

UNIVERSITY OF CALIFORNIA, MERCED
CAMPUS POLICY REGARDING THE USE OF
UNIVERSITY PROPERTIES AND EVENT ARRANGEMENTS

RESPONSIBLE OFFICIAL : Vice Chancellor for Administration
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REFERENCES AND RELATED POLICY:

Office of the President: UC Policies Applying to Campus Activities, Organizations, and Students, Section 40, Policy on Use of University Properties

PURPOSE

This section outlines policy regarding the use and reservation of University properties. The properties of the University are available for use that relates to and enhances the life of the institution, its activities, and the purposes for which it was established. The purpose of the policy is to ensure the appropriate use of University properties and the coordination of appropriate services for meetings, conferences, and special events. The University reserves the right to prohibit any event that may involve potential personal liability, property damage, campus/community disruption or may otherwise be deemed to be contrary to said missions of the University. Unless otherwise noted, the term "University properties" includes University indoor and outdoor areas whether they are located on campus or at other locations occupied by the University.

POLICY

A. General

1. University properties shall be used only in accordance with Federal, State, and local laws and shall not be used for any unlawful activity.
2. All persons on University properties are required to abide by University policies and shall identify themselves upon request to University officials acting in the performance of their duties. Violation of University policies may subject a person to possible legal penalties or may result in campus sanctions. If the person is a student, faculty member, or staff member of the University, that person may also be subject to University disciplinary action.
3. Public expression in the form of freedom of speech and advocacy may be exercised on University properties at such times and places and in such a manner as is compatible with the use of the property, and that:
(a) assures orderly conduct; (b) follows UC Merced's Principles of Community; (c) avoids disruption or interference with University operations; (d) avoids disruption or interference with the ability of the University to carry out its responsibilities as an educational institution;

- (e) protects the rights of all individuals who use University properties;
(f) protects persons against practices that would make them involuntary audiences; and (g) assures the safety of all members of the University community.
4. On University outdoor areas open to the public generally, all persons may exercise their constitutionally protected rights of free expression, speech, assembly, and worship, and may distribute noncommercial literature incidental to the exercise of these freedoms. Such activities shall be compatible with use and maintenance of the area and the free flow of persons and traffic, and shall not interfere with or disrupt the normal activities of the campus or other University properties. Interference with University property entrances or exits is strictly prohibited.
 5. UC Merced departments and registered campus organizations are eligible to reserve University properties. Non-University persons or organizations meeting the criteria in B, below, are also eligible to reserve University properties.
 6. Requests for reservation of University properties are reviewed and acted upon by the designated event coordinator. The designated facility coordinator has the authority to deny the request if space is not available or suitable, if it is not in accordance with University policies, or if it is not appropriate to the mission of the University. A request may also be denied if the circumstances are such that the event will pose an unacceptable level of risk to people or property, or would be an unacceptable disruption to normal operations of the University.
 7. In case of a denial of, or a conflict in, property use the applicant may appeal to the designated facility coordinator's corresponding Vice Chancellor.
 8. The priority for use of University properties is as follows: (1) scheduled university credit instruction and academic-related uses (2) events and activities sponsored by, and under the management of, UC Merced departments and campus support groups (3) Registered student organizations and (4) non-University persons or organizations.
 9. An event by a campus unit in conjunction with a non-University person or organization (co-sponsorship) is appropriate when there is a clear connection with, or contribution to, the mission of the University. The co-sponsoring campus unit assumes financial responsibility for the event.

B. Use by non-University persons or organizations

1. Non-University persons or organizations must request a reservation, receive the required approvals, and enter into a University Facility Use Agreement for use of the space, as described in the section on Reservation of University Properties below. All uses must comply with all applicable state and federal laws and University campus policies.

The designated event coordinator is responsible for all aspects of the event.

