Policy Number: 201.3

Policy: Facilities Use and Access

Date Adopted: 07/99

Revision Date: 01/04

References:

Approved By: Robert A. Duringer, Vice President for Administration & Finance

The primary and priority use of University facilities must be for University programs and activities. However, the University encourages other uses of its facilities to provide increased opportunities for learning, entertainment, and cultural and social enrichment for and by a variety of people.

The authority to schedule general classrooms resides with the Registrar’s office. Authority for scheduling other academic and non-academic space resides with the Dean, Director, or Executive Officer responsible for that space. If questions or concerns arise, the office of Administration & Finance (X4662) or Public Safety (X6031) retains the right to determine which activities are consistent with the University’s primary objectives. If uncertain about available facilities or whom to contact, call the UC Event Planning Office at 243.4113 for information.

Should emergency access be needed, contact the Office of Public Safety at 243.6131.
PROCEDURE FOR FACILITIES USE

I. Definitions.

"Affiliated users" include those formally established or recognized by the University. For example, a University-recognized fraternity or sorority or a University-recognized student organization would be an affiliated user.

"Non-affiliated users" include those with no link, formal or informal, to the University. The Kiwanis or the Pachyderm Club is examples of non-affiliated users.

Affiliated users may sponsor non-affiliated users to utilize University facilities for purposes consistent with the mission of the University and with the objectives of the affiliated users. Affiliated users must have substantial participation in and responsibility for planning and executing the sponsored, non-affiliated users' activities, rather than merely lending their endorsement to the non-affiliated users. In addition, affiliated users shall be financially responsible for all non-affiliated users' activities on the basis of affiliated user sponsorship or co-sponsorship of such activities; except that affiliated users may require non-affiliated users to indemnify fully affiliated users for all such costs as a co-sponsorship condition as noted further below.

II. How to Schedule a Facility or Outdoor Area.

A. Rooms, Facilities, and Services.

1. If you know who to contact for a room or hall, you may call them directly. If you are unfamiliar with the facilities available for use, call the UC Event Planning Office (243-4113). The UC Event Planning Office can tell you whom to contact to schedule a facility. When it becomes available, the UC Event Planning Office will use a master schedule to determine room availability with the approval of the University official responsible for the facility to be scheduled.

2. To ensure a timely confirmation of your reservation, make your request by 9:00 A.M. at least 24 hours before the first use of the room. If you plan to use a facility's multi-media equipment, you will need to contact Instructional Media Services (243-4875) at least 72 hours in advance.

3. Summer Conferences: After summer classes have been scheduled (usually about April 1), classroom availability for summer conference use can be obtained from the Registrar's Office or from the appropriate school or department.

4. At the discretion of the person who schedules the facility, you may be advised or required to consult with Campus Security regarding supervision and security. Campus Security will determine
areas adjacent to the Adams Center (Field House) and the Montana Theatre, but at least 40 feet from any entrance; and the cement areas adjacent to the Gallagher Business Building, but 40 feet from any entrance. You may not distribute materials on roads, in parking lots, or in other ways open to automobile traffic. All such activities may be subject to reasonable restrictions on the time, place, and manner in which they are conducted.

B. Posted materials including commercial materials, without prior permission, are allowed on the kiosks located on the Oval, near the Urey Lecture Hall, southeast of the University Theatre, and upon any other like kiosk erected by the University in the future. The University will remove these materials at regular intervals.

C. Posting material on designated interior or exterior surfaces of University buildings by affiliated and non-affiliated users requires the permission of the applicable University official authorized to grant such permission, and remains subject to any requirements such official may reasonably establish.

D. Distribution and posting in the University Center must conform to the UC Building Usage Policy Handbook. To inquire about distributing materials in the UC, users may contact or visit the UC Information Desk (243-4636) or the UC Event Planning Office (243-4113).

E. Distribution and posting in Washington-Grizzly Stadium & Adams Center require the permission of the Director of Intercollegiate Athletics or the Director of the Adams Center respectively and remain subject to such rules as the Director may establish. Printed materials may be distributed in Washington-Grizzly Stadium or in the Adams Center or at other locations where Intercollegiate Athletic events are being conducted.

F. No printed materials may be posted on vegetation, lampposts, handrails, doors or the like. No printed materials of any kind may be placed or posted on any vehicle located on the University campus streets or parking lots.

G. Sidewalk chalking or painting shall at all times be prohibited absent the express prior permission of the University Vice President for Administration and Finance.

H. Content Disclaimer. The University takes no responsibility for and does not endorse the content of materials that are distributed or posted. Permission to post or distribute printed materials or to engage in political activities may not be denied on the basis of their content or affiliation. All activities may be subject to additional, reasonable restrictions on the time, place, and manner in which they are conducted.
The University of Montana - Permission to Chalk

Chalking must be consistent with Policy Number 201.3, Facilities Use and Access. Please see the Policy and Procedures on the UM website at www.umt.edu. No chalking will be permitted one week prior to Homecoming and Graduation.

Organization: ________________________________

Person Requesting Permission: ____________________

Contact Information: ________________________________

Phone: ___________ Fax: ___________

Person in Charge: ________________________________

Where will you chalk? ________________________________

Please do not chalk benches/seats – including the area around the grizzly bear statue

Dates to Chalk: ________________________________

Signature: ________________________________

By signing this document, I acknowledge that I understand that permission is restricted to side-walk chalk ONLY. Any use of paint, including water-based paint, or any substance that will not wash off, will result in charges to my organization for the removal. I also agree to chalk on sidewalks ONLY and not on any campus bricks or seating areas. Chalked areas may be cleaned 1 week after event by Facilities Services personnel.

Approved by: The Office of Administration & Finance
University Hall – Room 129
243-4662
243-5537 Fax

A&F Rep. Signature: ________________________________