

POLICY MEMORANDUM

No. III-50

Use of Facilities and Grounds

PURPOSE:

University buildings and grounds are primarily intended for use by students, faculty and staff in support of the University's mission of teaching, research, service and economic development. Other individuals, groups or organizations may also use University buildings and grounds in accordance with University rules and regulations. This policy applies to all University of Missouri employees, students, University affiliates, contractors and visitors.

This policy is in compliance with the [University of Missouri Collected Rules and Regulations \(CRR\) §110.010](#). Further, it aligns with the University's commitment to free expression.

The following procedures apply to scheduling and use of facilities, conduct of events/activities, and unscheduled expressive events and activities. This applies to all buildings, facilities, grounds and other indoor/outdoor spaces owned or controlled by the University of Missouri (collectively referred to as "facilities and grounds"). Examples of events and activities that may be covered by this Policy include the following when held on University facilities and grounds:

- Meetings and other group activities of student organizations;
- Speeches, performances and other events by outside individuals or groups invited by recognized student organizations; and
- Demonstrations, protests, rallies, vigils, assemblies, and other free speech activities.

Expanded information for this policy is available under Resources below.

PROCEDURES:

The following information and procedures assist with ensuring compliance with the above policy and seek to ensure that individual and group rights of expression, assembly, dissent and protest are not infringed or abridged. At the same time, they seek to support and preserve the means to maintain the safety of all members of the University community and visitors to the campus; to enable the University to fulfill its mission of teaching, research, service and economic development; and to provide all members and visitors of the University community with the broadest possible latitude to speak, write, listen, challenge, and learn.

The following procedures are intended and shall be administered to provide content-neutral, minimally necessary standards and procedures to achieve these goals.

- Unscheduled expressive events and activities
- Scheduling and using facilities and grounds
 - Reserving facilities
 - Use of grounds / outdoor areas
 - Costs incurred

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- Administration and policy application
 - Reviewing and prioritizing requests
 - Reasons for denying requests
 - Documentation and records retention
- Prohibited behaviors
- Outdoor speakers and groups
- Commercial activities
- Violations or non-compliance behaviors

I. **Unscheduled expressive events and activities**

University employees, students, and student organizations may engage in unscheduled expressive events and activities in outdoor areas of the campus with the exceptions noted below.

The University is committed to protecting the rights of expression, assembly, protest, and dissent and to making its facilities and grounds available for these activities. Protecting impromptu and spontaneous assembly for the purpose of expression, protest, and dissent is essential to fulfilling this commitment. Thus, the lack of a reservation to use space is not a basis for terminating any expressive activity, including impromptu activities, unless the protest or assembly conflicts with a previously scheduled event in the same location, is being held in any of the restricted locations noted below, or is identified as engaging in one or more of the prohibited behaviors described below.

When an unscheduled activity conflicts with an event which was previously scheduled for the same time and space, the unscheduled activity shall be allowed to continue in its existing location until it needs to be relocated to allow for the prior scheduled activity or preparations for it. When relocation is necessary or desired by those engaging in the unscheduled activity, the activity can be scheduled using the procedure below.

See “Scheduling and using facilities and grounds” for additional information on areas not available for unscheduled expressive events and activities, and possible costs incurred.

To ensure space is available for an activity, individuals and organizations are encouraged to schedule space in non-restricted areas as indicated below.

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II. Scheduling and using facilities and grounds

a. Reserving facilities and grounds

To schedule or reserve non-academic space, contact the Missouri S&T Services and Operations Reservations office, located in 217 Havener Center (341-7615). [Academic spaces](#) are reserved by the Office of the Registrar and some spaces are reserved by [other university departments](#) or reservation coordinators. Commonly used spaces are listed below:

TABLE OF SPACES

| SPACE | Who to Contact for Reserving Space |
|--|--|
| Academic Classes | Office of the Registrar, 103 Parker Hall 341-4181, or click here |
| Havener Center – all non-academic reservations | Havener Center Reservations, 1346 North Bishop Avenue, 341-4564, or click here |
| S&T Athletics and Recreation | S&T Athletics and Recreation Facilities, 341-4175, or click here |
| Residence halls and outdoor space adjacent to halls | Residential Life Office, 205 West 12 th Street, 341-4218, or click here |
| Leach Theatre | 103 Castleman Hall, 341-6985, or click here |
| Video Communications Center | 102 Centennial Hall, 341-4131 or 341-4526, or click here |
| City streets and sidewalks within the boundaries of Missouri S&T | Requests to use these spaces for activities and events often require a permit from the City of Rolla. Services and Operations Reservations Office will refer those seeking to schedule events on city-controlled spaces to the appropriate City of Rolla offices |

b. Use of facilities and grounds

- i. Spaces listed below may be reserved in advance, upon the approval of the appropriate coordinator but are not available for unscheduled expressive events and activities:
 1. Areas managed by the Missouri S&T Athletic Department;
 2. Missouri S&T Recreational Playing Fields;
 3. Experimental Mine;

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4. Parking lots [during time periods](#) when parking permits (including temporary permits such as hourly parking passes and coin-op meters) are not required; and
 5. The green spaces adjacent to residence halls (these areas are dedicated for the sole use of Residential Life).
- ii. Spaces listed below are available for reservation by University organizations or departments. If these spaces are unreserved, they are available for unscheduled expressive events and activities by any party:
1. Havener Center Mall;
 2. Havener Atrium;
 3. Courtyard near Curtis Laws Wilson Library; and
 4. The S&T Puck Area
- iii. Spaces not available for reservation or unscheduled expressive events and activities by University or non-University organizations or departments at any time include:
1. The areas containing and surrounding the S&T Nuclear Reactor, the University Power Plant, and the research centers;
 2. Areas within 15 feet of the perimeter and within 50 feet of the entrance or exit to any building;
 3. Parking lots [during time periods](#) when permits (including temporary permits such as hourly parking passes and coin-op meters) are required;
 4. Planted gardens;
 5. Green spaces, including lawns, adjacent to Student Health Services, but not including sidewalks that traverse through this space;
 6. Areas surrounding utilities, including electrical substations and drinking water wells; and
 7. Areas that are fenced and locked, including construction sites.

Nothing in this Section should be interpreted or understood as limiting expressive speech and activities, whether planned or impromptu, at public University functions, activities, and events or in outdoor recreational areas in circumstances where the speech or activity (1) does not interfere with the event's occurrence or prevent audience members from hearing or observing the event; or (2) does not interfere with the outdoor recreational

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area's intended purpose; or (3) does not limit the University staff's ability to address, mitigate, or prevent health and safety concerns.

c. Cost incurred

The sponsoring organization may be responsible for any cost incurred on the part of the University, including clean-up, special construction, set-up costs, and extra security as deemed necessary.

Users of facilities and grounds must restore them to the original condition or may be held responsible for and liable to the University for the payment of any and all costs incurred by the University to restore the facilities and grounds to their original condition.

Unscheduled events and activities will not be assessed fees or charges unless damage is intentionally or recklessly inflicted upon University property. In the event the unscheduled event or activity is causing damage or destruction of property, or imminently threatening to cause such damage or destruction, a University official or a member of the University Police ("S&TPD") may ask that the event or activity be scheduled and relocated to an alternative space at the University; or, if this is not possible, cease and desist.

III. Administration and policy application

a. Reviewing and prioritizing requests

When reserving facilities and grounds for events or activities, the employee charged with responding to the request, in consultation with their supervisor, as appropriate, will consider (a) whether the requested location is suitable for the event or activity, and (b) whether health and safety concerns require special precautions or arrangements. Several factors will be considered for the proposed event or activity such as:

- i. anticipated size;
- ii. noise likely to be generated and impact, if any, on academic activities or other University activities in the vicinity;
- iii. impact on traffic;
- iv. adequacy and suitability of accommodations provided in the requested location;
- v. compliance with applicable laws, rules, regulations, and policies;

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- vi. potential risk to the health or safety of participants, observers, or others; and
- vii. any other similar, content-neutral factors that are related to any standard in this section.

Subject to the priorities described in this paragraph, reservations for facilities and grounds are generally decided on a first-come, first-served basis. Activities of the University itself have precedence over all extracurricular events and all activities of all other users. Activities of recognized student organizations and groups have priority over those of all other users except the University. Occasions may arise when an official University activity takes precedence for use of an already scheduled space. In the event rescheduling is necessary, the scheduling coordinator will work with the sponsors or organizers of the displaced activity to find suitable alternative locations and times that are reasonable under the circumstances.

b. Reasons for denying requests

The reasons for denying a reservation request may include, but are not limited to, the following:

- i. applicant has not completed the appropriate reservation process for the desired location;
- ii. request to reserve space contains a material misrepresentation or materially false statement;
- iii. request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location. In general, if the request is received at least ten business days prior to the proposed event, timing should not be a factor;
- iv. use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed as prohibited in this policy;
- v. applicant has damaged University facilities or grounds and has not paid for repairs;
- vi. applicant has previously committed a significant or repeated violation of this policy;
- vii. use or activity would present an unreasonable health or safety danger; or
- viii. request to use University facilities or grounds conflicts with a preexisting reservation and no reasonable alternative time or place is available.

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A person whose request is denied may appeal the denial to the Office of the Vice Chancellor for Finance and Operations

c. Documentation and records retention

Any office responsible for processing requests is required to keep records of requests and actions taken, including reasons for denial, for five (5) years.

IV. Prohibited behaviors

Each sponsoring organization that uses University facilities or grounds assumes a responsibility to comply with all applicable laws, regulations, and policies. All events and activities must comply with all applicable University policies and rules, including those relating to alcohol and drugs, tents, filming and photography, tobacco use, weapons, and parking. Failure to adhere to these requirements is a basis for revoking permission to use facilities and space and may result in disciplinary action.

