

Campus Use of University Facilities Procedures

Table of Contents

I.	Introduction.....	2
II.	Definitions	2
III.	Application for Use of University Facilities and Outdoor Spaces.....	5
IV.	Special Use Facilities and Special Outdoor Spaces.....	6
V.	Conditions of Use.....	6
VI.	Events in Outdoor Spaces.....	
VII.	Use of University Facilities and Outdoor Spaces for Expression and Advertising.....	8
VIII.	Specifically Prohibited Uses.....	9
IX.	Campus Closure	
X.	Appeals.....	
XI.	CUUF Appendices.....	
A.	CUUF Appendix on Canvassing.....	

- y X “SAFE Committee” is made up of various University Department stakeholders who review proposed Events for compliance with laws, University policies, and codes; for the safety of attendees; and for protection of the Facilities and the constituents of the University.
- z X “Scheduling Authority” is the individual with the authority to approve he

II. “Student Forum” means any generally accessible open Outdoor Space. Student Forums are available to students for expressive purposes as provided in these P

í X The Responsible Party's adherence to the Approved Scheduling Protocol for the Facility

X Animals (including reptiles and amphibians) are not permitted in any Facility or Outdoor Space, except:

í X Service Animals are allowed in all University Facilities as outlined in the Service and Support Animals Guidelines.

î X Assistance Animals, only as permitted in the ***Service and Assistance Animals Guidelines***.

ï X Animals used in research, instruction, or official University business.

ð X Animals that have been pre-approved to appear at or participate in, an Event by both the Scheduling Authority and building proctor or facility manager.

ñ X Fish in aquariums.

ò X Leashed dogs in Outdoor Spaces other than competitive fields. Animals are not allowed on competitive fields except as outlined in V.D.4. above.

ó X Animals within Residence Halls as outlined in Student Affairs Residence Life ha12 Tc 0.036 T

X The University may cancel, delay or relocate an Event as described in these Procedures in Section IX Campus C

X Posting of banners, fliers, signs, lawn signs, sandwich boards, and other materials shall comply with the *CUUF Appendix on Signs, Banners and Fliers*

X Advertising

í X No person or organization may post or distribute Commercial advertising in Facilities or Outdoor Spaces.

î X This section does not apply to advertising pursuant to a University Contract.

& X Unattended Literature in Facilities and Outdoor Spaces

í X No person or organization may leave unattended Literature in any Outdoor Space.

î X No person or organization may leave unattended Literature in any Facility except pursuant to a license agreement with the Facilities Management.

ï X The University Department of Facilities Management, in consultation with the building proctor, will designate appropriate locations and protocol for the placement of unattended Literature.

ð X The University will dispose of Literature placed in Facilities or Outdoor Spaces in violation of this policy without notice.

' X Dalton Trumbo Fountain Court

í X In recognition of its namesake, free speech and civil rights advocate Dalton Trumbo, the Dalton Trumbo Fountain Court ("Fountain Court") area provides a space for the free expression of ideas on campus by allowing for public noncommercial discussion and public expression without scheduling between the hours of 9 a.m. and 5 p.m.

î X If the entire Fountain Court has been reserved or is otherwise unavailable, unscheduled use as provided herein may take place on the UMC Plaza.

ï X Unscheduled use of the Fountain Court or UMC Plaza must comply with following:

- The use cannot conflict with a previously scheduled Event.
- The use must not involve any specifically prohibited use as set forth in Section VIII below.
- The use must comply with the conditions of use set forth in Section V.
- Except as allowed under Section VI above, amplified sound is not permitted at any unscheduled event.
- Temporary Structures are prohibited.

ð X The capacity of the Fountain Court is 1,500 persons. No scheduled use can exceed this number of persons.

ñ X Anyone wishing to make unscheduled use of the Fountain Court should confirm with the Events, Planning and Catering Office that the space has not been reserved.

s / / / X Specifically Prohibited Uses

X The following uses of University Facilities and Outdoor Spaces are prohibited:

í X Any use that presents an unreasonable risk of injury or damage to person or property.

î X Any use that does not comply with this policy; that violates federal, state, or applicable local law, regulation, or ordinance; or that violates any Regent Law or other University policy or procedure.

ï X Camping and activities that reasonably appear, in light of all the circumstances, that an Outdoor Space is being used for temporary living accommodation purposes such as overnight sleeping; making preparations for overnight sleeping (including laying down of bedding for the purpose of sleeping and/or erection of a tent or other shelter); making any fire for cooking; or using or preparing to use tents, motor vehicles, or other structures for sleeping and/or cooking.

õ X Golfing.

ñ X Motorized off-road vehicles (MOVs), including golf carts, gators, ATVs, and similar motorized devices other than those allowed under the **CUUF Appendix D Motorized Off-Road Vehicles including Golf Carts and ATVs**. Powered mobility devices used for locomotion by individuals with a mobility disability are exempt from this prohibition.

ò X Skiing, sledding, tubing, or snowboarding on University property unless the activity is part of a scheduled Event. Sledding includes, but is not limited to, sliding on a tray, piece of cardboard, or any other object.

ó X Boating, fishing, or swimming on in any body of water on University property except for maintenance operations and use by dedicated emergency response agencies. Boating includes, but is not limited to, (espon)0.5 (soeh11(inc233 0 Tored)Tj 0.073 Tw Tj 0.06 Tw (iece)Tj 0.024 Tw (ofrg

1 X To prevent mat

ï X Students engaged in Canvassing may not use tables, displays, or any other Temporary Structure, permanent structure, or framework.

ð X The Responsible Party need not be present for the entirety of a scheduled Event that involves Canvassing as long as she is available during the Event at the contact number provided to the Scheduling Authority.

