

## The Commons/University Center LED Display Procedures

University of Maryland Baltimore County

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The use of the LED displays will be administered and used in accord with the mission, goals, and policies of the University. This policy establishes guidelines for the use of the University Center LED display to insure compliance with related policies and laws. This policy serves to regulate time and manner of such use so the service does not infringe upon the rights of others. This policy serves to define and place responsibility for the use of the LED display.

### Policy

1. CommonVision schedules the use of The Commons and UC LED's. They shall administer the charge of fees and coordinate the scheduling of the display.
2. University departments, programs, centers, offices, and registered organizations may schedule the display for educational, scientific, cultural, social, and athletic/recreational programs, which relate to normal functions and purposes within the mission of the organization and the University. Such use is subject to charges according to established rates.
3. Individual members of the University community and external groups may schedule the display for programs related to and consistent with the university functions and purposes, e.g., non-profit, educational, scientific, civic, or charitable. Such programs require contractual agreements, are subject to charges according to established rates and are subject to service limitations.
4. Use of the display for the exclusive benefit of private, profit-making individuals, groups, or organizations is exceptional and requires specific approval.
5. The chief officer of a sponsoring department or organization and the group represented are responsible for knowing and adhering to applicable policies, and for the total actual charges and expenses resulting from use of the LED.
6. Regularly scheduled University programs and activities have first priority for use of the display. Requests, which conflict with regular University functions, will not be approved.
7. Scheduling must be done sufficiently in advance to allow orderly coordination of support service and timely campus notice. Scheduling deadlines relating to various types of activities will be established and promulgated by the Campus Scheduling staff.
8. University activities and major events co-sponsored with appropriate external agencies to occur during the subsequent fall, winter, spring and summer periods will be pre-scheduled on the Master Calendar each spring.
9. Requests for use of the display will be addressed on a first come first served basis.
10. There may be several messages on the display concurrently, depending upon demand all requests may not be honored.
11. CommonVision and The Commons Administration reserve the right to deny use of the display.
12. The CommonVision staff must be notified, in writing, of service cancellations at least five days prior to the reservation date. Contract activities are subject to the terms of the contract. Failure to notify the appropriate office of cancellations may result in the assessment of service charges.

13. Facilities and services are made available on a non-discriminatory basis consistent with pertinent federal and state laws and regulations regarding race, color, religion, age, national origin, sex, or sexual orientation and disability.
14. Approval of service does not imply endorsement by the University of Maryland System or UMBC of the views or programs of sponsors.

#### Policy Enforcement

Individuals, departments, registered organizations and other sponsors are expected to comply with this Policy. Individuals or chief officers of groups should become familiar with the requirements they assume in scheduling services. Failure to comply with the policy may result in the assessment of charges to recover the costs of services scheduled or performed, the suspension or revocation of scheduling privileges, the closing of an event, requiring restitution for damages, judicial charges or legal action. The Commons Administration monitors the implementation of this Policy. Questions, complaints, or reports of the policy violations should be directed initially to The Commons Administration, Associate Director (455-3454.)

#### Policy Review

The Commons Administration will review and evaluate this biannually. Other appropriate offices and organizations, including the Facilities Planning and Scheduling Committee, will be surveyed to assess the policy's clarity and effect. The Director of The Commons will recommend revisions to the Vice President for Student Affairs.