2. Requests to reserve University properties may be considered for the following types of non-University persons or organizations as listed below. Use will be permitted on an occasional, nonrecurring basis only. These are examples and may or may not be all inclusive.
 - a. Learned societies, academic groups, or professional organizations that are not in conflict with the University mission and business activities.
 - b. Federal, State, and local government agencies.
 - c. Organizations that sponsor events and activities for pre-college-age youths who would benefit from the opportunity to become acquainted with the University.
 - d. Organizations that offer a unique educational or cultural opportunity to the University or community members.
 - e. Service or charitable groups whose purpose is viewed as compatible with the University's public service mission.
 - f. Individuals, including University employees, using campus properties for personal social events when the event is not in conflict with the University's mission and business activities.
 - g. For-profit (commercial) organizations for an activity/event held exclusively by and for their members/employees when the event is not in conflict with the University's mission and business activities.
 - h. Academic honor societies, such as Sigma Xi, Phi Beta Kappa, and Phi Kappa Phi.
 - i. Employee organizations in accordance with the access provisions of the applicable collective bargaining agreement.
 - j. Other community organizations or groups for noncommercial purposes.
3. Regulations governing non-University speakers are as follows:
 - a. University properties may be reserved for non-University speakers hosted by the University departments and campus organizations. Exceptions are noted in C, below.
 - b. Faculty members may invite non-University speakers to address their classes consistent with the University guest lecturer policy. (See Academic Senate Regulation 750D)
 - c. The Chancellor may stipulate specific requirements to further educational objectives and to assure free inquiry and open discussion. Specific requirements may include but are not limited to the following: that the meeting be chaired by a person

approved by the Chancellor or the Chancellor's designee or that the speaker answer questions from the audience.

C. Use for religious and political activities

1. As a State instrumentality, the University must remain neutral on religious and political matters. The University and its units cannot sponsor or fund religious or political activities, except when authorized by The Regents or the President or their designees.
2. Religious and political registered campus organizations shall have access to University properties on the same basis as all other registered campus organizations.
3. The name, insignia, seal, or address of the University or any of its offices or units shall not be used for or in connection with religious or political purposes or activities except as consistent with University regulations.
4. In correspondence, statements, or other material relating to religious or political activities or issues, the University title of a faculty or staff member shall be used only for identification; if such identification might reasonably be construed as implying the support, endorsement, or opposition of the University with regard to any religious or political activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for himself or herself and not as a representative of the University or any of its offices or units.
5. The University recognizes, supports, and shall not abridge the constitutional rights of faculty, students, and staff to participate, either as individuals or as members of groups, in the political process of supporting candidates for public office or any other political activity. The policies above in no way constitute prohibitions on the right of any individual in the University community to express political views.

PROCEDURES FOR USE OF UNIVERSITY PROPERTIES

A. Reservation of University Properties

Reservations for University properties must be made by the designated event coordinator as indicated below:

1. The Registrar's Office schedules use of campus general assignment classrooms (including the Lakireddy Auditorium) and laboratories whether for instruction, activities that are course-related (e.g. study groups, makeup classes), activities that are not course-related or activities that directly support instruction.
2. Departments/schools schedule use of facilities (such as department conference rooms) assigned to that department when used exclusively for official departmental business.
3. The Office of Housing and Residence Life schedules use of all Residential space.

4. The Office of Dining Services schedules dining space in the Yablokoff-Wallace Dining Center.
5. The Office of Student Life (OSL) schedules OSL conference rooms and the Bobcat Lair and the Tri-College Center.
6. The Recreation Services Office schedules events, intramural sports events, and Sports Club programs taking place in the University's Recreation Center and sports fields as well as the Little Lake Amphitheater and the South Bowl.
7. The University Library schedules use of rooms in the Library portion of the Kolligian Library building as well as the first floor Lantern.
8. The Facilities Manager schedules the quad, Scholars Lane, parking lots, and other outdoor spaces.
9. The Vice Chancellor for Research schedules the Castle building research spaces.
10. The Fresno Center building manager schedules all space at the Fresno Center
11. Information Technology schedules non-instructional video conference rooms and non-instructional computer classrooms.

B. Property Use Fees

The University has established fees for use of its properties to recover actual costs incurred by the University. The UC Merced Recharge Committee is authorized to determine rate categories and rates. The designated facility coordinator is to quote rates for users of University properties.

A security deposit may be required to confirm a reservation. All fees may be required prior to the scheduled date of the event for all non-UC sponsored events and some UC sponsored events. If the fees are not paid accordingly, the reserved facility may be released for other use and the security deposit retained by the University.

1. Definitions of Costs
 - a. Fixed costs – an assessment for custodial services, utilities, major maintenance, and building depreciation or reimbursement for cost of property.
 - b. Reservation costs – an assessment for processing the reservation, services related to event policy requirements, and for event management guidance.
 - c. Variable costs – an assessment for facility attendants, setup, special services, other than usual custodial services, security, parking, transportation, emergency services stand-by and/or fire watch, crowd control managers, and other costs directly associated with the event or meeting. These costs are based on actual expenses and billed accordingly.

