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Policies & Procedures

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Membership of External Groups

March 1, 1994

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Responsible Office: Chief Operating Officer & Chief Business Officer

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Statement of Purpose

The purpose of this policy is to set forth the conditions under which the University of Southern Maine (herein known as “USM” or “University”) facilities and grounds, whether owned, leased, or under

control of the University, may be used.



Facilities – all buildings and structures that are owned, leased, or under the control of the University.

Grounds – all land that is owned, leased, or under the control of the University.

Unrestricted/Public Areas – those areas generally open to the public that do not serve a specific educational, administrative, research, health, dining, athletic or recreational purpose. Unrestricted Areas – areas that include, but are not necessarily limited to, some corridors and lobbies of student/campus centers, sidewalks, specific parking lots, and other outdoor public areas of the campus.

Restricted Area – those areas not open to public activities, these include, but are not limited to, classrooms, lecture halls and laboratory buildings, libraries, dining halls, residence halls, and faculty, staff, and student offices. *Residential Life may grant non-student access through local policies.

University Community – these include affiliated and recognized University groups and organizations as well as individuals who are students, staff, faculty, invited guests and volunteers. All others are considered to be unaffiliated/not affiliated with the University.

Operations – refers to the activities, processes, and services necessary for the effective management, maintenance, and utilization of university facilities, grounds and educational environments.

e Policy

The primary use of all university facilities and grounds is for purposes related to the **University's mission**. University instruction, research, service, and operational needs take precedence over any other use of University facilities and Grounds. *Members of the University Community* may conduct meetings, assemblies, expressive activities and spontaneous demonstrations in all unrestricted areas of campus, provided that such meetings, assemblies and demonstrations:

- Are conducted in a lawful manner and in compliance with this policy and all other rules and regulations of the University
- Do not impede vehicular or pedestrian traffic



- Do not trespass or egress to any facility
- Do not substantially interfere with classes, other scheduled meetings, events, educational process, or the necessary administrative processes of the University
- Do not create a health or safety hazard
- Do not litter or cause any damage to University grounds

Meetings, assemblies and demonstrations may be conducted by members of the university community INSIDE restricted areas, University buildings, University Athletic Facilities and Fields, or Residential Halls only with specific authorization and provided that such meetings, assemblies, and demonstrations conform with the limitations listed above. *Individuals and groups that are not affiliated* with the University may reserve and use unrestricted University buildings and grounds for any lawful purpose on a space available basis through the reservation process (contact information is provided in section 5, below). Please be aware that there may be additional policies, including city and state ordinances, specific to certain facilities, grounds or event types that may include more restrictive provisions than this policy. Persons and groups seeking to use any University facility or grounds are advised to inquire about the existence of any such additional policies at the time they reserve its use. University facilities and grounds may not be used for purposes which are illegal or detrimental to the university property. Application of the policy shall not be arbitrary or capricious and shall not be based upon the content or viewpoint of the proposed speech and this policy shall not be interpreted in such a way as to discriminate on the basis of political, religious, social or other content or viewpoint. This policy adheres to the principles set for in the University of Maine System [Freedom of Speech and Assembly Policy](#)

Use of Facilities & Grounds for Speech, Assembly & Expressive Activity

The University of Southern Maine’s mission of education, research and public service is dependent upon the free flow of ideas. Given this, protecting free speech is of fundamental importance to the University. We understand that the exchange of diverse viewpoints may, at times, expose people to ideas they find offensive and create discomfort. The appropriate response to such speech is more speech; speech expressing opposing ideas; and continued dialogue. **Speech activities protected by this**



policy includes speech making, praying, distributing written materials, picketing, assembling in groups and demonstrating. For safety reasons, participants in expressive activities are not permitted to hold stick- or pole-supported signs. The University also recognizes that the exercise of free speech must not interfere with the normal operations of the University and the ability to carry out its mission. Such activities are a violation of this policy. A speech activity disrupts the normal activities of the University when a reasonable person is unable to effectively perform a legitimate mission related to University activity because of the speech activity taking place. Examples of disruption include, but are not limited to:

