

I. Introduction

This policy is predicated on the University System of Maryland Policy 145.0 VI-4.10- POLICY ON THE USE OF THE PHYSICAL FACILITIES OF THE UNIVERSITY SYSTEM FOR PUBLIC MEETINGS, which was approved by the Board of Regents on January 11, 1990. The policy reads:

1. The physical facilities of the University System may be used for public meetings, including political meetings, if proper safeguards are provided to assure the orderly use of facilities.
2. Persons wishing to use a facility must apply to the proper administrative authorities. Each president will be responsible for adopting rules governing the use of its facilities, and procedures for the application for such use.
3. A reasonable charge may be made to cover costs of such facilities, including utilities, police protection, janitorial service and other necessary expenses.
4. Permission to use a facility does not imply endorsement by the University or its institutions of the view or programs of the user.

II. Purpose

This policy is adopted to establish a clear understanding of the scheduling and use of UMBC facilities and to assure that all UMBC land, buildings and facilities will be used in accord with the University's mission, goals and policies. The policy establishes regulations for the periodic, temporary, and contractual use of university facilities by external users, campus-based users, sponsored users, and student organizations. It promotes compliance with other University policies and State law, regulates the time, place and manner of the use, defines important terms, and identifies staff members who are responsible for facilities use, and describes consequence for violations of the Policy.

This policy is designed to:

1. establish a consistent and equitable approach for handling scheduling requests for the use of UMBC facilities
2. establish rules for access to facilities for all users
3. require user compliance with University policies and State law
4. regulate the time, manner, and place of the use of UMBC facilities, provide access to facility specific guidelines, primarily through web links identify consequences for failure to adhere to the policy
5. and address legal and financial issues pertinent to facility use.

III. Philosophy

UMBC facilities are intended for the primary use of supporting UMBC approved academic and co-curricular programs and events. UMBC gives usage priority to recognized University organizations, groups, departments, and faculty, staff or student activities. Beyond this, UMBC recognizes its role as a public institution in the state and the local community, and can make appropriate facilities available for events sponsored

by other groups so long as those events do not conflict with institutional priorities or adversely impact the University's resources

In fulfilling its mission, the University recognizes free inquiry and free expression as indispensable components in the examination of ideas, and scheduling decisions are not made to restrict such expression.

IV. Definitions

Ancillary Services are special services associated with facilities usage for which a charge may be assessed. Services may include, but are not limited to, catering, janitorial, audio-visual and special equipment, room set-up, administrative fees, housing and security.

UMBC community is defined as currently enrolled students, and/or currently employed faculty, staff and administration.

Registration Fee is defined as a fee charged for multiple events in concurrence with each other (Conference).

Business day is a weekday (Monday through Friday) that does not fall on a holiday; a week day (Monday through Friday) when the University is open. In some policies on campus, business day may be defined differently, and if so, that definition would apply to that policy only. For the purposes of this handbook, or when the term is not defined, please use the definition here.

Facilities include all buildings, land and property of UMBC.

Event Planner is the person who is in charge of planning and executing an event on behalf of a User.

Department Designated Scheduler - the individual in all departments who has been trained to submit requests for non-academic space usage utilizing the scheduling package "R25" webviewer

"User" is an organization or agency, on or off campus, responsible for an event held in UMBC facilities. This term is capitalized in this Handbook to indicate the formal relationship and responsibilities of the User.

Scheduling - The Campus Scheduling and Guest Services Office - the first point of contact for scheduling events by Campus-Based, External and Sponsored Users. (Student Organizations first point of contact should be an Office of Student Life Event Advisor).

Public Space is defined as any space on campus other than a student's own residence hall room. Resident Hall Common rooms, lounges, classrooms, meeting rooms, etc. are all considered public spaces.

Campus Information Center - Campus Information Center desk located in The Commons (CIC).

Commons Terrace - The commons terrace is the area located immediately outside of the Commons on the Southwest side of the building facing the Quad. It consists of the area beginning at the "L" of the building and extends west to the end of the building. It does not extend into the Biology Building breezeway. The terrace also extends south to the edge of the Quad - it does not include the quad.

