Tennessee Technological University
Access To and Use of Campus Property and Facilities

Revision 1.0.A
TTU Business Services
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Policy on Access To and Use of Campus Property and Facilities

I. PURPOSE

A. The purpose of this policy is to provide a uniform basis upon which Tennessee Technological University ("University") can regulate and facilitate the use of campus property and facilities. It is intended to operate consistently with the University's educational purpose and mission, through the implementation of reasonable, content/viewpoint neutral regulations. This policy shall be implemented and construed so as to ensure no undue disruption of that mission; promote an educational atmosphere on campus; prevent commercial exploitation of students; preserve residential tranquility; and prevent use of campus property and facilities contrary to federal, state or local law, regulation, or the rules and policies of the Tennessee Board of Regents ("TBR") and the University.

B. In establishing this policy and the related University policies, the University recognizes the importance to the educational process and environment for persons affiliated with the University including officially recognized student organizations and other groups, to have reasonable access to, and use of, the educational facilities on its campus to hear various views. Simultaneously, the University also makes clear that its facilities are not open public forums, but are instead intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities. As such, the University does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with University/TBR policies and the educational purpose and mission of the University.

C. Each University office responsible for receiving and processing Applications for Use of University Facilities and Property ("Application for Use") shall maintain a copy of this policy for inspection by groups, organizations and individuals interested in the use of University property and/or facilities and shall, upon payment of applicable copy fees, provide a copy of such policy upon request.

II. DEFINITIONS

For the purposes of these regulations, the following definitions shall apply:
(1) "Affiliated Entities" - an officially registered student, student group or student organization.
(2) "Affiliated Individuals" - persons officially connected with the University including students, faculty, and staff.
(3) "Non-affiliated Entities" - any person, group, or organization which is not an "affiliated entity or individual."
(4) "Non-affiliated Individual" - any person who is not an "affiliated individual".
(5) "Student" - a person who is currently registered for a credit course or courses, non-credit course or program at the University, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding fall or spring semester.
(6) "Normal Educational Activities" – activities that occur outside of the classroom to enhance and continue student learning and project completion. These include, but are not limited to the
following: small group study sessions (whether organized by students, tutors, instructors or teachers); review sessions, open labs, student-teacher conferences; and students working together on class projects.

III. ACCESS TO CAMPUS & USE OF PROPERTY/FACILITIES

A. Access to Facilities & Prioritized Users

1. Access to and use of University campus, facilities, and property are restricted to the University, University administration for official functions, 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 University’s campus, buildings or facilities is open to the general public for a designated time and purpose.

2. Access/Use of University property or facilities, other than for those scheduled for official University administrative and/or Normal Educational Purposes, shall be through a process of application, review, and administrative approval as set forth in this policy.

3. An online list of facilities/areas available for use by affiliated and/or non-affiliated entities/individuals and the office/department responsible for accepting and processing the Application for Use is provided as a part of this policy.

4. Priority for the use of University academic facilities shall be as follows: 1) credit and non-credit classes and programs; 2) University-sponsored activities; and 3) all other requests for use. Priority for the use of University Athletics facilities shall be as follows: 1) intercollegiate athletic competition or practice; 2) approved camps; 3) credit and non-credit classes and programs; 4) University-sponsored activities; and 5) all other requests for use.

5. When considering Applications for Use for approval, priority shall be given to affiliated individuals/entities whose proposed use is consistent with the University’s educational mission, with highest priority for use of University buildings, facilities, and/or property always being reserved for administrative and educational uses.

6. The University has designated 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 makes such agreements appropriate. (See Rental Rates / Usage Fees Schedule.) Such lease/rental agreements are not covered by this policy and will be executed subject to appropriate TBR policies and guidelines governing the lease of TBR or University property, including, but not limited to, TBR Policy No. 1:03:02:10 and TBR Guideline B-026.

7. The University reserves the right to restrict usage of any facility during final examination periods.

8. University buildings, facilities, and/or property, not specifically identified as available for use are specifically unavailable for use other than for normal administrative or educational purposes.

9. The application of this policy is limited to one (1) time only events, short term, intermittent, and/or repeat use of campus facilities where access/use of facilities/property are permitted...
without an associated rental/lease or fee. Such uses shall be limited to circumstances where the University does not actually, or effectively, cede occupancy or control of any University property. Approval for repeated or intermittent use of any facility or property pursuant to this policy may not exceed four (4) months in length and may only be renewed or repeated after review to determine that such use does not conflict with a University need or another request for access/use of the facility/space by another eligible person/entity.

