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710 Use of University Facilities

Authority: Approved by the Board of Trustees

710.1 General Policy

The University has established policies and procedures for maximum benefit and utilization of its resources, facilities, and services. The policies and procedures include safeguards and administrative guidelines, and define the University's obligations to matriculated students, the faculty, the staff and the public.

710.1.1 Reservations. Reservations for meeting rooms in campus buildings other than Hulman Memorial Student Union, Tirey Hall, and Hulman Center may be made on forms available in the Registrar's Office. Groups not associated with the University may be charged a rental fee for the use of University rooms at established rates that are available in the Controller's Office.

710.1.2 Student Activities Space. Student Activities space of a general nature is available in Hulman Memorial Student Union, Tirey Hall, and Hulman Center. Space for social events, such as dances, movies, organizational meetings, and other activities, will be reserved through the director of the facility.

710.2 Types of University Facilities

The facilities of the University include all buildings and grounds owned or leased by the University. Space within the buildings and grounds is of three types: dedicated, semi-public, and public.

710.2.1 Dedicated Facilities. Dedicated space is defined as space used primarily to serve and support the educational, cultural residential, and recreational functions of the University. Although such areas may be used by the public, University functions have priority. Examples of such space are: classrooms, laboratories, libraries, residence halls, parking areas, recreational facilities, intramural and athletic fields.

710.2.2 Semi-Public Facilities. The semi-public space areas are defined as space available for use by internal and external individuals and groups on a reservation-only basis. Normally, non-University organizations will pay a rental fee for the use of such space. Examples of such space are: Tilson Music Hall, activity and meeting rooms in Hulman Memorial Student Union, Tirey Hall, and Hulman Center.

710.2.3 Public Facilities. The public space areas are defined as those which accommodate pedestrian as well as vehicular traffic flow and facilities of the University open to the public. These areas are defined to include sidewalks, campus streets and drives, entrances to buildings, lobbies and corridors in classroom and office buildings and semi-public facilities, and common areas in the residence halls, Hulman Memorial Student Union and Tirey Hall.

710.3 Guidelines

710.3.1 Persons with Legitimate University Business. Every person with legitimate business at the University has the privilege of access to the public areas of the buildings and grounds during designated open hours.

710.3.2 Solicitation. Soliciting for monetary reasons or selling will not be permitted on the campus except in cases of student groups whose activities are approved through the Student Affairs Office.

710.3.3 Purpose. Use of space for purposes other than those for which it has been designated will not be allowed. Neither will individuals or groups be permitted to interrupt the use of space after it has been duly assigned, without permission of the University President or designee.

710.3.4 Reservation of Lobby Space. Space in lobbies which are designated public areas as defined by this policy may be reserved by recognized student, faculty, or staff organizations. Public groups, organizations, or agencies may reserve these areas for purposes other than recruitment for employment, or which are intended to culminate in recruitment for employment, if approved by the designated building coordinator. A listing of building coordinators is maintained in the Public Safety Office.

710.3.5 Right of University to Deny Use. The University reserves the right to deny the use of areas if it is determined that access by the group is disruptive to the normal operation of the facility or the University. If the individual in charge of a facility or function determines a situation is no longer peaceful and orderly, the assistance of the Public Safety Office will be requested.

710.3.6 Full-Time Employment Recruitment Activities. Agencies coming to campus to recruit full-time employees must make reservations for space and schedule with the Career Center. The Center will schedule personal interviews in its facilities or in semi-public areas if the facilities of the Center do not accommodate the demand.

710.3.7 Recruitment Activities in High-Traffic Area. Agencies wishing to recruit near a heavy traffic area may reserve a room at a regularly established rental rate. Reservations for facilities must be made with the person responsible for the building in which the space is located.

710.3.8 Part-Time or Temporary Employment Recruitment Activities. Agencies coming to campus to recruit students for part-time or temporary employment may make reservations for space with the student employment staff in the Human Resources Office.

710.4 University Groups and Agencies

Employee groups and officially recognized student organizations may schedule University facilities on a space available basis for the purpose of holding meetings or conducting activities consistent with the objectives of that organization. Use of any facility is determined by the University officials designated by the University President according to the following priorities.