ñ X Canvassing shall not obstruct or disrupt entrance or egress to any Facility or Outdoor Space or obstruct or disrupt the flow of pedestrian and vehicular traffic.

ò X No person engaged in Canvassing may leave Literature, fliers, samples, promotional items, coupons, or any other tangible items behind on or attended anywhere on the campus.

X CUUF Appendix on Commercial Solicitation

Commercial Solicitation is permitted only as provided elsewhere in the CUUF Procedures or in the following circumstances:

í X UMC Table Rentals

- Non-Affiliates may rent tables in UMC Outdoor Spaces through Student Organizations in order to engage in Commercial Solicitation. Student Organizations should work with a UMC Event Planner to enter into such rental agreements.

î X Designated Commercial Solicitation Spaces

- Non-Affiliates may apply for permission to use one of the Designated Commercial Solicitation Spaces through the relevant Scheduling Authority, provided that the Affiliate may not sell products or receive money in such spaces.

ï X Contractually approved Commercial Solicitation

- Commercial Solicitation is permitted if it is provided for in a contract with a Student Organization or University Department, for example, a vendor fair that is part of a larger Event. Any such contract must comply with the provisions of Sections V.G. and V.H. of this document.

X CUUF Appendix on Chalking

í X Chalking may be used only to promote University programs or Student Activities. Chalked messages must indicate which University Department or Student Organization created the chalking if it is not reasonably apparent in the message.

î X Chalking may not be used to promote organizations or events that are not affiliated with the University.

ï X Chalking may not be used for Commercial purposes, including advertising or other promotion.

ð X The University restricts Chalking to concrete or asphalt exterior sidewalks that are exposed to natural elements.

ñ X Chalking is prohibited:

- On exterior vertical surfaces and horizontal surfaces under overhangs or roofs or within covered walkways.
- On building exteriors, including walls, doors, windows, facades, roofs, or retaining walls.
- On patios, plazas, or terraces, except for the terrace to the south of the entrance to the UMC.
- Within 10 feet of any building entrance or doorway.
- On

f) Inside buildings.

ò X Chalking must be done by using water-soluble stick-chalk that quickly fades away with the natural elements within a few days.

ó X Use of any other types of chalk including, but not limited to, spray chalk, chalk paint, chalk markers, and other forms of liquid or powdered chalk is not permitted.

ô X The University may erase, without notice, any chalked messages that do not comply with University policies and regulations. No one other than authorized university personnel acting pursuant to this paragraph may erase or alter chalked messages.

õ X Any person or organization found to have violated the *CUUF Appendix on Chalking* may be subject to disciplinary action.

dam

- “Banner” means any sign, pennant, banner, flag, or other posting that is 18 inches by 24 inches or larger.
- ii. Banners may be used only by University Departments to promote campus events, activities, and campaigns that these same departments are sponsoring.
- iii. Only University Departments may request permission to post a Banner on a Facility exterior or in an Outdoor Space.
- iv. Banners will be approved for display for a specified period of time, after which they must be removed.
- Installation methods must be reviewed and approved by Facilities Management prior to the installation.
- (• Banner appearance must be approved by Strategic Relations to entvedost

- ~ ĩ • Length of time that postings are allowed;
- ~ ð • Groups or individuals who may post materials; and
- ~ ñ • The categories of events and activities to which postings may relate.

b) These guidelines may incorporate such criteria as affiliation with or furtherance of the University or a University Department's educational mission or cultural programming. In enforcing these guidelines, the building proctor shall not discriminate based upon viewpoint, but only upon objective criteria (e.g., nexus to the University Department).

X CUUF Appendix on Temporary Structures

í X A Temporary Structure must be scheduled through an Approved Scheduling Protocol and approved by the Scheduling Authority responsible for the location of installation.

î X Based on the nature and location of the Temporary Structure either of the following may be required as part of the Approved Scheduling Protocol:

- An on-site meeting with any ~~all~~ of the following departments:
 - ~ í • Facilities Management
 - ~ î • Environmental Health and Safety
 - ~ ĩ • Risk Management
 - ~ ð • CUPD
 - ~ ñ • Fire, Life and Safety
 - ~ ò • Parking and Transportation Services
 - ~ ó • Strategic Relations
- Third-party insurance

ï X A Temporary Structure may not remain in place for longer than a period of 180 days in any consecutive 12-month period.

ð X A Temporary Structure must comply with all relevant building and safety codes, as well as applicable local, state, or federal fire safety requirements. This includes requirements regarding placement, structural materials, means of egress, accessibility, light, ventilation, and sanitation. Documentation of conformance with these requirements shall be furnished to the fire code official upon request.

ñ X Ground penetration (including, but not limited to, tent stakes, fencing, and signposts) requires the Responsible Party to obtain utility locates by calling 811 or online at colorado811.org.

ò X Temporary Structures official ae0.012 T -450.93 TJ 0.024 Tw 7 (igress, Rg

ï X MOVs must register with Parking and Transportation Services (PTS) and display either of the following when operating on campus:

- A University issued permanent placard.
- A temporary identifying sign issued by PTS.

ǒ X University employees and authorized volunteers must successfully complete the University's Defensive Driving training prior to operating a MOV on campus.

ñ X MOVs operating on campus walkways must:

- Yield to pedestrians, bicycles, and skateboards.
- Refrain from operating during class changes.

ò X Drivers shall not:

- Exceed the passenger limit or load capacity of the MOV.
- Use headsets or cell phones while operating a MOV.

ó X Any accident, damage, or personal injury involving a MOV, regardless of whether the MOV is parked or in motion.

~ î • To protect the bark of the trees,