- Conducting the speech activity at a volume that substantially disrupts the normal use of classrooms, offices, laboratories, and other University facilities or grounds
- Impeding vehicle or pedestrian traffic
- Impeding ingress or egress to any facility
- Impeding access to any emergency exits
- Conducting a speech activity inside a building after the normal closing hours of the building
- Destroying or materially damaging University property
- Creating a health or safety hazard

Speech and Assembly for University Affiliated Individuals and Groups Although individuals who are affiliated with the University are not normally required to reserve University facilities and grounds for speech activities (exceptions noted below under “scheduling required”), users should be aware that the facilities and grounds may be used for regularly scheduled activities and these activities have priority over other uses. In order to avoid conflicts with others, users (groups or individuals) wanting to use an area that is regularly scheduled for activities are encouraged to schedule it at least 10 days in advance (contact information is provided in section V below). Speech and assembly by both affiliated and non-affiliated groups must take place in designated areas and must not disrupt normal or previously scheduled university activities, unreasonably restrict the movement of individuals or organizations, damage property, or create an unsafe situation. “Unsafe” includes, but is not limited to, imminent health and safety hazards. Community members or groups, affiliated or not, who fail to schedule a

speech activities that interferes with a prior scheduled event are in violation of this policy and will be asked to disperse. Failure to comply may result in disciplinary action. The University reserves the right to provide appropriate security to maintain order and ensure the safety of its students, employees, and property. Scheduling an assembly or event does not constitute approval of speech content. Speech activities will be scheduled on a first-come, first-served basis for the requested location. Events will not be scheduled if there is a scheduling conflict with an earlier planned event or if the requested event will clearly result in a violation of this policy.

Speech and Assembly for Non-Affiliated Individuals and Groups Unlike University community members, *non-University-affiliated individuals or groups wishing to engage in expressive activities must always reserve space* (contact information is in section V below). Reservations will be approved on a space available basis. Priority is given to University affiliated individuals and groups including departments, recognized student organizations, students, faculty and staff that submit requests to reserve these locations. The University reserves the right to have appropriate security present to preserve order and protect the safety of its students, employees and property.

Scheduling Required – because of size, safety, logistics, and other considerations, the following types of speech activities must be scheduled in advance:

- All speech activities conducted and/or sponsored by individuals and groups not affiliated with the University
- Planned demonstrations on campus. A planned demonstration is a public manifestation of speech activity; taking the form of a mass meeting, procession, picket, or similar activity which involves more than 10 people and is organized and promoted more than a day before the event. Users must schedule such events through the appropriate office in section 5 below. This does not apply to spontaneous demonstrations by University community members for which there is no prior promotion or organization.
- Building a structure on campus (also requires a Facilities Permit)
- Use of a public address system or loudspeakers (also requires a Facilities Permit)



Events that are likely to involve more than 100 attendees must be communicated to the Vice President of Public Safety and the Executive Director of Facilities Management prior to confirming the event reservation and at least 10 working days in advance of the proposed event. The Department of Public Safety reserves the right to require and charge for police or other public safety personnel presence if such services are deemed necessary to preserve order, provide safety, oversee crowd control, and/or manage traffic and parking due to this event or a combination of events occurring at the same time. If alcohol is to be served or consumed during any event or activity, **USM's Alcohol and Other Drugs Policy** requires prior coordination with and/or the presence of USM Public Safety.

Where to Reserve Space

Reserving Athletic Facilities on the Gorham Campus (includes ice arena, field house and gymnasium) Contact the **Department of Athletics** at 207-780-5430.

Reserving Use in Sullivan Recreation and Fitness Complex on the Portland Campus Contact the **Sullivan Recreation and Fitness Complex** at 207-780-4169.

Reserving Table Vending Space on the Portland and Lewiston-Auburn Campus, contact Conference Services and for Gorham Campus, contact the **Office of Student, Engagement & Leadership** at 207-228-8011.

Reserving Southworth Planetarium, Contact the **Southworth Planetarium** at 207-780-4249.

