

# Priorities for Use of University Buildings and Facilities

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University groups and officially registered student organizations may use University facilities on a space available basis to hold meetings or conduct activities consistent with the mission of the organization or group and the University. Reservations for space must be made through Special Events and Scheduling Services (SESS). Requests are received and managed by SESS according to scheduling guidelines and conditions found at <https://www.usi.edu/specialevents/guidelines>. All reservation requests from University groups, officially registered student organizations, and external groups must be received and confirmed by SESS at least three (3) business days prior to the event in order to allow time to process the reservation.

Although University functions maintain priority, external (non-university) groups or individuals may request space in dedicated, semi-public, and public University facilities for activities compatible with the mission of the University.

The University reserves the right to revise its policies regarding the use of University facilities. Any such revisions are subject to all local, state, and federal executive orders or declared states of emergency.

## A. Definition of Facilities

The facilities of the University include all buildings and grounds owned or leased by the University. Space within the buildings and grounds is of three types: (1) Dedicated, (2) Semi-public, and (3) Public.

### 1. Dedicated

Dedicated space is defined as space used primarily to serve and support the educational, cultural, living, and recreational functions of the University. Examples of such space are: classrooms, laboratories, libraries, student housing, restricted facilities, intramural and athletic fields.

### 2. Semi-public

Semi-public space includes meeting rooms and lecture rooms in academic buildings and the University Center available for use by internal and external individuals and groups on a reservation only basis.

### 3. Public

Public spaces are those which accommodate traffic flow, and facilities of the University open to the public. These areas include sidewalks, campus streets and drives, entrances to buildings, lobbies and corridors in classroom and office buildings, and semi-public facilities and common areas in the University Center.

## B. Use of Facility

### 1. Dedicated Space

#### a. Permanent Academic and Office Space

Deans and department chairpersons may submit requests for special needs of a permanent nature such as space for faculty offices or research and instructional laboratories to the Office of the Provost. Requests will be assigned in accordance with available space, in coordination with the Registrar's Office, and with the approval of the University Facilities Committee. Deans to whom specific areas are assigned will then assume responsibility for these areas.

**b. General Instructional Space**

- i. General classroom areas in academic buildings, including large lecture rooms, are not assigned to any specific academic area. These areas are under the jurisdiction of the Registrar for assignment of regularly scheduled classes. Reservations for meetings, study groups and other temporary uses by officially registered student organizations and University groups are to be made through Special Events and Scheduling Services. Classroom space is released for campus reservations after the first two weeks of class in the Fall and Spring terms and after one week in the Summer sessions.
- ii. General instructional space such as athletic fields, Screaming Eagles Complex, the Recreation, Fitness and Wellness Center, and the buildings constituting Bent Twig Outdoor Education Area may be reserved by officially registered student organizations and University groups through Special Events and Scheduling Services.

**2. Semi-public Space**

**a. Student Activities Space**

General student activities space is available in the University Center. Space for social events, such as dances, movies, organizational meetings, and other activities is to be coordinated with Special Events and Scheduling Services.

**b. Lobby Areas and Other Semi-public Space**

Reservations for use of lobby areas and semi-public space must be made through and approved by Special Events and Scheduling Services. The University reserves the right to deny the use of semi-public space if it is determined that access by a group would disrupt the normal operation of the facility or the University.

**c. Outdoor Space**

Outdoor space in and around student housing must be reserved through Special Events and Scheduling Services.

**3. Public Space**

- a. **General Buildings and Ground Space:** Every person with legitimate business at the University has the privilege of free access to public areas of the buildings and grounds during hours when they are open; such hours are determined by the president or designee. These areas include sidewalks, closed streets, entrances to buildings, and corridors in classroom and office areas, library reading rooms and common areas. The president or designee may deny this privilege of free access to an individual or group which disrupts the normal operation of the University.
- b. **Reservation of Space:** Public space, as defined by this policy, may be reserved by registered student, faculty or staff organizations. Public groups, organizations, or agencies may reserve these areas if approved by Special Events and Scheduling Services. Soliciting for monetary reasons or selling will not be permitted in public areas except in cases of student organizations whose activities are approved through the Center for Campus Life or other University organizations as approved by the president or designee.
- c. **Use of Public Space vs. Reserving Space:** A purposeful/intentional gathering of a group or individuals on a specific date/time/location on campus with the expectation that the space will

be reserved upon arrival, requires a reservation through Special Events and Scheduling Services as well as a contract and certificate of insurance (if applicable). Groups or individuals without these expectations may be considered to be using areas on the USI campus as public space; accepting the space in, "as is" condition and/or avoiding areas being used for events (example: walking on campus).

**d. Responsibilities of the External (Non-University) User**

The user shall maintain insurance in full force and effect during the program dates specified with an insurance carrier licensed to do business in the State of Indiana. The policy shall provide liability coverage, indemnification, responsibility for damages, and Americans with Disabilities Act (ADA) compliance as specified by USI Risk Management and noted in the contract provided by USI Special Events and Scheduling Services. Coverage is to be provided for all participants.

A Certificate of Insurance shall be provided to Special Events and Scheduling Services, naming the University of Southern Indiana as additional insured with an original signature of an authorized insurance company representative, and shall provide for at least ten (10) days' notice of change in coverage or cancellation. Certificate of Insurance must be received by the University at least ten (10) business days prior to the start of the event.

**C. Right of Use of Space**

1. Use of space for purposes other than those for which it has been designated will not be allowed. Neither individuals nor groups will be permitted to interrupt the use of space, after it has been duly assigned, without permission of the president or a University official designated by the president.
2. Users who misrepresent any event or affiliation to avoid fees and charges or compliance with the general policies of the University may have reservation privileges suspended or incur additional charges.
3. Persons in charge of facilities or functions who determine that a situation is no longer peaceful and orderly should request that the individual(s) desist from activities causing the disturbance and allow a reasonable time for such action to occur. In the event the disturbance continues, USI Public Safety should be informed of the nature of the disturbance. Once Public Safety officers arrive, they will assess the situation and, if deemed necessary, implement approved emergency procedures.
4. Agencies coming to the campus to recruit students for employment must contact Career Services and Internships, who will in turn make reservations for space in their offices or through Special Events and Scheduling Services, if applicable. Personal interviews will be scheduled in Career Services and Internships offices or in semi-public areas, if the facilities of the office do not accommodate the demand.

**D. Adjudication**

1. Violations of these limitations subject students to due process disciplinary action by the University.
2. University disciplinary sanctions for students found guilty of disrupting legitimate University functions may range in severity from admonition to permanent expulsion.
3. Students involved in disruptive behavior will have their alleged offenses adjudicated in the same manner as those students involved in other violations of University policy.
4. Employees and staff using University facilities are responsible for complying with these policies; violations will be handled as described in Disciplinary Actions, Item B.19 of the University Handbook.
5. Any charges by the University for violation of this policy must be made within 30 days after the notification of the alleged violation.