- d. Reservation cancellation costs – an assessment for processing a cancellation of a property reservation. Additional cancellations fees may be charged by individual facilities.
2. Rate Categories
- Users of campus facilities will be assigned by the designated event coordinator to one of the following rate categories:
- a. University community may include reservation and variable costs.
 - b. Full cost includes all fixed, reservation, and variable costs.
3. Fee Assessment
- b. Events/activities organized by campus departments and campus organizations are charged University community rates when variable fees are affiliated with the facility use or outdoor space.
 - c. The following events are also assigned the University community rate:
 - 1) Registered student and intramural sports organizations
 - 2) Units from other UC campuses.
 - 3) Learned societies, academic groups, or professional organizations.
 - 4) Federal, State, and local government agencies.
 - 5) Academic honor societies, such as Sigma Xi, Phi Beta Kappa, and Phi Kappa Phi.
 - 6) Service or charitable groups whose purpose is viewed as compatible with the University's public service mission.
 - d. The following events will be assigned the full cost rate:
 - 1. Organizations that sponsor events and activities for pre-college-age youths.
 - 2. Organizations that offer a unique educational or cultural opportunity to the University or community members.
 - 3. Individuals, including University employees, using campus properties for personal social events.
 - 4. For-profit (commercial) organizations for an activity/event held exclusively by and for their members/employees.
 - 5. Employee organizations in accordance with the access provisions of the applicable collective bargaining agreement.
 - 6. Other community organizations or groups for noncommercial purposes.

C. Facility Use Agreements and Insurance Requirements

All Non-University persons or organizations must enter into a University-approved Facility Use Agreement prior to use of University Facilities. The Facility Use Agreement is prepared and executed by:

1. UC Merced Conference Services for summer conferences (using an approved "Conference Agreement" for use of facilities),
or
2. UC Merced Recreation for use of Recreation facilities
or
3. UC Merced Fresno Building Manager for use of the Fresno Center
or
4. UC Merced Contracts and Real Estate Office, for all others.

All required approvals, as set forth in item D below, must be obtained prior to execution of a Facilities Use Agreement.

D. Required Approvals and Responsibilities

Non-University reservation requests are given a "tentative" status on the calendar until approval for the event has been obtained from the appropriate campus units:

1. Designated Facility Coordinator - Responds to initial contacts for property use. Reviews and approves requests, as described in the Policy Section A.7 (page 2). Coordinates the collection and deposit of fees. Facilitates disbursement and expenditure of revenues generated by these procedures. Coordinates the resolution of conflicts in use.
2. Facilities Management - Makes arrangements and provides fee estimate to designated facility coordinator or event set up and tear down, access to room/location, custodial and other related items.
3. Environmental Health & Safety – Reviews occupant load, egress and use of room or space including outdoor events; reviews event for food and fire safety issues; determines the requirement for fire department stand-by and/or fire watch, crowd control managers. A permit for the special event, in accordance with the California Fire Code may be required by the Campus Fire Marshal.
4. Transportation and Parking Services: - Advises and assists groups with special event parking and transportation needs.
5. Campus Police - Makes arrangements and provides fee quote for additional security, as needed.
6. Contracts and Real Estate Office - Prepares and executes Facility Use Agreement.

Event approval may also be required by the following campus units:

1. Unit overseeing reservations for the rooms - Confirms availability of room/location.
2. Information Technology - Makes arrangements and provides fee quote for any audio-visual requirements.
3. The Vice Chancellor for Administration - Provides decision/permission regarding service of alcoholic beverages at event.
4. Risk Services – Provides advice and guidance concerning insurance requirements and liability issues related to events. May amend standard insurance requirements.

E. Consumption of alcoholic beverages

Approval from the Vice Chancellor for Administration, the Vice Chancellor for Development and Alumni Affairs or the Vice Chancellor for Student Affairs is required to serve or consume alcoholic beverages on property owned or leased by the University.

Non-University persons and organizations serving or consuming alcoholic beverages must provide proof of insurance with liquor liability and naming the Regents of the University of California as an additional insured. Copy must also be given to UC Merced Police department prior to event.

F. Food service

1. Catered food service on campus must be provided by either UC Merced Dining Services or a non-University caterer who is approved and registered with the campus.
2. Departments or campus organizations may order food service directly from Dining Services, providing:
 - a. The costs are charged to an official University-controlled account, excluding agency accounts; and
 - b. The entertainment expenses and the type of event are allowable as official University business.

G. Parking

Vehicles parked on campus are required to display a UC Merced parking decal, daily permit, or visitor permit that is issued by the Office of Transportation and Parking Services unless other arrangements are made in advance with the parking manager.