Student Organization User is an active student organization recognized by the Office of The Vice President for Student Affairs, using the requested facility for UMBC activities with appropriate authorization to provide a UMBC chart field string to which all charges associated with usage may be billed. The Student Organization user category is for student organization activities only; events and activities requiring a registration fee by the sponsoring student organization will be required to have a contract. The appropriate advisor, in conjunction with the Coordinator for Campus Scheduling and Guest Services, will determine which category the contract will fall under as outlined herein.

Campus-Based User is a UMBC department using the requested facility for UMBC business with appropriate authorization to provide a UMBC chart field string to which all charges associated with usage may be billed. The Campus-based User category is for campus departmental business only. The department planning an event must be able to show that the majority (minimum 51%) of participants are members of the UMBC community or that the event/activity is a requirement of the department as it relates to their mission. If the above criteria are not met then a contract will be necessary. Contact the Coordinator for Campus Scheduling and Guest Services to determine which category the contract will fall under as outlined herein.

Sponsored User is an organization or group whose affiliation with UMBC derives primarily from the participation of a UMBC employee in the organization's leadership, and whose organizational purpose advances or supports the educational, research or public policy mission of UMBC.

External User is an individual or a group of individuals, organization, association or business not affiliated with UMBC.

V. General Regulations on the Use of UMBC Facilities

1. Smoking in UMBC facilities is prohibited.
2. All events held on UMBC property must comply with federal, state, and local laws.
3. Appropriate attire must be worn in all campus facilities at all times, including shirt, shoes, pants/shorts/skirts.
4. Pets/animals are prohibited in UMBC facilities except for those allowed per the Americans with Disabilities Act.

5. Academic classes are the first and foremost priority for Academic space assignment at UMBC. The Registrar's Office formulates the schedule for all recognized UMBC courses and labs during the fall and spring semesters and the Office of Summer and Winter Programs schedules all courses and labs for the summer and winter sessions. **Classrooms will not be scheduled for non- instructional purposes prior to the formulation of classes for each semester or term, except for activities scheduled during free hour and non-class weekend hours.** The Registrar's and Summer and Winter Program Offices reserve the right to make changes to academic space assignments at any time. Events approved through the Campus Scheduling and Guest Services Office may be moved to accommodate changes in the class schedule. Nonacademic space is scheduled through Campus Scheduling and Guest Services. Requests must be submitted appropriately through the web-based form and are scheduled based on room appropriateness and on a first come, first served basis. Campus Scheduling has the final authority on scheduling all non-academic requests and has the right to deny requests dependent upon circumstances.
6. No program may be held on UMBC property without express authorization from UMBC.
7. All non-credit instructional programs offered on UMBC property must be approved and scheduled by the Professional Education and Training Department.
8. Facilities users may not advertise an event or contract for food or other services prior to execution and approval of a contract or event registration request.
9. Facilities users shall:
 - a. adhere to all scheduling guidelines
 - b. follow all guidelines regarding the use of the facilities and the posting of publicity related to an event
 - c. ensure compliance with all University policies and guidelines, federal, state and local law during the conduct of an event
 - d. pay in full all charges due to UMBC for the facilities' use and the provision of ancillary services.
10. In addition to the requirements in paragraph 9, each external or sponsored user shall also:
 - a. enter into a contract with UMBC for the use of the facilities
 - a. provide proof of Public Liability Insurance with limits of not less than \$250,000 per person, \$1,000,000 per occurrence, and \$50,000 property damage
 - b. pay a deposit of 100% of the estimated fees associated with the facilities use and ancillary services.
11. Scheduling may move an event (display, facility or table reservation) to a different location upon the occurrence of:
 - a. circumstances beyond the control of the University, such as facility infrastructure disruption and/or weather related conditions, or

- a. unanticipated needs of the University for use of the space, and to best utilize space and resources, or
- b. substantial changes in the needs or size of the scheduled event, or
- c. subsequent disruption to concurrent events.

