

- Iowa Administrative Code Sections 681, sections 13.10 through 13.14 regarding uses of facilities and grounds. The Iowa Administrative Code prevails in any conflict with this university policy.

This policy applies to indoor and outdoor expressive activities that are open to the university community and general public, as well as “Public Events” as defined in this policy. [top](#)

“Public Events” are defined as outdoor events where more than 50 persons are participating or at which the sponsor reasonably expects more than 50 persons to be assembled, or indoor events where more than 15 persons are participating or at which the sponsor reasonably expects more than 15 persons to be assembled. Special rules apply to Public Events, as indicated in this policy and accompanying guidelines. Conduct at Public Events is also addressed in

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Any member of the university community or the public may use unrestricted outdoor areas for non-commercial

Health Center. Atria and open areas in buildings are generally available for use except when they are used as waiting areas or common areas around service windows. [top](#)

To avoid conflicts with university activities and permitted use by others, organized use of indoor areas by groups of fifteen or fewer persons, that will substantially exclude others from using the same or adjacent areas (other than transitory passage through public areas and hallways), require scheduling through one of the “Approving Units and Offices” listed in the

Organized or concerted assembly or solicitation at indoor areas by groups involving more than fifteen persons for non-university-related purposes must be approved as follows:

- Student Activities Center Event Authorization process when recognized student organizations make the request, or
- Facilities Planning and Management Room Scheduling when requesting general university classroom spaces
- Other “Approving Units and Offices” as identified in the when requesting non-classroom spaces

It is preferred that the online request be made at least ten business days in advance, and no less than four business days in advance, of the activity. The approving unit will make every effort to provide approval or non-approval (with a statement of the reasons for non-approval) in a timely manner. The sponsors of the event may request a waiver of the four-day requirement. A waiver may be granted if the approving unit determines that there are good reasons for an exception.

Approval of indoor events—

- Will the event be held in a room with a capacity of 100 or more seats? If so, the event must be approved by the Facilities Planning and Management Room Scheduling (see Section XV below) and whether the event is appropriate for the facility.
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Residence Department buildings: Signs, banners, and other display materials may be affixed to buildings only with the

- The Scheman Continuing Education Building, Stephens Auditorium, Fisher Theater, and the Iowa State University Research Park are managed by separate organizations that regulate usage of these facilities and grounds.
 - Access to facilities and grounds may be denied when they are closed to the public for special university events, or when access would conflict with an approved use of the facilities or grounds. The university may limit or control access to areas of the campus for ceremonial events and celebrations such as graduation.
 - Unapproved uses of university facilities and grounds by the general public are subject to preemption for university **facilities or use** by recognized student and campus organizations and for uses by students, faculty and staff for purposes related to the university's mission.
 - Access to performances, art exhibits, museums and other exhibitions may be regulated by requirement of payment **MEMBER** entry. Visitors are required to abide by policies established for the various facilities and grounds.
 - Access to campus roads and parking is governed by **University Parking** and traffic regulations, as well as signage erected upon campus roadways and parking areas. [top](#)
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