

! " "#\$ & ' " % May 31, 2012  
& ' % Dir Conf and Event Services  
& ' % Conference Planning and Operations

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\$ The niversity of Me !phis " niversity# \$ill adhere to the niversity of Me !phis policy on se of Ca !p% s Property and &acilities for non'credit activities (y affiliated and non'affiliated gro%ps and individ%als) This policy applies to all %se of property and facilities for p%rposes other than as assigned)

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The niversity of Me !phis ca !p% s, facilities and (%ildings are non'p% (lic for% ! s) The p%rpose of this policy is to reg%late and facilitate the %se of the niversity of Me !phis property, in a content and vie\$point ne%tral !anner consistent \$ith the niversity's ed%cational p%rpose and !ission)

This policy, ayQDqD1

does not ordinarily include its (buildings or other facilities available to outside individuals or outside groups) Exceptions may be made only if the proposed use is consistent with this policy and university mission

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the last day for registration for the next succeeding regular academic period)

"6# 23 or ! al Ed%cat%onal 1 ctivities2 ' activities that occur outside of the classroom to enhance and continue student learning and project completion) They include, (but are not limited to, the following) s! all group study sessions " \$hether organized (by students, tutors, supplemental instructors or teachers#, review sessions, open lab(s, student-teacher conferences and students working together on class projects)

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The use of University of Memphis facilities is intended solely for uses consistent with the advance, efficient and orderly administration of the University's educational mission for the benefit of students, staff, and affiliated entities)

1) Access to and use of campuses, facilities, and property of University is restricted to the University, University administration for official functions, normal educational activities, affiliated individuals/entities, and invited or sponsored guests of the University except as specifically provided by this policy, or when part or all of the campus, its buildings or facilities are open to the general public for a designated time and purpose)

2) University shall set forth the process, and requirements, pursuant to which designated campus properties and/or facilities may be accessed for other than official University use)

3) University shall designate certain facilities as available for rent to the general public at market rates, where the length/frequency of occupancy/use of campus facilities, or the nature of a particular building, facility or property or a particular purpose allows such agreements appropriate) Such lease/rental agreements are not

4) Access to use of company's property or facilities, other than for

shall (e s% (7ect to the sa ! e proced%res and reg%lations applica(le to all applications for %se of ca ! p% facilities)

10) niversity !ay per ! it non'affiliated entities9individ%als, conditioned on sponsorship (y an affiliated entity or individ%al, to apply for %se of, or access to, locations on ca ! p% specifically identified (y niversity)

11) niversity shall identify one "1# or ! ore areas or facilities on ca ! p% for \$hich non'affiliated entities9individ%als, ! ay apply for %se or access individ%ally, \$itho%t sponsorship fro ! an affiliated individ%al9entity) S%ch applications shall (e li ! ited to those locations on ca ! p% specifically identified in instit%tional policy for access%se (y %naffiliated individ%als9entities) S%ch applications shall (e s% (7ect to the sa ! e proced%res and re-%ire ! ents)

12) The application of this policy and all niversity policies are li ! ited to one "1# ti ! e only events, short ter ! , inter ! ittent, and/or repeat %se of ca ! p% facilities \$here access%se of facilities9property are per ! itted \$itho%t an associated rental9lease or fee) S%ch %ses shall (e li ! ited to circ% ! stances \$here niversity does not act%ally, or effectively, cede occ%pancy or control of any niversity property) 1pproval for repeated or inter ! ittent %se of any facility or property p%rs%ant to this policy ! ay not e,ceed fo%r "4# ! onths in length and ! ay only (e rene\$ed or repeated after revie\$ to deter ! ine that s%ch %se does not conflict \$ith a niversity need, or another re-%est for access%se of the facility9space (y another eligi(le person9entity)

13) .n all cases \$here an application for access or %se of ca ! p% facilities or property is approved, s%ch %se \$ill (e s% (7ect to the e,ec%tion of an appropriate \$ritten agree ! ent regarding the conditions applica(le to the approved accessea\$it884o00(f)3 (€

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in the case of a speaker paid from university funds, (before the event, if it is determined that the use of property re-vested 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 President, or designee) The decision of such official shall be final)

3) Written notice of approval or disapproval of the application for use of campus property or facilities shall be provided) Such notice shall be provided to the applicant within a reasonable time before the date an application is submitted)

4) In addition, notices of approval/disapproval shall be made available at the office of the designated campus official or other approved method of notice, (e.g), electronic delivery) It shall be the responsibility of the applicant to obtain notice of the approval or denial of any application submitted pursuant to this policy)

5) Notices of disapproval shall include a statement of the basis for disapproval)

6) Any denial of a request to access campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the university's mission and the nature of the facility or property re-vested and rendered in a content-wise point neutral manner)

;) The various considerations potentially leading to a denial of an application shall include, in addition, the following

"a# The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority,

"b# Inefficiency of previous use during an academic period in comparison to that of a contemporaneous applicant,

"c# Use of the property or facilities re-vested would be a practical delay to scheduled message prior to or following the re-vested use, or due to other extenuating circumstances,

"d# The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration,

"e# The applicant or sponsor of the activity has been responsible for violation of institutional policy during a previously registered use of campus property or facilities,

"f# The applicant has previously violated any conditions or assurances specified in a previous registration application,

"g# The facility or property re-vested has not been designated

as available for use for the time period,

"h# The anticipated size or attendance for the event shall exceed (building fire codes, established safety standards, and/or the physical or other limitations for the facility or property re-estimated,

"i# The activity is of such nature or duration that it cannot



access of campus facilities or property) university policies, include, the following

1) Citations as to the number of persons who may attend in accordance with appropriate building and fire codes and safety standards applicable to particular facility and/or property at issue,

2) Compliance with regulations, policies or rules for the conduct of assemblies, meetings and demonstrations as a condition for access to campus facilities and/or property,

3) Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official taking into account the university's mission and the nature of the facility or property requested, location, time of day) Sound amplification is not permitted in the assigned areas)

4) Conditions applicable to the use of university equipment in connection with the use of campus property and/or facilities shall be specified and the required approvals shall be as whether any additional agreements, leases or costs shall be associated with such use)

5) All groups, organizations and individuals, by making application for registration of an activity and by submitting application after approval by university, agree to indemnify the university and hold it harmless from any and all liabilities arising out of such use of the property and/or facilities of university, including, but not limited to, personal injury, property damage, court costs and attorney's fees)

6) All persons operating motor vehicles in connection with an approved access of campus facilities and/or property shall be subject to university rules, regulations, policies and procedures regarding traffic and parking)

;) Users of facilities or property and/or their sponsor's are responsible for all activities associated with the event)

<) Use of the requested facility and/or property shall be limited to the declared purpose in the application for access to campus facilities and/or property)

:) Access to, or use of facilities and/or property shall not be permitted overnight unless specifically requested and



d) Other types of insurance in such amounts as are designated (by university)

2) University shall identify specific facilities, uses, or events for which (cond, security, and/or liability insurance shall be required) University shall consider, the nature and uses of particular facilities and/or locations on campus, and the anticipated event size or attendance for any use of campus facilities and/or property) Proof of compliance with this provision shall be required in advance of an event) This provision shall be applied and enforced in a content-neutral manner)

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1) University may establish locations where the sale or distribution of literature associated with an approved application for access or use of campus property or facilities may be allowed)

2) Literature and/or advertisements may only be sold or distributed in connection with an approved application for use of campus facilities) Requests to distribute or sell literature shall be included with the underlying application to use campus facilities and/or property, using the same for utilization for use of campus facilities or property) Such applications shall be evaluated by the same standards established under this policy for the associated request for access of campus facilities and/or property)

Any group, organization or individual desiring to distribute literature must submit a written application for registration of the proposed distribution at least fourteen (14) days in advance including weekends and holidays to the Assistant Vice President for Business Services, 311 Administration Building, Memphis, TN 38152) The request shall be made on a [De-Request for Distribution to Distribute Literature](#) for a written notice of approval or disapproval of the proposed distribution shall be made available to the applicant within seven (7) days including weekends and holidays from the time an application for registration is submitted to the Assistant Vice President for Business Services) Notice of disapproval of the proposed distribution shall include the grounds for disapproval (see policy for listing) Notices will not be mailed or delivered without for

authorized)

Any group, organization or individual whose De-est for  
authorization to Distribute Literature (y 3 on 'Student  
Organizations is denied shall have the right to appeal that denial  
to the Chief Financial Officer or designee) Notice of appeal  
shall be made in writing during normal business hours of the  
University no later than five (5) days including weekends and  
holidays prior to the time of the proposed distribution) The

property owned and used by the university only (by affiliated entities, individuals, or charitable organizations holding such activities with the sponsorship of the university or the State of Tennessee, or (by non-affiliated entities, individuals subject to the specified registration requirements and procedures as set forth below)

1) Any group, organization or individual desiring to solicit

facilities+

2) Administrative and employee offices and storage area or restrooms+

3) University parking facilities+ or

4) Student residence halls, dormitories or apartment buildings, unless otherwise permitted under the Residence Life Rules and Regulations)

Moreover, university may permit solicitations in designated locations within the libraries or other general use areas of the above buildings or other campus facilities designated for solicitations)

Any group, organization or individual whose timely De-quest for authorization to Solicit & Funds (by Student Organizations application is denied for reasons shall have the right to appeal that denial to the Chief Financial Officer or designee) Notice of appeal shall be made in writing during normal business hours of the university no later than five (5) days (excluding weekends and holidays) prior to the time of the proposed solicitation) The decision of the Chief Financial Officer or his or her designee shall be made at least four (4) days (before the time of the solicitation, and shall be the final decision)