However, if the event (display, facility or table reservation) interferes with traffic flow or access to buildings, the University will make reasonable efforts to control traffic flow and access to buildings before moving an event. If a move becomes necessary, the University will move the event to either an agreed-to location or the nearest suitable location. UMBC is not responsible for any costs incurred by a user resulting from a change in location.

12. During an event scheduled outside the regular operating hours of a facility, only those directly involved or attending the event may remain in the facility.
13. Events using outdoor sound amplification may be held only during Free Hours (12 -1 p.m. on Mondays, Wednesdays and Fridays) or at other pre-approved times not interfering with regular university functions; sound amplification MAY NOT be used by vendors from off campus.
14. Non-academic, commercially oriented use of UMBC facilities for the exclusive benefit of private, profit-making individuals, groups or organizations requires specific advance approval from UMBC. Campus Scheduling and Guest Services will facilitate approval process.
15. Maryland State Agencies utilizing the "R-Star's" process are not required to place a deposit for facility reservations, but must initiate payment immediately following receipt of billing for the event.
16. Vendors/User shall submit an application for operating a concession to scheduling at least ten 10 business days before an event. Applications must be approved by the Concessions Committee in accordance with the Sales and Solicitation Policy before a user may advertise an event, product, or service.
17. Vendors soliciting or selling concessions may not bring their own tables; tables must be rented through Campus Scheduling and Guest Services. A Concessions application must be submitted and approved prior to the vendor coming on to campus.
18. Vendors may not use sound amplification, may not promote unsafe behaviors or impede traffic in walkways or at entry/exit points to facilities. Vendors may not locate on the roadways of the campus.
19. The dispensing of alcohol must be in accordance with UMBC's Alcohol Beverage Policy, which is available from the Scheduling Office.
20. To request periodic use of UMBC facilities, requests for space must be submitted to the Campus Scheduling and Guest Services Office no less than 15 (fifteen) days prior to the event date. Late fees and surcharges may be charged to any group not meeting this requirement. Under extra ordinary circumstances, exceptions may be granted to this timeline.
21. Campus-based or student organization users wishing to cancel a reservation must notify Scheduling by replying through email, referencing their event

confirmation number, at least five business days before the scheduled event. Failure to do so will result in the assessment of ancillary charges.

22. Events requiring ancillary items (set-up, a/v, etc.) must provide a list of needs no later than 10 (ten) days prior to the event. Late requests are not guaranteed and may incur ancillary/late charges.

Implementation

Administrative Staff of The Commons and the staff of the Office of the Vice President for Student Affairs implement this policy. Questions, complaints, reports of violations, or appeals regarding the policy should first be directed to The Commons Administration.

Original Copy and Amendments

The original copy of this policy is maintained by the Office of the Vice President for Student Affairs. This policy may not be amended without the approval of the vice president for student affairs. An amended policy will contain a date of issue and an amended number.

VI. User Process/Scheduling Guidelines:

1. **Student Organization User:** To request the periodic use of UMBC facilities, no fewer than 15 business days before the intended date of the event, a student organization user shall:
 - Contact an event advisor in the Office of Student Life to submit a request through the on-line system after fulfilling all OSL procedures;
 - After receiving the request through the R25 system, Scheduling will:
 - a. Either confirm or deny the request;
 - b. Reply to the OSL Event Advisor via email in the R25 system
 - Be responsible for making arrangements with external services from the Commons (for example, physical plant, public safety, food service, audio visual) and for ensuring that service staff has adequate information to assist with the event. The User is responsible for ensuring that all services are available and that unneeded services are cancelled at least 5 working days before the date of the event.
 - adhere to all Scheduling requirements which include: producing a chart field string, providing all set-up needs at the time of reservation, and meeting with appropriate Commons Administration staff as needed;
 - not advertise the event until they have received email confirmation that the event is actually scheduled (Event Confirmation, separate from submittal confirmation);