Reserving Classroom/Academic Space (must be affiliated with the University) on the Portland, Lewiston-Auburn, or Gorham Campuses, for Academic spaces and Non-Academics contact Conferences contact **USM Conferences** 207-780-5960 on the Lewiston-Auburn Campus, contact the **Campus Administrator's Office** 207-753-6536.

For all requests to reserve space by individuals, groups, and organizations not affiliated with the University (except Gorham Athletic Facilities, Portland Recreational Facilities, Table Vending space, Southworth Planetarium contact the **Office of Conference Services** at 207-780-5960. In addition to this policy there may be other policies, rules and regulations in place for specific buildings, grounds and

facilities on campus. Persons and groups seeking to use any University facility or grounds are advised to inquire about the existence of any such additional policies at the time they reserve its use.

Public Safety Coverage at Events and Activities

In all circumstances the University strives to always protect the safety of the campus community and wishes to work with event organizers to ensure public safety. The Department of Public Safety at the University of Southern Maine will assess and have authority to determine the nature and extent of safety measures, which may include (but are not limited to) relocating an event, changing its timing, or employing safety equipment or protocols. In those rare instances in which the University concludes that an event presents an imminent threat to public safety, the University reserves the right to cancel the event. If alcohol is to be served or consumed during any event or activity, [USM's Alcohol and Other Drugs Policy](#) requires prior coordination with and/or the presence of USM Public Safety. To request Public Safety personnel please use the Request for Police Services form available at the [Department of Public Safety's website](#). For parking guidelines or transportation questions, please visit the [Office of Parking and Transportation website](#).

Building Hours

Standard Building Hours

- The University has over 80 buildings and many can serve different purposes and constituencies than others. This requires that they may be open for different hours than other buildings. This is especially true with the Libraries and Learning Commons, the Computer Labs, the Costello Sports Complex and Sullivan Recreation and Fitness Complex, and the Lewiston-Auburn Campus. Therefore, it is difficult to provide precise building hours for all buildings. **When classes are in session**, University buildings and offices will typically be unlocked and open during hours similar to the following:
 - Classroom Buildings in Portland and Gorham: 8:00am -10:00pm Monday through Thursday, 8:00am -5:00pm Fridays. Weekends – as needed or as scheduled.
 - Kenneth T.H. Brooks Student Center: 7:00am – 1:00am Monday through Sunday.



- **UNIVERSITY OF SOUTHERN MAINE** Center for Student Success: 7:00am – 10:00pm Monday through Friday; Saturday and Sunday for special events.
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- University Offices: 8:00am -4:30pm Monday through Friday.
- The Lewiston-Auburn Campus: 7:00am – 7:00p, Monday through Friday.

Semester Breaks

- During the summer and scheduled school holidays, many buildings have reduced use and staffing which necessitates shortening the open hours. For specific information about the hours for any building or office, one should call in advance to make sure that the area is open before coming to campus. Contact information and hours for services and departments can be found by searching for the area on the [University's website](#).

Other Closures or Hours

- The University reserves the right to lock or change hours of operation in any facility without advance notice. In the event of closure, reservations, events and scheduled classes may be relocated, postponed or canceled. The University will attempt to advise affected individuals of such closures as soon as possible after the decision is made.
- The [Department of Facilities Management](#) is responsible for unlocking buildings Monday- Friday. The Department of Public Safety locks the buildings and is responsible for unlocking the buildings on Saturdays, Sundays and Holidays.

Accessing Buildings Outside of the Standard Hours

- If Buildings are to be unlocked at a time other than those listed above, this must be scheduled with The Department of Public Safety at least 24 hours in advance.
- At the discretion of the Department Chair, Departments may allow employees and/or students access outside of the Standard Building Hours by requesting a Building Key from Facilities Management to be left at the Public Safety building in Gorham. The Department is responsible for providing Public Safety a list of authorized users every semester and the hours of permitted access.
 - Regular faculty and staff employees who have been authorized to possess a Building key and/or who remain in their offices after their Building Standard hours do so at their own risk. Buildings



to all others unless a regular faculty or staff employee is present and is directly supervising. University employees are responsible for the activities and conduct of anyone they grant access to after regular building hours.

- As part of the University's efforts to maintain the safety and security of the campus community, the University encourages all employees to inform Public Safety when they are staying in a building after the standard building hours and are working alone and when they leave. Employees may do so by contacting Public Safety by phone at 207-780-5211.

Holidays and weather Closings

- On a day of an official **University holiday** or **weather closing** when there are no classes or events scheduled, buildings will be locked and closed to the public. Residence Halls, Brooks Student Center and Dining Hall and the McGoldrick Center for Career and Student success will typically remain open as scheduled for residential students.
- Members of the University Community may sign up for emergency text alerts and/or emails; including announcements of weather closings through the online **USM Alert Registration**.

authorized Uses of Facilities & Grounds and Prohibited Items and Behaviors

The University has the right to prohibit certain items and behaviors on all property that it owns, leases or controls. These include, but are not limited to:

- Bathing; except where bathing facilities are provided as part of the program (residence halls and athletics and recreation facilities).
- Camping; including but not limited to in any vehicle and or a recreational vehicle or tents.
- Engaging in sexual activity in any University Building space excluding designated residential spaces.
- Sleeping; per State Fire Code, no University Building is approved for overnight occupancy other than the residence halls.
- Possession of weapons as indicated by the **weapons policy**.
- Possession or use of pyrotechnics or fireworks, except as permitted by Facilities Management or Public Safety.

-  Use of tobacco products, vaping, alcohol, or other drugs as prohibited by the [Tobacco Free Policy](#) and the [University Alcohol & Other Drugs Policy](#).
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- Impeding egress and/or violating fire code; including – but not limited to – securing a bicycle to a stairwell or otherwise blocking any stairs, ramp or door.
- Modifying the University building or physical plant without an approved Facilities Permit, including the installation of any computer networking hardware.
- Inserting anything into campus grounds without the approval of Facilities Management and proper Dig Smart/Dig Safe vetting. This includes, but is not limited to, temporary or permanent signs, tent stakes, and soil boring equipment.
- Operating and/or storing motorized (internal combustion) vehicles inside a University building (except the Parking Garage) and/or under a University building awning or roof.
- Bringing electric bicycles or E-bikes (bicycles that are partially or fully powered by a battery) into a campus building, other than the parking garages
- Foraging on university grounds is allowed only in designated areas and at the individual’s own risk. Guidelines for foraging are provided on the [Sustainability website](#).

■ Campus Sales and Solicitation

Authorized Sales, Bartering, Solicitations and Advertisements

- The University has designated certain facilities and areas of campus for authorized sales, bartering, solicitations and advertisements. For more information, please see the Table Vendor Program (below) and Banners, Flyers and Posters (section X). “Commercial sales, solicitations, advertising, or other commercial activity” includes any activity whose purpose is to offer goods or services for sale, lease or rent. Door- to-door solicitation and sales is prohibited on all property the University owns, leases or controls.

Table Vending Program

- The University rents space to vendors to provide unique products and services that are not otherwise available on-campus to the University community.



- **Definition of Vendor:** For purposes of this policy, a vendor is defined as a businessperson or entity who wishes to offer their products and services for sale at the university. Bake sales, personally cooked food and food trucks are subject to this policy.
- The Table Vending program is managed by the following offices:
 - Reserving Table Vending Space on the Portland and Lewiston-Auburn Campus, contact **Conference Services** and for Gorham Campus, contact the **Office of Student, Engagement & Leadership** at 207-228-8011.
- Indoor vending locations on each campus are:
 - Portland: Luther Bonney Hall, McGoldrick Center and Abromson
 - Gorham: Brooks Student Center and Bailey Hall
 - Lewiston-Auburn Campus: South Entrance and opposite the Cafeteria

To reserve space, the Vendor must:

- Submit a vending registration form and a hold, harmless and implied consent form to the appropriate office at least seven (7) days in advance. Electrical and internet access needs must be requested at the time of reservation.
- All items to be sold must be listed in detail on the reservation form and then authorized by a university staff member from Student Affairs.
- Pay the non-refundable rental fee by the due date indicated in the reservation confirmation. Rates are listed on the Department of Student Engagement & Leadership website under the **Event Policies heading**. Vending fees will not be refunded if registration is canceled within the week of the scheduled reservation.

One 6-foot table and two chairs will be provided for each reservation.

If the university is closed due to weather or emergency situations on a date the Vendor is scheduled, the university will work with the vendor to reschedule their reservation.

In order to allow for a variety of vendors within a limited amount of space and time, vendors will be allowed to vend for a maximum of three (3) class-session days per week and no more than six (6) class-



session days per month. Vending can only take place when classes are in session, typically Monday through Thursday from 8:30 AM to 9 PM and Friday from 8:30 AM to 4 PM. *Commercial vendors are prohibited from selling goods at the university on the following days:*

- All New Student Orientation dates;
- During final exam weeks in December and May;
- Weekends. Exceptions may be considered with the Director of Conferences.

Campus groups and organizations also use the same areas to conduct events and activities. At times, space may be limited for vendor use. In such cases, every reasonable accommodation will be made to provide vendors with alternative days and times on a first come, first served basis until all vendor spaces are taken.

During a Vendor's visit to campus the following guidelines will be expected and enforced:

- All vendors must check-in with the office with whom he/she registered prior to setting up their table.
- Vendors must follow all university policies while on-campus. This includes presenting only the products and services approved on the reservation form, and only at the table assigned, not using amplified sound, staying behind the table(s) or in their Vendor space, and not following, shouting, or otherwise significantly disturbing students and employees while vending their products on campus.
- Vendors may display posters and banners from the front of their table only. Postings on walls and ceilings are prohibited.
- Parking arrangements should be coordinated with the [Office of Parking & Transportation](#), prior to your visit to campus.

Additional Requirements for Food Vendors:

- Must comply with state and local licensing requirements for the community where the vending will occur.
- Must comply with all state and local sanitary, health and safety requirements.

All vending machines must be authorized and managed through University Dining Services.

The University of Southern Maine is not responsible for any loss or damage to Vendors or their property, does not guarantee exclusivity of any products and services, and reserves the right to assign or reassign table locations and spaces.

The Table Vending Program coordinator for each campus, or their designee, shall act to resolve any conflicts or issues that may arise in the course of implementing this policy, or in resolving any issues that are not specifically covered by these regulations.

e of Banners, Flyers and Posters

All flyers posted on general use bulletin boards and inside the residence halls on the university campuses must be stamped by the Student Leadership & Engagement department in either McGoldrick Center (316 Suite); Portland campus or Brooks Student Centers (119 Suite); Gorham campus, or the Student Success Office at the Lewiston-Auburn Campus. The office stamping the flyer will retain one copy of the flyer in their Events Binder. Flyers that are not stamped or posted in an approved location will be removed by USM staff and faculty. By stamping the flyers, the University registers the flyer for identifying ownership, but not reviewing to approve or disapprove of the flyer's content. Flyers must align with the university's mission, vision, and values, and should not include any language or imagery that could be deemed inappropriate or inconsistent with these principles.

Postings on the general use bulletin boards on-campus are limited to a maximum of 10 posters for a University event, or 5 posters for a non-University event; with no more than one flyer for the same event per board. Posting in the residence halls is limited to no more than 1 flyer per building. Stamped flyers must be brought to the [Office of Housing and Residential Life](#) during regular business hours to be distributed to the Resident Assistants for posting within the residence halls. Postings are permitted up to two weeks before the event unless alternate arrangements are approved by Student Affairs.

Specific posting areas are set aside throughout the campuses for the purpose of university and community events, advertisements, and FYI's. Flyers are not permitted on walls, doors, windows, elevators, tables, or any other unapproved location and may be removed and recycled. The office stamping the flyers is responsible for providing a list of locations of the general use bulletin boards.

Flyers must be:



- 10 by 15 or smaller;
- approved and stamped by Student Leadership & Engagement department;

- posted on bulletin boards with tacks. All forms of tape are prohibited;
- so not to obstruct the flyers of others;
- removed within 24 hours after the advertised event (residence hall staff take responsibility for posting and removing the flyers in the residence halls) or within 30 days of posting if not associated with a particular, scheduled event;
- easily and immediately removable. Stickers, paint, chalking, etc. are not permitted;
- clearly contain contact information for the sponsor of the event.

Banners and posters (anything larger than 11"x17") must be:

- registered with the Student Engagement & Leadership department on the Portland and Gorham campuses or the Student Success Center on the Lewiston-Auburn Campus
- hung in an approved location;
- attached with line clips or adhesive tape that will not leave permanent residue or glue;
- posted so not to obstruct the banners of others;
- removed within 24 hours after the advertised event or within 30 days of posting if not associated with a particular, scheduled event;
- easily and immediately removable. Stickers, paint, chalking, etc. are not permitted;
- clearly contain contact information for the sponsor of the event.

Flyers, posters, and banners must not contain:

- references to the advertisement of the use, sale, or consumption of alcohol, tobacco, cannabis, or illegal drugs;
- obscenity;
- Flyers and banners must not include any language or imagery suggestive which advertises the use, sale, or consumption of alcohol, tobacco, cannabis, or illegal drugs.

any act in violation of university policy or procedure or advertise or promote illegal activity. Posting flyers is prohibited on vehicles, the inter-campus buses, on walls, in bathrooms, on windows, on doors, and on bulletin boards not for general use and all other places other than general use bulletin boards without appropriate authorization.

The group, organization and/or individual responsible for violating this policy may lose their privilege to post flyers on-campus and disciplinary and/or criminal action may be taken.

Any posting/sign attached to a structure/building, tree, or put into the ground requires prior approval through a Facilities Permit.

The department of Student Engagement & Leadership and the Student Success Center on the Lewiston-Auburn Campus maintain the discretion to post information and advertisements of University sponsored events and programs as they see fit within the Residence Halls and Campus Centers assuming that doing so does not damage the facility and/or create a health or safety issue. All other posting by University employees must occur on bulletin boards or be approved by Facilities Management. Posting is not permitted in elevators, on painted surfaces, or on the windows of exterior building doors (other than the postings described below).

The University reserves the right to post Safety Notices and Timely Warnings anywhere necessary to reach the Campus Community.

Chalking On Campus

Chalking is allowed on horizontal, outdoor, public areas on campus accessible to rain using water-soluble sidewalk chalk (excluding spray chalk), except within ten feet of storm drains. This does not include building construction markings which have gone through the appropriate authorities. The chalked messages must not contain:

- references to the use, sale, or consumption of alcohol, tobacco, cannabis, or illegal drugs;
- obscenity;
- Chalking must align with the university's mission, vision, and values, and should not include any language or imagery that could be deemed inappropriate or inconsistent with these principles.

-  violation of USM policy or procedure or advertise or promote illegal activity.

Inside Campus Buildings

- Animals are not permitted in any campus building with the exception of a service animal or a service dog-in-training accompanied by their especially trained service dog trainer. The University of Maine System Guidelines Regarding Service Animals can be found at <https://usm.maine.edu/disability-services-center/service-animals-and-emotional-support-animals/>
- Also, Emotional Support Animals (also known as Assistance Animals defined by the Fair Housing Act) may be allowed in the Residence Hall buildings but only with prior approval by the Disability Services Center (to begin this process, students should contact the **Disability Services Center** at dsc-usm@maine.edu or 207-780- 4706. Some pets may be approved for Residence Halls by the Director of Housing and Residential Life under the regular, staff/faculty live-on & live-in Pet Policy (a copy of the policy may be obtained from the Office of Residential Life).

On Campus Grounds

- All animals must be under the control of the responsible person while on campus grounds and restrained by a leash, at all times, that does not exceed 6 feet in length. A service dog must be harnessed, leashed or tethered while in public places unless these devices interfere with the service animals' work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. Additionally, animal(s) must be licensed and fully inoculated in accordance with presiding state and municipality guidelines. Service dogs are subject to state and local dog licensing and immunization requirements.
- Fecal matter deposited on campus must be picked up immediately and disposed of properly by the animal's handler.
- Domestic animals may not enter any campus building, enclosed or delineated outdoor athletic or recreational facility, or officially reserved outdoor event on- campus. The only three exceptions are



for University trained service animals (as defined by the Americans with Disabilities Act and its amendments), Emotional Support Animals approved by the Disability Services Center (to begin this process, students should contact the Disability Services Center at dsc-usm@maine.edu or 207-780-4706), and pets approved by the Director of Housing and Residential Life under the regular, staff/faculty live-on & live-in Pet Policy (a copy of the policy may be obtained from the Office of Residential Life).

- Animals found tethered, unattended or abandoned may be humanely impounded in accordance with all applicable laws and regulations. In the event of endangerment to the animal, or others, or public nuisance, the animal's handler or owner is subject to summons and the animal may be humanely impounded.
- All animals, and their handlers, must behave appropriately on campus grounds. Animals are not allowed to trample any vegetation on campus, and must stay on sidewalks, well defined paths or grass. If there is anything about the condition, health or behavior of any animal on-campus that is deemed by the University to be a threat to the health or safety of any member of the campus community or to any other animal, the animal may be removed from campus in any manner deemed necessary by University officials at the owner's expense.

Campus Events/Activities Involving Animals

- Campus events and activities involving animals, other than service animals, must be approved by Facilities Management, Risk Management, UMS Safety Management and the Department of Public Safety.

Installation of Flags on or in University Facilities

The American flag and the State of Maine flag are considered the only official flags of the University. No other flag installations, in areas that would imply that it is an official flag of the University, will be allowed without the express written consent of the Office of the President of the University.

Public Law 94-344 shall govern the proper use and display of the official flags.

The flags will only be lowered on orders of the President of the United States, the Governor of the State of Maine, the Chancellor of the University of Maine System, or the President of the University or

The Department of Facilities Management is responsible for all actions related to the official flags.

Photography & Filming for Commercial and/or Political Purposes

Permission must be obtained before taking photographs or video segments on university property intended for use in advertising spots that market a product or service or promote a political candidate or cause.

To obtain permission, contact the university's **Office of Public Affairs** (207-780-4744) and the **University of Maine System Risk Manager** (207-581-4081). Risk management requires a short-written description of what the photos/videos will be used for, group information, and contact information. If the photography or video recording is authorized, the University may ask to witness the photo shoot to ensure compliance with the above rules and regulations.

The photographer/videographer needs to have prior permission, in writing, from those appearing in their photographs or videos, including people in the background. Please use the university's photo release form when asking for permission from people who may be captured in photographs or videos.

Images and videos cannot show any university signage, logos, clothing, etc. if they might imply University endorsement of a product, service, candidate, cause or program.

The photographic or filming activity cannot disrupt classes, other university activities, pedestrian or vehicular traffic.

The provisions of this policy also apply to drone, aerial, or remote photography. Any such use must also adhere to the relevant system policies and guidelines to ensure compliance with operational and safety standards.

Individuals who do not comply with these regulations shall subject the individual or group to immediate revocation of permission to engage in the activity and may result in disciplinary and/or employment action, a no trespass violation, and/or criminal prosecution. Should there be any concerns or disagreements regarding non-safety-related issues, they may be submitted to the Chief Business Officer (CBO) for further review and consideration.

University of Southern Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following offices have been designated to handle inquiries regarding non-discrimination policies: University of Maine Office of Equal Opportunity and Title IX Services, 101 N. Stevens Hall, Orono, ME 04469, 207-581-3618

This policy is reviewed at least annually by the Office of the Chief Operating Officer. Last reviewed September

at On-Campus Events Guidelines

and Linda Abromson Community Education Center Policies and Procedures

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