



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

## SEC. IV – ADMINISTRATIVE 1.0

### USE OF UNIVERSITY SPACE

#### UNIVERSITY POLICY

##### 1. INTRODUCTION

It is the policy of the NC A&T State University ("A&T") to provide equal opportunity for all qualified persons in its educational programs and activities. The University does not discriminate on the basis of race, color, national origin, gender, age, religion, disability, veteran status, political affiliation, genetic information, transgender, sexual orientation, and gender identity, or any other basis protected by law. North Carolina A&T State University seeks to extend such non-discrimination and non-harassment beyond what is merely required by law.

This policy applies to the short-term use of all space owned, leased, operated, or controlled by A&T. Free speech is central to A&T's academic mission. The University encourages and supports open, vigorous, and civil debate across the full spectrum of societal issues. At the same time, limitations on activities on University property are necessary so that the University may fulfill its primary missions of teaching, research, and extension. The use of a location or designated space on campus does not represent endorsement or support by the University of the content or viewpoints expressed by the individual or group using the space.

This policy does not control long-term uses of University space, in which the user has continuous, exclusive use and may severely restrict its use or access by others including the University. Any such proposed use that lasts longer than one (1) week should be referred to the University's Real Estate Manager.



3.1.2 University Group and Student Organization Groups uses for activities other than academic classes, research and extension activities will have next highest priority in the use of University Space.

3.1.3 Affiliated Groups will have the next highest priority.

3.1.4 Students or faculty members (see. Sec. 5.4) have the next highest priority.

3.1.5 Non-Affiliated/External Group will have the lowest priority.

3.2 A reserved use shall have priority over any unscheduled use, even when reserving space is not required by this policy.

3.3 Once reserved, the use will generally not be rescheduled or moved. However, the University reserves the right to move any group or individual to another space or reschedule that activity to accommodate the needs of groups assigned a higher use priority by this policy. In the event the University moves or reschedules the use, the University will provide a reasonably similar location or time for that activity, and will provide notification and explanation of the reason for the change. The University will not move or reschedule a use based on the content or viewpoint of the use or based on reactions to the use.

#### 4. USE OF UNIVERSITY SPACE

4.1 The University allows the use of University Space by University Groups, Student Organization Groups, students, University employees, and Affiliated and Non-Affiliated/External Groups and individuals subject to the provisions of this section and sections 3 and 5.

4.2 When a reservation for space at a University Space is required, the reservation will be confirmed if the space is available and not otherwise reserved or scheduled. In addition, the use of the space may be subject to reasonable time, place, or manner limits listed in this section. The number of groups and individuals that may be scheduled for use of the space shall be controlled by space availability as determined at the discretion of the Dean or Vice Chancellor with administrative responsibility for the University Space, along with the Director, University Event Center and Building representatives or their designees.

4.3 The University does not deny the use of the space because of the content or viewpoint of the speech or the possible reaction to that speech.

4.4 The University does not condone behavior that violates the freedom of speech, choice, assembly, or movement of other individuals or organizations. Responsible dissent carries with it sensitivity for the civil rights of others. When it deems necessary, the University will take steps to:

- protect the right of any individual or organization to demonstrate and publicly proclaim any view, regardless of content or viewpoint; and

- protect the freedom of speech, assembly, or movement of any individual or group that is the object of protest or demonstration. In that instance, the University shall use its best efforts to ensure public safety while allowing the activity to continue.

4.5 Consideration for approving the use of the space will include whether the requested space is suitable for the use, and any health and safety concerns that require special precautions or arrangements. Several factors will be considered for the proposed use including, but not limited to:

- the purpose of the space;
- the anticipated size, including the number of attendees;
- noise likely to be generated;
- the impact on University educational activities or other essential University processes;
- the impact on vehicular and pedestrian traffic;
- adequacy and suitability of accommodations provided in the requested location;
- compliance with applicable laws and University policies, regulations, and rules;
- potential risk to the health or safety of participants, observers, or others; and
- any other factors identified in section 4.5.

4.6 All uses of space must be conducted under the following conditions:

4.6.1 All activities are conducted so that campus pedestrian, bicycle, and automobile traffic are unimpeded and members of the university community not participating in the event may proceed with their normal activities.

4.6.2 The activity does not block or otherwise interfere with ingress and egress into, within, and out of University buildings.

4.6.3 The activity does not obstruct, disrupt, interrupt or attempt to force the cancellation of any University-sponsored event or activity, or by users authorized to use University space.

