓	Employment
	Information Technology
	Health and Safety
✓	Business and Finance
✓	Operations and Facilities
	Communications & Marketing
	Advancement