- in cases where there are technical needs, schedule a meeting to review the needs and the resulting costs with a minimum of an operations staff member, a scheduling staff member, an OSL advisor and an authorized student member of the sponsoring organization.
 - User and Campus Scheduling will be guided in all fees and rules for the event by the Policy on Facilities Use, which can be found in this Handbook.
2. **Campus-Based User:** To request the periodic use of UMBC facilities, no fewer than 15 business days before the intended date of the event, a campus-based user shall:
- Contact their departmental scheduling designee who will, in turn, schedule their departmental events utilizing the "webviewer" function of R25.
 - After receiving the request through the R25 system, Scheduling will:
 0. Either confirm or deny the request;
 1. Reply to the departmental requestor (scheduling designee)
 - The Campus-Based User is responsible for making arrangements with all services on campus (for example, physical plant, public safety, food service, audio visual) and for ensuring that service staff has adequate information to assist with the event. The User is responsible for ensuring that all services are available and that unneeded services are cancelled at least 5 working days before the date of the event.
 - User and Campus Scheduling will be guided in all fees and rules for the event by the Policy on Facilities Use, which can be found in this Handbook.

* Grant-funded programs which fall under the Campus Based User category must gain facility reservation authority prior to grant submittal. Costs associated with Grant funded programs will include but are not limited to room rental, overhead and administrative fees. Specific costs will be provided by the Campus Scheduling and Guest Services Office at the time the reservation is made.

3. **Sponsored User:** To request the periodic use of UMBC facilities, no fewer than 15 business days before the intended date of the event, a sponsored user and its sponsor must:
- Contact the Campus Scheduling and Guest Services Coordinator to:
 - determine the availability of the requested space and the estimated fee for its use and for payment of any ancillary services or associated costs;
 - complete and satisfy the terms of any contract required by UMBC;

- determine if liability insurance requirements must be met; and
 - provide any required deposits.
4. **External User:** To request the periodic use of UMBC facilities, no fewer than 15 business days before the intended date of the event, an external user shall:
- Contact the Campus Scheduling and Guest Services Coordinator to:
 - determine the availability of the requested space and any estimated fees for its use and for payment of any ancillary services or associated costs;
 - complete and satisfy the terms of any contract required by UMBC;
 - provide proof of Public Liability Insurance with limits of not less than \$250,000 per person, \$1,000,000 per occurrence, and \$50,000 property damage¹; and
 - provide the deposit requested for the estimated fees and charges.

How to Schedule an Event Not Involving an Overnight Stay on Campus

External and Sponsored Users: External and Sponsored Users schedule events, not involving an overnight stay on campus, through the Scheduling office. Scheduling will assist the User in completing an on-line reservation. After determining if space is available for the requested event, Campus Scheduling and Guest Services will:

- Review cost estimate of event with User, determine if contract is desired by User write a contract for the event;
- schedule and set up classrooms, meeting rooms, and other campus facilities;
- make transportation arrangements with UMBC Shuttle Charter;
- coordinate audio-visual needs;
- assists user with catering arrangements;
- coordinate the event among auxiliary services (e.g., physical plant, campus police);
- arrange for availability and use of campus recreation facilities; and
- arrange for directional signs and parking.

How to Schedule an Event with an Overnight Stay on Campus - External and Sponsored Users, Office of Residential Life

External and Sponsored Users schedule events involving an overnight stay on campus through the Office of Residential Life, which is located on the first floor of Erickson Hall (Phone 410-455-2706). Residential Life will assist in the planning/contracting of the event, determine if space is available, and

make arrangements with essential services on campus. Overnight accommodations are not available from the mid August through May.

VII. Usage Fees

Information regarding current facility descriptions and applicable usage fees may be obtained from the UMBC Campus Scheduling and Guest Services Office.

VIII. Facilities Available for Rental

Scheduling maintains the most up-to-date listing of facilities available for use. Contact Scheduling to check for the latest modifications. Occupancy numbers are estimates and may change based on additional set-up and presentation needs. Audio-visual equipment is available in most facilities.