10. In all cases where an Application for Use is approved, such use will be subject to the execution of an appropriate written agreement regarding the conditions applicable to the approved access/use, which shall include, but not be limited to, the terms and conditions set forth in this policy. The University may utilize differing forms of agreement (i.e. Use of Facilities Agreement) appropriate for the nature of the entity seeking access/use, or the nature of the event or facility associated with the access/use.

11. Access to and use of facilities shall be consistent with the requirements of T.C.A. §8-50-1001. Meetings, or other gatherings, conducted pursuant to this statutory provision are subject to an Application for Use pursuant to this policy, for the sole purpose of ensuring that administrative, educational, and/or workplace functions are not interrupted. Repeated access may be permitted, pursuant to this provision, without repeated application. Such request(s) shall be in writing and shall be in accordance with the application processes identified in Sections D and E below.

B. Geographic Locations & Buildings

1. This policy contains a list of specific buildings and/or other areas of campus that are available for use by affiliated and/or non-affiliated entities/individuals and the office/department responsible for accepting/approving the Application for Use.

2. Certain categories of events or uses of campus facilities or property will be limited to specific facilities or locations appropriate for the nature of the activity, e.g., concerts, athletic events, theatrical presentations, etc. Such determination shall be made at the University’s sole discretion.

C. General Conditions for Use of Property or Facilities by Affiliated and Non-Affiliated Entities and Individuals

This policy sets forth the policies and conditions governing activities conducted pursuant to approved applications for access to or use of University facilities or property and reflect reasonable regulations in light of the University’s mission and the nature of the facility or property requested. This policy will be enforced uniformly to all uses of campus facilities and/or property in a content/viewpoint neutral manner. Violation of, or failure to comply with, the requirements set forth in this policy may result in the immediate revocation of previously granted approval for access/use of campus facilities or property. The following are considered minimum requirements/conditions for use of campus facilities/property:

1. The number of persons who may attend shall be limited in accordance with appropriate building and fire codes and safety standards applicable to each particular facility and/or
property,

2. As a condition for use/access to campus facilities and/or property, the conduct of assemblies, meetings and demonstrations shall be in compliance with University policies, regulations, or rules.

3. Sound amplification equipment may be used only when prior approval has been requested and granted by the University official in charge of approving the Application for Use, taking into account the University’s mission and the nature of the facility or property requested, location, time of day, etc.

4. Use of University equipment in connection with the use of campus property and/or facilities is subject to the prior approval of the University official in charge of approving the Application for Use, as well as any additional agreements, leases or costs associated with such use.

5. All groups, organizations and individuals, by making application for registration of an activity and by subsequent use after approval by the University, shall 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 the University, including, but not limited to, personal injury, property damage, court costs and attorney’s fees.

6. All persons operating motor vehicles in conjunction with an approved use/access of University facilities and/or property shall be subject to University and TBR rules, regulations, policies and procedures regarding traffic and parking.

7. Users of University facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.

8. Use of the requested facility and/or property shall be limited to the declared purpose in the Application for Use.

9. Access to, or use of, campus facilities and/or property shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.

10. All persons on the University’s campus in conjunction with an approved Application for Use shall provide adequate identification upon request to appropriate officials and security personnel of the University. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

11. The University shall have the right to terminate the use of its facilities or property by any group, organization or individual which violates any provision of this policy, TBR policy, local, state, or federal law or regulation.

12. The University reserves the right to restrict an activity’s participants to the area approved for their use.

13. Use of a facility/area shall not block the flow of pedestrian or vehicular traffic.
14. Use shall not conflict with any existing University contracts.

15. The University is a tobacco free campus. All individuals/entities using University facilities must adhere to its No-Smoking & Tobacco-Free Campus policy.

16. The use and/or possession of alcoholic beverages on University owned or controlled property is prohibited.

17. The University’s Office of Communications and Marketing should review all press releases and advertisements prior to release regarding events scheduled using University facilities to ensure accuracy of the information being provided as it relates to the University.

18. User agrees to assume all risk of damage to and loss or theft of User’s property while at the University, damage to the facility, and injury or death to persons related to User’s use or occupancy of the facility in, upon, or about the facility from any cause, and User waives all claims against the University.

19. The use of any campus facilities/property is subject to fees or charges for specific costs and/or services (e.g., maintenance, custodial, utilities, set-up and/or security) related to the nature and uses of particular facilities and/or locations on campus as well as the anticipated event size or attendance for any use of campus facilities and/or property. The fee/cost schedule, facilities and/or event/crowd size to which they apply are available from the facility reservationist and are applied to all similar uses on a content/viewpoint neutral basis. Payment of such fees/costs may be required in advance of an event, at the sole discretion of the University.

D. Application & Use of Facilities by Affiliated Entities/Individuals.

1. Affiliated entities and affiliated individuals who wish to use University property or facilities must coordinate through the appropriate administrative office for the use of that particular campus property or facility. (See List of Facilities and Contact Information.)

2. Prior to completing an Application for Use of Facilities, affiliated individuals/entities desiring to reserve space for an event other than a regular class session, Normal Educational Activity, or University-sponsored meeting must submit a written request to their vice president, through their reporting supervisor and obtain written permission from their respective vice president (or designee) as follows:
   a) Students working through or independently of a registered University student organization must obtain written permission from the Vice President of Student Affairs, or designee;
   b) Individual faculty must obtain written permission from the Vice President of Academic Affairs, or designee;
   c) Staff members must obtain written permission from the Vice President, or designee, of their respective division;

Requests must be made to the appropriate vice president at least seven (7) business days in advance of the proposed activity or event. Where the event involves an outside speaker and payment of a total fee and/or expenses in excess of $2,500 from University funds, the request is to be submitted at least twenty two (22) business days prior to the date of the proposed event.
Written permission may be in the form of an email message. Written disapproval of a request will include a statement regarding the basis for disapproval. Written approval or disapproval of a request will be provided to the applicant within a reasonable time, usually within two (2) business days. Denial of a request as set out in Section 2 above 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 requested and rendered in a content/viewpoint neutral manner.

3. Once permission as specified in Section 2 above has been received, the affiliated entity/individual wishing to use campus property or facilities must complete an Application for Use through the appropriate office at least five (5) business days prior to use of the campus property or facility. Completion of application is encouraged earlier than five business days in advance for planning purposes. Where an application for an event involving an outside speaker involves payment of a total fee and/or expenses in excess of $2,500.00 from University funds, the Application for Use is to be submitted at least twenty (20) working days prior to the date of the proposed event.

4. The University’s president, or designee, may approve an Application for Use filed less than the applicable time period specified in Section D.3 above, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application. Approval of late applications shall be within the sole discretion of the president, or designee, whose decision is final.

5. Written notice of approval or disapproval of the Application for Use shall be provided to the applicant within a reasonable time from the date an application is submitted, not less than twenty-four (24) hours prior to the event. Notices of approval/disapproval of an Application for Use shall be available at the office responsible for scheduling the facility and may also be delivered electronically to the applicant. Notices of disapproval shall include a statement of the basis for disapproval, which 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 requested and rendered in a content/viewpoint neutral manner. It shall be the responsibility of the applicant to obtain notice of the approval or denial of any application submitted pursuant to this policy.

6. Affiliated entities may obtain permission for the repeated use of a particular University facility or space to conduct regular meetings using campus facilities or property without requiring repeated application and approval for each occurrence of the event if the meetings are limited to members of the organization. Such request shall be noted in the request for approval and the Application for Use, as applicable, as noted in Sections D.2 and D.3 above.

7. Faculty and/or affiliated entities may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where attendance at the class session or meeting will be limited to members of the class or affiliated entity and where no fee or compensation from state funds will be paid to the speaker.

8. Access to or use of campus facilities or property by affiliated entities/individuals for an event other than a regular meeting of its membership that will include an invited guest speaker and/or be open to persons outside group membership must be made through the procedures set forth in this policy. The sponsoring entity will be responsible for the conduct of both the speaker and non-affiliated guests at the event as well as for compliance with all laws, TBR and University rules or policies while present on campus or using campus facilities or property. An application for such access or use of campus facilities or property must clearly set forth the identities of both the affiliated individual/entity filing/sponsoring the application as well as the non-affiliated...
entity being sponsored. The application will be subject to the same procedures and regulations applicable to all Applications for Use.

E. Application & Use of Facilities by Non-Affiliated Entities/Individuals (Rental)

1. Non-affiliated entities and non-affiliated individuals who wish to use campus property or facilities must coordinate through the appropriate administrative office for the use of that particular campus property or facility. (See List of Facilities and Contact Information.)

2. Non-affiliated entities/individuals, conditioned on sponsorship by an affiliated entity or individual, may apply for use of or access to locations on campus as specifically identified for use by affiliated entities/individuals in the List of Facilities and Contact Information.

3. Unless otherwise directed by the List of Facilities, an Application for Use is to be completed through the designated office at least fourteen (14) business days prior to use of the campus property or facility; however completion of the application is encouraged to be well in advance of fourteen (14) business days prior to the event, especially in cases where additional services, such as catering, security, special set up, etc. are required for the event.

4. The University’s president, or designee, may approve requests to use facilities filed less than the required number of business days before the event, as specified in Section E.3 above, if it is determined that the use of property requested can be reasonably accommodated and that adequate cause exists for late filing of the application for usage. Approval of late requests shall be within the sole discretion of the President, or designee, whose decision is final.

5. Priority shall be given to applications submitted by affiliated entities/individuals over those of non-affiliated entities/individuals, where such use is permitted. Highest priority shall always be given to administrative and educational uses.

6. Payment Policy. Unless stated otherwise, all payments of approved requests for facilities must be received at least five (5) business days prior to the event date. Certain facilities may require a deposit and/or payment terms which require a different payment schedule. In this case, the User will be notified of such policy by the reservationist at the time of application.

7. Cancellation Policy. Unless stated otherwise, all cancellations of approved Applications for Use must be cancelled at least five (5) business days prior to the event date, or a $25 administrative fee may be charged.

F. Use of Non-designated Areas.

1. Any affiliated or non-affiliated entity or individual wishing to assemble, demonstrate, distribute literature or engage in similar public activity on the University’s campus must complete an Application for Use at least five (5) business days in advance of the desired date of the event/activity. The Vice President of Student Affairs, or designee, will review the requests that relate to or will take place on the University’s campus. Approval or denial of the application will be in writing and may take the form of an email message. Denial of the request to use the non-designated areas will include a statement regarding the basis for the denial. See Section III. G. for examples of reasons for denial.
2. Upon written approval of the application, the requesting individual/entity must adhere to the following guidelines, in addition to other conditions of use identified in this policy or the Application for Use:

- The activity must be held in the following non-designated areas, unless otherwise specified:
  - North or South Patio of the Roaden University Center, depending upon availability; or
  - Western Section of Sherlock Park, excluding the picnic area
- Participants in the activity must remain in the non-designated area.
- The activity may not take place in a classroom, library, or other academic building or facility.
- The activity may not take place in an administrative area, employee office, or work area.
- Any literature distributed on campus must comply with all applicable local, state, and federal laws and regulations, as well as rules and policies of the University/TBR.
- No obscene literature or material, as defined by law, shall be distributed on campus.
- The activity may not block the flow of pedestrian or vehicular traffic.
- Participants may not make physical contact with others.
- Participants must leave the area free of debris and litter.
- Sound amplification is not permitted.
- No University equipment is to be used during the activity.
- The activity must not interfere with scheduled University-sponsored activities.
- All TTU and TBR policies and procedures and local, state and federal laws must be obeyed.
- Activities may not take place during final exam week in any semester.
- Activities are limited to a total of four (4) per month for any individual/entity. The University may consider additional requests for activities.
- Children under the age of 18 are not permitted to participate in the activity without being accompanied by an adult.
- The University is not responsible for equipment used by the participants in the activity.

G. Conditions for Denial of Application for Use of Facilities

Any denial of a request to access/use 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 requested and rendered in a content/viewpoint neutral manner. Considerations potentially leading to a denial of an application include the following:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;
3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances;
4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
5. The applicant or sponsor of the activity has been responsible for violation of University policy during a previously registered use of campus property or facilities;

6. The applicant has previously violated any conditions or assurances specified in a previous registration application;

7. The facility or property requested has not been designated as available for use for the time/date;

8. The anticipated size or attendance for the event will exceed building/fire codes; established safety standards, and/or the physical or other limitations for the facility or property requested;

9. The activity is of such nature or duration that it cannot reasonably be accommodated in the particular facility or area for which application is made;

10. A determination that the size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the University, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic;

11. The activity conflicts with existing contractual obligations of the University;

12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the University’s officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the University’s buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors;

13. A determination that the requested use would be contrary to local, state, or federal law, regulation, or the policies or regulations of the Board of Regents, or the University;

14. Insufficient institutional resources as deemed appropriate and necessary by the University for the event, as determined by the President or designee.

H. Insurance/Indemnity

1. Individuals/entities using University facilities pursuant to this policy shall indemnify the University and will provide the following, as determined necessary, at the discretion of the University at the time of approval of the Application for Use.

   a. Adequate bond or other security for damage to the property or facilities;

   b. Personal injury and property damage insurance coverage;

   c. A performance bond or insurance guaranteeing or insuring performance of its obligations under the contract; and/or

   d. Other types of insurance in such amounts as are designated by the University.
2. The University reserves the right to require a performance bond and/or insurance coverage to be maintained by the user at all times during its use of University’s facilities whenever, at the University’s sole discretion, an event necessitates such. Factors used to determine the requirement for a performance bond, security and/or insurance coverage include, but are not limited to, large numbers of participants; dangerous or potentially dangerous activities; or significant investment of the University's time and resources to stage the event, or any combination of the above, etc. Proof of compliance with this provision may be required in advance of an event. This provision shall be applied and enforced in a content/viewpoint neutral manner.