4.6



1. For outdoor uses of University Space, the notice requirement is at least thirty (30) business days. Requests to reserve space are to be submitted electronically. Information on submitting request can be obtained from the University Event Center website.
2. For use of other University Space, the notice requirement shall be set by the University Event Center with administrative responsibility for the University Space. The notice requirement for such use is typically fifteen (15) University business days.
3. All events taking place outdoors, held in venues holding 500 people or more, and/or requiring tickets sales/distribution are considered Major Events. These events often require extensive logistical needs, including but not limited to staging, sound/light equipment, campus security, music performance/theatrical productions, etc. All persons/organizations planning major events must complete and submit the notice requirement to the University Event Center no less than thirty (30) business days prior to the proposed event date. Exceptions.

5.1.2 The Responsible Administrator will confer and coordinate with University Police and other relevant University departments or units when appropriate, and the reservation may be issued for a later time and date if extra time is needed to plan the activity, arrange for adequate security or because the proposed time conflicts with use by another group. The University may waive the notice requirement for good cause shown.

## 5.2 Use Fee

5.2.1 A fee for use of the University Space may be charged, where allowed by State law and where there is a written use agreement. Written use agreements are required if the University is imposing a fee for use of the space, if the proposed use of the space involves charges, fees, or sales to participants, or if the proposed use creates a potential for damage to the space or injury to participants.

5.2.1 At the discretion of the Responsible Administrator, groups and individuals may be required to provide evidence of financial responsibility and insurance where functions appear to carry some risk of damage to property, injury to persons, or substantial costs. The Risk Manager in the Chancellor's Office should be consulted to assist in this assessment.

## 5.3 Security Assessment

In order to provide a safe and secure environment for the campus community and visitors, security will be provided for the event as necessary based on a security assessment by University Police. The security assessment will consider objective criteria including: the number of anticipated attendees, whether the proposed event involves an activity or structure that poses an inherent risk of injury or damage to university property, the location where the event is to be held, traffic control, whether the group intends to charge admission to the event, any prior incidents of injury or property damage during similar events at the University or other institutions, and the type of event. If University Police determines that security is required for the event the University, Student Organizations, Affiliated or Non-Affiliated/External Group, or individual shall be responsible for paying all costs for the security personnel and for other

security measures including, but not limited to, barricades, metal detectors and parking control measures, as specified by the University Police Chief or designee.

#### 5.4 Sponsorship

A Non-Affiliated/External Group or individual's use of space must be sponsored by a University Group, Student Organization Group, or a minimum of five Student or five faculty members. A University official or a student liaison from the sponsoring organization will be required to be present for the Non-Affiliated/External Group or individual's use from start to finish. The official or liaison may be required to make periodic checks with University Police prior to and during the use, and must provide a mobile phone number in case they need to be contacted during the use.

#### 5.5 Compliance with Health Code Standards

Any food offered for sale or given away in connection with the use of space must comply with all applicable health code standards.

#### 5.6 Additional Requirements

Responsible Administrators may issue other rules for the use of University space under their administrative control. Such rules must be consistent in all respects with this policy.

#### 5.7 Unscheduled Outdoor Uses

5.7.1 Occasionally, events occur which demand immediate public outcry ("unscheduled use"). It is not the intent of the University to limit students' and University employees' right to assemble or protest on such events occur. Unscheduled uses may occur by University Groups, Student Groups, students, and University employees provided that the activity does not interfere with University activities as described in this Policy or any events or functions for which that the occupied space has been reserved in advance.

5.7.2 Although not required, to further the effectiveness of the unscheduled use, University Groups, Student Organization Groups, students, and University employees are encouraged to contact Unive





Main Line: 336334-7571 or 336285-2580 Email: [uec@ncat.edu](mailto:uec@ncat.edu) or [stu-center@ncat.edu](mailto:stu-center@ncat.edu)

## 7. TERMINATION OF USE

7.1 The University reserves the right to terminate any use of space that fails to comply with this policy.

7.2 If a decision is made to terminate the use of space, the group, or sponsoring organization or individual, utilizing the space is responsible for making sure that any amplification stops, an announcement is made asking the crowd to disperse, or other action is taken to end the event.

Date policy is effective: upon approval and applies to all notices of use first reported thereafter

Approved by the Board of Trustees

First approved: as an Interim Policy by the Chancellor August 22, 2017  
By the Board of Trustees September 15, 2017

Revised: