

Policy 5.06—Reserved Use of Designated University Outside Grounds has been revised. This is the policy as it was before the 10/20/2017 revision.



Michigan Tech

University Policy Office

5.06—Reserved Use of Designated University Outside Grounds

Effective: 04/13/2015

Senate Proposal: No

Responsible University Officer: Vice President for Administration

Responsible Office: Student Activities Office and Department of Public Safety and Police Services

Policy Statement

Michigan Technological University will make certain designated outside grounds available for reserved use by groups and individuals in a manner that is consistent with its educational mission and related research, service, and outreach activities. Any use of University outside grounds by affiliated and/or non-affiliated groups and persons must not substantially interfere with University activities and must be in conformity with the requirements indicated below.

Exclusions

The below reservation policy/procedure does not apply to individuals or small groups that intend to speak on campus grounds:

- With no amplification, specific equipment or setup needs; and
- Will not unreasonably block or interfere with the normal flow of pedestrian or other traffic; and
- Will not create any safety hazard to other persons or damage to property; and
- Will not unreasonably interfere by noise or activity level with other scheduled or routine activities at the location; and
- Will not create litter as a direct or indirect result of the distribution of non-commercial promotional material; and
- Will not involve food/drink distribution or sales.

Notwithstanding the absence of any need for space reservation and the absence of the need to limit the distribution of printed material to certain areas if all of the above exclusion criteria are satisfied, all other Board of Trustees Policies (including 7.7, 12.2, and 12.3) must be complied with.

Policy Approval Requirements

Authorization for the reserved use of University designated outside grounds will be obtained through the Student Activities Office for University affiliated persons or groups; or the Department of Public Safety and Police Services for non-affiliated persons or groups. Only University-designated areas

may be reserved for such use.

Approval through this reservation process is required for all non-excluded (see Exclusions above) events/space requests that involve the following:

- Vehicles on sidewalks or campus grounds (other than legally parked in designated parking lots)
- Sandwich boards / signs / banners
- Musical instruments and/or sound amplification equipment
- Groups of more than two requesting to distribute promotional material
- Any food/drink distribution or sales
- Tables, tents, chairs, or any other setup requiring equipment/furniture

Persons or groups must receive confirmation of approval from the Student Activities Office or the Department Public Safety and Police Services prior to conducting any activity.

Any student organization or student violating the provisions of this policy and procedure, or failing to comply with University rules and regulations, is subject to action through the Office of Academic and Community Conduct. The University also reserves the right to take appropriate action for violation University Policy, or local, state, or federal law.

The Department of Public Safety and Police Services reserves the right to ticket, escort persons off-campus, and/or ban individuals or groups for violating the provisions of this policy and procedure.

Reason for Policy

This policy supports Board of Trustees Policy [7.7 Outside Public Speakers](http://www.admin.mtu.edu/admin/boc/policy/ch7/ch7p7.htm#speakers),: (<http://www.admin.mtu.edu/admin/boc/policy/ch7/ch7p7.htm#speakers>), Board of Trustees Policy [12.2 Building and Property Rules and Regulations](http://www.admin.mtu.edu/admin/boc/policy/ch12/ch12p2.htm#rules): (<http://www.admin.mtu.edu/admin/boc/policy/ch12/ch12p2.htm#rules>), items 3.a and 5, and Board of Trustees Policy [12.3 Prohibiting Disruption of University Activities](http://www.admin.mtu.edu/admin/boc/policy/ch12/ch12p3.htm): (<http://www.admin.mtu.edu/admin/boc/policy/ch12/ch12p3.htm>).

Related Policy Information

The sponsoring organizations must make full arrangements in advance for required reservation of space using a form provided for this purpose. The form must be completed in full and submitted at least five business days prior to the proposed reservation date.

Advertising is permitted only on designated bulletin boards, as permitted by, or in other locations, as authorized by the manager of the building in which the advertising occurs.

Student organizations registered with the Vice President for Student Affairs and Advancement may sell tickets or conduct limited sales of goods, advertise, solicit, and use grounds as authorized by the manager of the building or grounds in or on which the activity occurs.

All events on campus which include food or beverages must comply with University Policy [1.08 - University Food Policy](http://www.mtu.edu/policy/policies/general/1-08/index.html): ([/policy/policies/general/1-08/index.html](http://www.mtu.edu/policy/policies/general/1-08/index.html)).

Contacts

Office/Unit Name	Telephone Number
Student Activities	487-1963
Public Safety and Police Services	487-2216
Facilities Management	487-2303

Definitions

Designated Areas - Areas defined by the University where such uses do not impede the holding of classes, the carry-forward of University business, the arrangements for properly organized and scheduled events on campus, the reasonable movement of vehicular or pedestrian traffic or the discharge of responsibility by any University office or employee.

Affiliated Persons or Groups - Persons or groups that are members of the University community, such as students, registered student organizations, campus departments, and/or faculty or staff (Please see EXCLUSIONS section of this policy).

Non-Affiliated Persons or Groups - The general public and/or persons or groups not affiliated with the University. (Please see EXCLUSIONS section of this policy)

Responsibilities

Affiliated Persons or Groups - At least five business days prior to the date of the proposed reserved grounds use, the affiliated persons or group will submit an outside grounds use request to Student Activities (unless expressly excepted by this policy).. Upon receiving approval from Student Activities, the affiliated persons or group may proceed with their plans. Upon receiving denial of the request, the affiliated group may meet with Student Activities to review the request and/or propose changes in order for it to be approved.

Non-Affiliated Persons or Groups - At least five business days prior to the date of the proposed grounds use, the non-affiliated persons or group will submit an outside grounds use request to Public Safety and Police Services (unless expressly excepted by this policy). Upon receiving approval from Public Safety and Police Services, the affiliated persons or group may proceed with their plans. Upon receiving denial of the request, the affiliated group may meet with Public Safety and Police Services to review the request and/or propose changes in order for it to be approved.

Public Safety and Police Services - Receives an outside grounds use request form, reviews the request, and within two business days of receiving the request will respond to the persons or group submitting and inform them of the decision.

Student Activities - Receives an outside grounds use request form, reviews the request, and within two business days of receiving the request will respond to the persons or group submitting and inform them of the decision.

Procedures

In support of this policy, the following procedures are included:

Procedure

- [5.06.1 Reserved Use of Designated University Outside Grounds: \(/policy/policies/facilities/5-06/5-06-1/index.html\)](/policy/policies/facilities/5-06/5-06-1/index.html)
- Student Activities: Please note these procedures do not apply to individuals or small groups as noted in the EXCLUSIONS section of this policy.

Forms

In support of this policy, the following forms/instructions are included:

- [Outside Grounds/Promotional Materials: \(https://docs.google.com/a/mtu.edu/forms/d/1Z2aGmgLEZfdqn2OIXJplvC0I6Lh05sh3Al4YndEzh4/viewform\)](https://docs.google.com/a/mtu.edu/forms/d/1Z2aGmgLEZfdqn2OIXJplvC0I6Lh05sh3Al4YndEzh4/viewform)

Adoption Date

04/20/2015 Approved by Vice President for Administration

Revisions

- 04/10/2017 Transfer of policy page from HTML to CMS. Business and Finance numbers renamed from "2.5000" to "5. Campus and Facilities". Specifically from "2.5006—Reserved Use of Designated University Outside Grounds" to "5.06—Reserved Use of Designated University Outside Grounds".
- 09/28/2016 Moved Exclusions section to the beginning of the policy to provide additional clarity
- 07/18/2016 Removed "non-commercial" from bullet under Policy Requirements

Related Information

5. Campus and Facilities Index

- [5.01 Use of Surveillance and Monitoring Technology: \(/policy/policies/facilities/5-01/index.html\)](/policy/policies/facilities/5-01/index.html)
- 5.02 Weapons on University Property (Rescinded 05/30/2017 and replaced by [Board of Trustees 12.7 Weapons Registration: \(http://www.mtu.edu/bot/governance/policies/chapter12/sections/12.06-12.10.html\)](#))
- [5.03 Parking Citation Enforcement Policy: \(/policy/policies/facilities/5-03/index.html\)](/policy/policies/facilities/5-03/index.html)
- 5.04 Distributing of Promotional Materials (replaced by [Policy 5.06: \(/policy/policies/facilities/5-06/index.html\)](/policy/policies/facilities/5-06/index.html))
- [5.05 University Remembrance Garden: \(/policy/policies/facilities/5-05/index.html\)](/policy/policies/facilities/5-05/index.html)
- [5.06 Reserved Use of Designated University Outside Grounds: \(/policy/policies/facilities/5-06/index.html\)](/policy/policies/facilities/5-06/index.html)

- [5.07 Chalking](/policy/policies/facilities/5-07/index.html): (/policy/policies/facilities/5-07/index.html)
- [5.08 Public Safety Oversight Committee](/policy/policies/facilities/5-08/index.html): (/policy/policies/facilities/5-08/index.html)

Related

- [1.08 - University Food Policy](/policy/policies/general/1-08/index.html): (/policy/policies/general/1-08/index.html)
- [5.06.1 Reserved Use of Designated University Outside Grounds](/policy/policies/facilities/5-06/5-06-1/index.html): (/policy/policies/facilities/5-06/5-06-1/index.html)

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