For purposes of this Policy, “disrupt,” “interfere with,” or “prevent” describe circumstances in which behaviors occur that actually or imminently will have a material effect on the ordinary and normal operations and obligations of the University, especially the ability to address, mitigate, or prevent health and safety concerns.

The University will not interfere with events, meetings, rallies, demonstrations, vigils, protests, or assemblies in public areas of grounds and buildings unless participants engage in one or more of the following behaviors:

- a. Disrupt, interfere with, or prevent (a) the orderly conduct of a University function or activity, including, but not limited to, classes, research, study, lectures, performances, meetings, interviews, administrative business, or ceremonies or other public events; or (b) access to any room or space in which such functions or activities are being held; or (c) the University staff’s ability to address, mitigate, and prevent health or safety concerns.
- b. Disrupt, interfere with, or prevent access to locations where educational, health, or financial records are stored or located. For purposes of this paragraph, “location” refers only to the particular space in which an educational, health, or financial record is stored or located.

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- c. Hold demonstrations, protests, rallies, vigils, or assemblies in:
 - i. Any room or other space in circumstances where a private meeting is being held, or has been scheduled to be held, in such space;
 - ii. Private offices;
 - iii. Laboratories and associated facilities;
 - iv. Computer centers;
 - v. Libraries, 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 policy (such as educational records, personnel records, or health records);
 - vi. Health care clinics, and other health care facilities;
 - vii. Communication systems facilities, utility facilities, or other facilities conducting services vital to the continued functioning of the University; or
 - viii. Residence halls and residential living spaces, except that this paragraph does not apply to residents engaging in such activities in the halls and spaces in which they live.
- d. Injure persons, damage or destroy property, or threaten to cause such injury or damage.
- e. Create safety hazards, or jeopardize the safety and security of participants or others.
- f. Occupy without authorization a building when it is normally closed. A building is “normally closed” when it is inaccessible to the general public pursuant to its usual schedule.
- g. Camping on campus as defined in BPPM 6:095.
- h. Construct structures, including objects requiring penetration in concrete or grass, on University grounds without prior written authorization from the Office of the Vice Chancellor for Finance and Operations.

For purposes of this paragraph, “structure” means the framework of and the space enclosed by any building, booth, tent, canopy, vehicle, trailer, fence, wall, or similar object or enclosure.

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- i. Violate an applicable federal or state law, local government ordinance, or University policy or rule.
- j. Continue to engage in behaviors prohibited in this Section after a University official or a member of S&TPD has declared that the conduct violates this Policy or other University regulations or policies or an applicable law or ordinance (“violations”) and has instructed the participants to modify or terminate their behavior. For purposes of this Policy, the term “University official” means an employee of the University performing administrative or professional responsibilities under the delegated authority of the University. In carrying out their duties and responsibilities under this Policy, University officials shall take appropriate steps to identify themselves and the capacity in which they are acting before giving directions or instructions to others.

V. Outside speakers and groups

Speakers, performers, or groups that are not students or employees can be invited by recognized student or employee organizations to conduct activities or events on campus. The outside speaker, performer, or group must be given permission to use specific facilities through a written contract under terms and conditions that protect the University's institutional interests. Such groups may not state or imply University sponsorship of the organization or its program without written authorization.

The University reserves the right to deny the use of its facilities to any non-University organization or individual seeking to rent or use University facilities and grounds.

VI. Commercial Activities

Sales, solicitation, collections and advertising in University buildings or on University grounds is prohibited without prior authorization of the Chancellor as outlined in the University of Missouri Collected Rules and Regulations Section 110.010 Use of Facilities and Equipment.

VII. Violations or non-compliance behaviors

Violations by students will be handled through the University's disciplinary system administered by the Office of Student Conduct. Violations by staff will be handled through the process set forth in the existing Human Resources Policy. Violations by faculty will be handled through rules applicable to faculty conduct.

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In the event of non-compliance with an instruction to modify or terminate behavior that violates this Policy and that also may violate state or federal law, the University official may enlist the assistance of S&TPD. When the assistance of S&TPD is obtained, S&TPD has a responsibility (a) to declare unlawful behavior to be in violation of law, (b) to request all persons engaging in the behavior to cease and desist or be subject to arrest and/or University disciplinary action, (c) to arrest any persons observed to be in violation of law who do not cease and desist, and (d) to enlist the assistance of outside law enforcement agencies, if necessary.

Prompt compliance with instructions of a University official or of S&TPD shall be a mitigating factor in any disciplinary proceedings based upon the immediate conduct to which the instructions refer, unless the violators are found to have caused or intended to cause injury to person or property or to have demonstrated willfully in an impermissible location.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Office of the Vice Chancellor for Student Affairs, Chief Diversity Officer, and Office of the Vice Chancellor for Finance and Operations

BASIS: To align with the [University of Missouri Collected Rules and Regulations \(CRR\) §110.010](#) and Missouri S&T Commitment to Free Expression



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