I. Distribution of Leaflets, Literature, Pamphlets, Etc.

1. The University may identify, with an approved Application for Use, locations where the sale or distribution of literature associated may be allowed.

2. Literature and/or advertisements may only be sold or distributed in conjunction with an approved Application for Use. Users incorporating sales or distribution of literature in any requested use of a University facility must note such on the Application for Use, which shall be evaluated by the same standards established under this policy for the associated use/access of campus facilities and/or property.

3. Literature and/or advertisements may not be sold or distributed within the University’s:
   
   a. Classrooms, library or other academic buildings or facilities;
   b. Administrative and employee offices and work areas; or
   c. Student residence halls or apartment buildings.

4. The distribution or sale of literature, non-commercial solicitations, or advertising in designated locations within the lobbies or other general use areas of the above buildings or other campus facilities designated for the placement of literature for distribution or sale may be permitted.

5. Any literature which is distributed or sold and any advertisement shall comply with all applicable local, state, and, federal laws and regulations, as well as the rules and policies of the University and TBR.

6. No obscene literature or material, as defined by law, shall be distributed on any University property.

J. Commercial Use/Solicitation

1. University property and facilities may not be used by any affiliated or non-affiliated entity/individual for the conduct of profit-making activities except when engaged in a business relationship, pursuant to a contract, with the University and/or when a rental or lease agreement is in place specifically for such temporary purpose.
2. Solicitation will not be considered to include activities or events engaged in by affiliated groups and organizations for the purpose of raising funds to meet expenses of the group or organization. The funds raised by such activities or events shall be used for the benefit of the group or organization or for charity and no funds shall be distributed to the officers, members, or any individual for personal profit or use.

Gift solicitation, proposals for gift solicitation, or fundraising events to be conducted by anyone (including faculty, staff, students, alumni, friends, etc.) for the benefit of Tennessee Technological University, any University foundation or part of the University, shall require the prior approval of the President of the University through the office of the Vice President for University Advancement.

For the purpose of this Section J the following activities are not prohibited:

a. Advertising, as permitted by this policy;
b. Sale or distribution of commercial literature as permitted by this policy;
c. Conversations or communications between a resident of a University residence hall or apartment facility and a properly admitted guest notwithstanding the commercial content of the conversation or communication; provided, however other residents may not be solicited for the purpose of selling a product or service or enrolling the individual in a contest, program or other commercial venture; and provided the conversations or communications are confined to the specific unit of the resident inviting the guest or other property/facility reserved by the resident for such purpose.

K. Miscellaneous

1. Bulletin Boards/Posting
Bulletin boards or approved areas for posting have been established within University facilities for specific uses and/or entities.

a. Individual boards/areas may 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 maximum size and duration of any notice, and any other special conditions on use.
b. Such limits shall be conspicuously posted on each board or posting area, and shall control the use of the board when posted.
c. The use of any or all bulletin boards or posting areas on campus may be subject to the prior approval of the official authorized to approve use of the board, whose name and contact information 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 law or regulation of the University; or
   (iv) There is insufficient space available for the material on the board in question due to the previous posting of other materials,
d. Areas not specifically identified and/or authorized for posting are not available for such purpose for any individual or entity, whether affiliated or unaffiliated.
e. Exceptions to this policy can be made upon approval of the Chancellor of the TBR.

2. Food/Catering

a. **TTU Dining Services** has the exclusive right to provide food services/catering in all University facilities. TTU Dining Services should be utilized for catering of any event held in a University facility where food costs are more than $150.00. If TTU Dining Services is unable to cater the event, written approval will be provided to the User by TTU Dining Services allowing the use of another caterer. If the User chooses to use a caterer other than TTU Dining Services without obtaining an exemption, the University will charge a catering fee, payable in advance, using the following schedule based on attendees. For events of up to 100 people the charge shall be $350.00 and for events of over 100 attendees, the fee shall be $500. This catering fee is in addition to any facilities usage fee charged by the University.
b. This provision is applicable to any facilities/property designated for use by affiliated and non-affiliated parties.
c. Costs associated with food/catering may be obtained by contacting TTU Dining Services Office at 931-372-3271 or by accessing the online [Catering Guide](#).