IX. Additional Regulations for Scheduling on Campus

- A. The Commons Main Street is a shared, reservable space; it is only reserved for single group activities by special arrangement.
- B. The Commons Flat Tuesdays is available on a limited basis during the day.
- C. The Commons Gameroom may be scheduled by student groups utilizing one of four options. They are:
 - a. Group requests space in the gameroom, however the room and all recreation activities continue without disruption by the scheduled event. Charges incurred only if group requests a specific set-up or piece of equipment.
 - b. Group requests the gameroom for an event/activity that will require some disruption to the normal schedule of the room (ping pong tables and gameboxes removed, lights dimmed) but wish billiards to continue (paid for by individual patrons). In this case, billiards will revert to black light pool, regular charge. Group responsible for cost of set-up and any special needs for their event. No costs incurred by sponsoring group for black light pool.
 - c. Group requests the gameroom for a closed event requiring the room to be closed to general public. In this case, the group will be responsible for all set-up costs, AV costs as well as true labor costs for gameroom attendant. The group may choose to run billiards during their event or not, free of charge to their event patrons.
 - d. Group requests the gameroom when the room is normally closed (after hours). Group will be responsible for room set-up, AV costs, and will guarantee security in the space as no gameroom attendant will be present. Billiards, ping pong or gameboxes are not available for patrons under this option.

- e. Gameroom may be reserved by groups for Friday or Sunday evening only. Up to four tables may be reserved by groups, for a fee, at any time through the regular scheduling process with the OSL event advisor.
- D. The Commons Quad can be used by special permission only. Other areas outside of the Commons are also considered a part of this reservation including the Commons/Physics Circle which can be used for events involving vehicles and/or novelty games. Parking for vehicles in this area must not block the general flow of traffic unless the circle is closed to traffic for a specific event. Vehicle placement in this area as well as the quad must be coordinated through Campus Scheduling along with Campus Police and Parking Services. Groups not sponsored by Campus organizations or Departments must obtain the appropriate contract/vendor agreement and pay appropriate fees.
- E. Any movies scheduled through the Scheduling for public spaces must have proof of copyright permission before the movie can be shown.
- F. Programmatic space on campus is at a premium; Student Organizations requesting more than one weekend date for events will receive one date initially. Other requests will be filled only after the second week of the semester. Groups are encouraged to provide second and third date choices in the comments section of their webviewer space request; this will allow the Scheduling the opportunity to schedule weekend space as fairly as possible.
- G. Requests for re-occurring annual events may be made one year prior to the event.
- H. Weekly meetings can be scheduled on a semester basis; in April for the Fall semester and in November for Spring semester.
- I. As programmatic space is at a premium, rehearsals for events will only be scheduled if The Commons operations deem it necessary due to technical or particular set-up requirements.
- J. Per the Provosts office, the only classroom facilities where food may be brought into the actual rooms are the Math/Psych building, Sondheim Hall Building and Academic IV building. Other facilities may have controlled catering (by Sodexo catering only) in lobby areas but food and drink items may not be brought into the actual meeting/event rooms. Sodexo is responsible, along with event sponsor, to ensure that catered food items are not brought into the actual meeting/event rooms. Food waivers will not be approved for food in any academic space other than those mentioned specifically above.
- K. Only one event per facility can be booked per night. Example - an event in the UC Ballroom that begins at 7pm and ends at 9pm cannot be followed by another event starting later in the evening.
- L. The skylight room can only be used in its current set-up configuration - restaurant style Monday through Thursday; other arrangements can be made for weekend events depending on availability of furniture storage location; additional fee will be charged.

- M. Rooms in the University Center and The Commons can only be arranged/rearranged by The Commons operations staff; any room whose set-up is changed by a group will be charged a re-set fee.
- N. The Commons Main Street is a shared, reservable space; it is only reserved for single group activities by special arrangement.
- O. Student Organizations, Departments, Vendors and Contract groups requiring the use of tables for their displays/concession are required to book tables through Scheduling. Groups are not allowed to bring their own tables, racks, etc. to campus.
- P. Vendors and contract groups are required to pay applicable fees prior to using the facility/table they have rented.