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a) university may establish (bulletin boards or approved areas for posting for specific uses and/or entities,

(i) university may identify individual boards/areas and specify or limit the authorized uses and/or entities for such boards/areas as well as the types of materials which may be posted on a board or area, the date, time, size and duration of any notice, and any other special conditions on use,

c) Such limits shall be conspicuously posted on each board or posting area, and shall control the use of the board when posted,

d) university requires prior approval for the use of any or all (bulletin boards or posting areas on campus, and if required, the name of the official authorized to approve use of the board shall be posted on the board) use of a board may be denied on the basis of one or more of the following

"i# The person or group is not authorized to use the board in question+

"ii# The material is not the type authorized for the board in question, or fails to meet any special conditions as posted on the board+

"iii# The material is obscene or otherwise violates any federal or state

la\$ or reg%lation of niversity+ or

"iv# There is ins%fficient space availa(le for the ! aterial on the (oard in -%estion d%e to the previo% posting of other ! aterials,

e) 1 reas not specifically identified and/or a%thori/ed for posting are not availa(le for s%ch p%rpose for any individ%al or entity, \$hether affiliated or %naffiliated,

f) E, ceptions to this policy can (e ! ade %pon approval of the Chief &inancial Officer)

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The place ! ent of signs, (anners, posters, and other ! aterials on ca ! p% is li ! ited to niversity depart ! ents and activities, registered ca ! p% s organi / ations and others as approved p%rs%ant to these g%idelines)

The niversity retains the right to control and approve the ti ! e, ! anner, and place for all signs, (anners, posters, and other ! aterials)

Signs, (anners, posters, and other ! aterials ! ay only (e %sed to provide general infor ! ation, pro ! ote and advertise an on'ca ! p% s activity or event, advertise st%dent elections and candidates, or serve as a te ! porary direction or location of an activity or event on ca ! p% s)

Co ! ! ercial advertising signs and solicitation are li ! ited to approved activities on ca ! p% s or services related to niversity contracts \$ith vendors, i)e food service and (oo0store) S%(7ect to these g%idelines, (%sinesses and o%tside vendors participating in approved activities on ca ! p% s ! ay display na ! es and services on (anners and signs \$ithin the activity area only)

1 dvertising or p%(licity cannot (e ! isleading in p%rpose or content) ? hile the na ! es of co ! ! ercial sponsors or (rand na ! es ! ay appear on signage and other ! aterials, they ! %st (e secondary and not (e the ! ain the ! e or p%rpose of the signage or other ! aterials)

1 ll ! aterials ! %st clearly identify the gro%p, organi / ations, or person responsi(le for prod%cing and posting the ! aterials)

1 pproved signs, p%(licity ! aterials, and other non'co ! ! ercial literat%re ! ay (e posted only on (%lletin (oards)

Materials ! ay not (e posted on interior \$alls and doors, overhangs, e, terior doors and \$alls, (%ilding col% ! ns, fences, %tility poles, (enches, ne\$paper and other distri(%tion rac0s, \$aste receptacles, signs, signposts, trees, shr%( (ery, or on a%to ! o(iles) E, ceptions are per ! itted only for posting on

departments and activities entrance doors informational notices concerning hours or operation, special events, cancellations and similar information)

Paint or chalkboard may not be used on sidewalks or buildings)

The posting of materials in the residence halls is permitted only with the advance approval of the Office of Residence Life and in accordance with these guidelines)

The posting of materials in the University Center is permitted only with the advance approval of the University Center Director's Office and in accordance with those guidelines)

Materials containing the consumption of alcohol or use of tobacco products is prohibited)

Information on the posting of advertisements (by students and/or organizations) may be obtained from the Office of Financial Affairs)

Banners may be displayed over the West entrance of the University Center (by registered campus organizations) Permission is granted on a first-come, first-served basis. Information, scheduling, and procedures may be obtained at



Building signs "permanent and temporary" are limited to (building name, numbers and building related information as approved by Physical Plant and Campus Planning and Design)

Street signs are the responsibility of Physical Plant in cooperation with Campus Planning and Design)

Parking signs are the responsibility of Parking Services in cooperation with Campus Planning and Design and Physical Plant)

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Bill materials must be reviewed by the sponsor/hosting department or activities with 24 hours following the event advertised)

Departments and appropriate officials are responsible for monitoring and removing unauthorized materials from bulletin boards under their control and from interior walls and doors within their areas)

Physical Plant personnel in the performance of building and grounds cleaning and maintenance are authorized to remove signs, banners, posters, and other materials that are posted in violation of this procedure)

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Non-university employees violating this procedure are subject to trespass warning or arrest by Police Services)

University employees violating this procedure are subject to appropriate discipline)

The cost of removal, damages, and repairs caused by the posting or removal of signs, banners, posters, and other materials is the responsibility of the individual, department, activities, group, or organization that post the same

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