710.4.1 Permanent Academic and Office Space. Academic department chairpersons will submit requests for space needs of a permanent nature, such as faculty offices, research, and instructional laboratories, to the appropriate academic dean's office. All such requests will then be forwarded to the Provost and Vice President for Academic Affairs Office.

710.4.2 General Instructional Space. General classroom areas in the academic buildings are not assigned to any specific academic department. These areas are under the jurisdiction of the Registrar's Office for assignment of regularly scheduled classes and are available for meetings and study purposes only on a temporary basis.

710.4.2.1 Non-Classroom Space. General instructional space other than classrooms, such as tennis courts, athletic fields, the ISU field campus, and library study rooms, may be reserved for use by making application to the specific department to which the desired space has been assigned.

710.4.3 General Buildings and Grounds. Persons with legitimate University related business have the privilege of access to the public areas of the buildings and grounds during designated open hours. These areas are defined to include sidewalks, certain designated streets, entrances to buildings, corridors in classroom and office buildings, library reading rooms, and commons areas in the residence halls, Hulman Memorial Student Union and Tirey Hall.

710.4.4 Denial of Access. The University President, or designee, may deny access to an individual or group which disrupts the normal operation of the University.

710.5 Non-University Groups and Agencies

The University recognizes its obligation to extend its facilities to its communities-at-large under that same priorities and guidelines followed by University groups. These resources bring together students, scholars, and the public in educational and cultural settings. University projects concerned with the resolution of societal, environmental, business, or industrial problems often involve students, faculty, and representatives of the communities-at-large to mutual advantage.

710.6 Conferences and Special Events

The Center for Public Service and Community Engagement is responsible for scheduling and managing conferences held at Indiana State University and provides assistance in the major areas of conference planning and implementation.

710.7 Visiting Speakers

Indiana State University considers freedom of inquiry and discussion essential to a student's educational development. The appearance of visiting speakers is encouraged as one means by which members of the University community are provided with an opportunity to explore a variety of views and opinions.

710.7.1 Divergent Views and Subject Matter. The University recognizes that any subject or view may be repugnant or distasteful to an individual or group holding divergent views. The University further recognizes that the question of appropriateness is not determined by the subject matter as such, but by the method of presentation and the extent to which there is critical examination through disciplined inquiry by faculty and students.

710.7.1.1 Restraints. Restraints on activities connected with learning should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are utilized. Each individual has

the right to express ideas and opinions; however, it must be recognized that those who have different opinions have the same rights. The exercise of rights involves acceptance of responsibility.

710.7.2 Guidelines. On the basis of these premises, Indiana State University will encourage any University recognized group of students, faculty, or staff, to invite speakers to campus subject to the following guidelines.

- a. The speaker does not advocate violation of any federal or state law.
- b. Following the speaker's presentation, adequate time should be allowed and opportunities provided for questions and comments from members of the audience. The speaker must be made aware of and agree to this condition.
- c. Neither the sponsoring group nor the speaker will indicate University support of the speaker or his/her ideas.
- d. A member or members of the sponsoring group will be in attendance with the speaker to present the speaker and the topic as well as to conduct the question period.

710.7.3 Reservations of Space. In order to properly schedule the event, assure adequate facilities, ensure necessary publicity and proper procedures, the sponsoring group wishing to invite a visiting speaker to the University will make all reservations of space with appropriate University officials seven (7) days in advance of the speaker's appearance.

710.7.4 Approvals for University Speakers. Approval for visiting speakers may be obtained from the appropriate University office as follows: Office of the Provost and Vice President for Academic Affairs - faculty, administration and staff. Office of Student Life - SGA, fraternities, sororities, Union Board, and all other student organizations (departmental, honorary, religious, etc.), Office of Residential Life - residence halls and organizations.

710.7.5 Other Speakers. Speakers participating in regularly scheduled classes or University programs or speakers seeking state or federal offices are covered under other provisions. (See also Policy Library, Section 310.1.3, "Methods of Instruction," and Section 915.2, "Political Activities.")