



Procedures Concerning the Use of Campus Facilities

Responsible Official:	Director of Space Planning and Analysis
Responsible Office:	Space Planning and Analysis
Issuance Date:	August 21, 2018
Effective Date:	August 21, 2018
Summary:	Procedures that authorize the use of campus facilities by certain University and non-University entities and organizations.
Scope:	Applies to University and non-University entities and organizations.

Contact:	Margaret Saunders, Director of Space Planning and Analysis
Email:	Msaunders4@ucmerced.edu
Phone:	(209) 355-6164

I. REFERENCES AND RESOURCES

UC Merced Policies and Procedures

- [Policy on Expressive Activities and Assembly: Protests, Demonstrations, Non-University Speakers and Posting on Campus and in University Facilities](#)
- [Policy on Appropriate Use and Disposition of University Resources](#)
- [Student Handbook §315.00 \(Campus Activities and Use of Facilities: Scheduling Facilities\)](#)
- [Office of Student Life – Procedures for Planning an Event](#)

II. POLICY/PROCEDURE SUMMARY & SCOPE

The purpose of these procedures is to facilitate the use of campus facilities for planned events, while ensuring that critical campus facilities are available for uses in support of the University's educational, research and administrative functions, and that any use of University facilities does not obstruct or restrict the use of other facilities, including adjacent spaces and facilities. These procedures will be administered without regard to the viewpoint of the event sponsors or persons attending the event. These procedures may not be used to prevent the lawful exercise of the constitutionally protected rights of freedom of speech or assembly.

These procedures apply to University and non-University entities and organizations.

III. DEFINITIONS

Administrative uses: Include, but are not limited to University-sponsored meetings, town halls, training classes, ceremonies, outside speakers and performers, artistic and musical functions and similar activities scheduled by the University, including the Administration and the Schools and divisions thereof.

Appeal: Any decision of an Approval Authority may be appealed in writing to the Vice Chancellor - Chief Financial Officer within 5 calendar days of the date of receiving notice of the Approval Authority determination. The Vice Chancellor – Chief Financial Officer will make a final determination, based on a review of the written appeal, and all facts and circumstances determined by the VC-CFO to be relevant, within 10 calendar days of receiving the written appeal.

Approval Authority: The University employee responsible for implementing these procedures, including, among other things, approving major events, determining whether a proposed use meets the room use requirements contained in these procedures and determining whether a proposed event will unduly interfere with or restrict any University use. The Vice Chancellor for Student Affairs is the Approval Authority for events proposed or sponsored by a registered campus organization. The Vice Chancellor - Chief Operating Officer is the Approval Authority for all other events.

Educational/research uses: Include, but are not limited to, instruction, academic and research-related uses by academic personnel, and University-sponsored educational or research-related speakers and programs.

Major Event: Any event that is planned or anticipated to include 100 attendees or more, or to which non-University individuals or entities are invited.

Non-University entity: An individual or organization that is not affiliated with the University as an RCO or employee.

Non-University uses: Include, but are not limited to, outside speakers, concerts and festivals, and artistic and musical performers appearing at the invitation of registered (student) and/or recognized (staff and alumni) campus organizations, (collectively "RCOs"), as well as the rental of facilities by non-University entities.

Recognized campus organizations (RCOs): Staff and faculty, alumni and other University-affiliated organizations formally recognized by the University.

Registered campus organizations (RCOs): Student organizations that have complied with all applicable University and student government requirements for such organizations to be formally recognized as a registered organization eligible for the use of campus facilities and services.

University: The University of California, including the administration of the Merced campus and the UC Merced Schools and divisions thereof.

University Entities: An organization that is affiliated with the University as a registered or recognized campus organization.

University Uses: Any administrative, educational or research use sponsored by the Administration or the Schools and divisions thereof.

IV. PROCEDURES

The purpose of these procedures is to facilitate the use of campus facilities for planned events, while ensuring that critical campus facilities are available for uses in support of the University's educational, research and administrative functions, and that any use of University facilities does not obstruct or restrict the use of other facilities, including adjacent spaces and facilities.

Not all campus facilities are available for uses other than educational, research or administrative uses. These procedures recognize the fact that the UC Merced campus is experiencing a severe space shortage and will continue to have limited facilities available for non-educational, non-research and/or non-administrative uses for the foreseeable future.

These procedures are not intended to restrict or in any way limit expressive activities, including demonstrations and protests. Policies applying to expressive activities on the UC Merced campus are contained in the [Policy on Expressive Activities and Assembly](#) and [Policies Applying to Campus Activities, Organization and Students](#).

A. GENERAL REQUIREMENTS FOR FACILITY USE

These procedures authorize the use of campus facilities by certain University and non-University entities and organizations. The use of campus facilities is subject to all University policies and applicable state and federal law.

In the event of a scheduling conflict in terms of the need for facility space, priority is given to University educational, research and administrative uses.

The use of campus facilities may be subject to published fees applicable to University entities, including RCOs. Rental of campus facilities by non-University entities (i.e., without invitation by a University entity) is subject to a separate rental fee schedule. The University Administration and the Schools, and divisions thereof, are not subject to the use requirements and restrictions of these procedures including restrictions on the time and type of use, however, they must use the electronic reservation system in order to secure access to a designated or undesignated facility at the time desired.

Specific reservation and use requirements for registered campus organizations are also contained in the Student Handbook Section 315.00 et seq. To the extent there is a conflict between these procedures and the Student Handbook, these procedures shall apply.

B. ADDITIONAL REQUIREMENTS FOR MAJOR EVENTS [UNDER DEVELOPMENT]

All Major Events must be approved by the Approval Authority with jurisdiction over the event, based on its determination that all the requirements of these procedures and all other applicable University policies and procedures have been met. For assistance with

Major event planning, event sponsors should contact the Office of Student Life, Space Planning and/or Risk Management.

Additional requirements may apply to Major Events proposed in campus facilities. These requirements are contained in existing University policies and procedures and the campus Major Events Policy [*under development*] and are implemented by Approval Authority for the event.

C. USE REQUIREMENTS BY FACILITY TYPE

A list of all designated facilities that may be reserved for use is maintained by Space Planning. Facilities not designated as available for use (undesignated facilities) may not be reserved or used for any planned event use other than a University educational/research or administrative use.

1. Unless otherwise noted, the use of all campus facilities is subject to the following reservation requirements and restrictions.
 - a. Use of campus facilities is subject to the published room or rental fees and fees for any additional University services (such as security, equipment and fixture fees.)
 - i. [See Office of Student Life – Procedures for Planning an Event](#)
 - b. Campus facilities are made available only upon advance payment of all applicable fees.
2. Campus facilities are broken into six categories:
 - a. Academic classrooms and assembly rooms: These rooms are primarily used for educational activities but may be reserved and used by members of the faculty and staff, and members of registered and recognized campus organizations (RCOs) for meetings related to their educational/research or the RCO's organizational purposes. Such meetings may not exceed the room capacity and are not subject to fees, except to the extent that University equipment, fixtures or services are required.
 - b. Meetings rooms: These rooms are primarily used for University administrative meetings but may be reserved and used by members of the faculty and staff, and members of RCOs for meetings related to educational/research or the RCO's organizational purposes. Non-University entities may use meetings rooms only upon invitation by the faculty and staff and/or RCOs; provided, however, that such use must be consistent with the University's educational, research and service mission, be pursuant to a written agreement executed in advance of the meeting setting forth the terms and conditions of use, and must not interfere with or require the cancellation or restriction of any University activity. Use of meeting rooms may not exceed the room capacity and the use of certain rooms may be subject to published room fees.
 - i. Certain designated meeting rooms may also be rented by non-University entities (without invitation), if the use is educational/research related or otherwise in the University's or public interest. Examples of such uses include classes and events hosted by other educational or non-profit

organizations. Rental of facilities by non-University organizations is subject to published rental fees.

- c. Auditorium space: The Lakireddy Auditorium (currently the only auditorium on campus) may be reserved and used by members of the faculty and staff, and members of RCOs for events related to their educational/research or organizational purposes. Non-University entities may use the auditorium (including use by outside speakers, artists and performers) only upon invitation by the faculty and staff and/or RCOs; provided, however, that such use must be consistent with the University's educational, research and service mission, be pursuant to a written agreement executed in advance of the event setting forth the terms and conditions of use, and must not interfere with or require the cancellation or restriction of any University activity.
 - i. The auditorium may also be rented by non-University organizations (without invitation), if the use is educational/research related or otherwise in the University's or public interest. Examples of such uses include classes and events hosted by other educational or non-profit organizations, and artistic or musical performances. Rental of the auditorium by non-University organizations is subject to published rental fees.
 - ii. The auditorium may not be used at times during which classes are scheduled in the Classroom and Office Building (COB). The Registrar's Office maintains a class schedule for each term which is used to determine when the auditorium is available for non-University use.
Note: As stated above, this restriction does not apply to use of the auditorium by the University Administration and Schools, and divisions thereof.
- d. Athletic facilities: Athletic facilities include the gymnasium, athletic fields, and the exercise and wellness areas of the Recreation and Wellness Center and may be reserved and used for planned events by members of the faculty and staff, and RCOs. Indoor athletic facilities may only be reserved for use for athletic events, including competitions, camps, and classes. Outdoor facilities may be reserved for use for athletic events, including competitions, camps and classes, as well as concerts, dances, artistic performances and festivals. Use of athletic facilities by faculty, staff and RCOs is subject to published facilities fees.
 - i. Athletic facilities may also be rented by non-University entities for athletic events, including competitions, camps and classes. Rental of Athletic Facilities by non-University entities is subject to published rental fees.
- e. Outdoor venues: Certain outdoor spaces, include plazas, outdoor seating areas, amphitheaters and other specifically designated areas, may be reserved and used for planned events by members of the faculty and staff, and members of RCOs for events related to educational/research or the RCO's organizational purposes. Use of certain outdoor venues is subject to published venue fees.

- f. Undesignated facilities: Undesignated facilities include all indoor and outdoor campus facilities not otherwise designated and are not available for planned uses other than by the University Administration and Schools, and divisions thereof. This restriction does not apply to expressive activities, including demonstrations and protest, which are subject to the [Policy on Expressive Activities and Assembly](#).

V. RESPONSIBILITIES (if applicable or necessary)

Space Planning: Maintains and updates list of designated facilities available for use; maintains room reservation system; provides guidance on event planning.

Office of Student Life: Provides guidance on event planning

Risk Management: Provides guidance on event planning, including insurance and liability issues.

Registrar: Maintains a list of all classes, including times and locations.

Facilities: Provides equipment and services for events in campus facilities; maintains a published fee schedule for use of equipment and services.

Information Technology (IT): Provides A/V equipment and support for events in campus facilities; maintains a published fee schedule for use of A/V equipment and support

Police Department: Provides security for campus events; maintains a published fee schedule for security services.

Vice Chancellor – Student Affairs: Approval Authority for events sponsored by registered campus organizations.

Vice Chancellor – COO: Approval Authority for all events other than those sponsored by registered campus organizations.

Vice Chancellor – CFO: Considers timely filed written appeals of Approval Authority determinations.

VI. POLICY OR PROCEDURE REVISION HISTORY

January 27, 2021	Technical Updates: Links and Procedures
August 21, 2018	Publish Original Procedure