

Facilities Use Policy

Summary

The "Facilities Use Policy" at UNC-Chapel Hill outlines guidelines for using University facilities, focusing on prioritizing university-affiliated groups, ensuring safety, and minimizing disruptions. It also details the scheduling process and responsibilities of users.

Body

Introduction

Purpose

The University of North Carolina at Chapel Hill ("University") is a campus community in which the ideals of freedom of inquiry, thought, and expression are respected and sustained. The University is committed to supporting the exercise of protected expression in University-controlled Facilities while maintaining an atmosphere free of disruption. The University has established requirements for the use of its Facilities in order to:

- 1. focus on its mission;
- 2. provide a safe environment; and
- 3. preserve the aesthetics of the campus.

Scope

I. University Facilities Covered by Policy; Supplemental Unit-specific Facilities Use Policies

- A. The use of all Facilities is subject to this policy; University units may implement and maintain unit-specific policies so long as those policies supplement and do not conflict with this policy. Leased spaces may be subject to additional rules imposed by their individual lease.
- B. University units are permitted to locally administer the scheduling of the Facilities that have been administratively assigned to them or which they occupy under a lease. All such University units must administer the scheduling of their Facilities in a manner that does not conflict with this policy. The following is a non-exhaustive list of University units that have opted to locally administer the scheduling of their Facilities:
 - i. **Classrooms, seminar rooms, auditoria, and other instructional Facilities** that are not assigned to a unit for its exclusive use are scheduled by the Office of the University Registrar, Scheduling and Training Section for use in the instructional programs of the University. To the extent such Facilities are made available for purposes other than the instructional programs of the University, the use of such Facilities is subject to this policy and shall be scheduled through the Carolina Union, consistent with this policy.
 - ii. **Faculty, staff, and student Facilities**, including the **Carolina Union** and **Student Academic Services Building**, are administratively assigned to respective University academic or administrative units. To the extent such Facilities are made available beyond the unit to which they are assigned, the use of such Facilities is subject to this policy and shall be scheduled through the Carolina Union, consistent with this policy.
 - iii. Facilities of the **Schools of Business, Dentistry, Government, Journalism and Media, Law, Medicine, Nursing, Public Health, Pharmacy** (except for certain classrooms scheduled pursuant to Section I.A.), and **Social Work** are scheduled by the administration of the respective school. Similarly, Facilities of the **Ackland Art Museum, Athletics Department, Campus Recreation, Frank Porter Graham Child Development Center, Friday Center for Continuing Education, Playmakers Theatre, Paul Green Theatre, James M. Johnston Center for Undergraduate Excellence, Libraries, Morehead Planetarium and Science Center, FedEx Global Education Center, Sonja Haynes Stone Center for Black Culture and History**, and **lounges of all administrative units**, and **laboratories** are scheduled by the head of the unit to which they have been administratively assigned.
 - iv. The scheduling of the **Kenan Center** and the **Rizzo Center** is administered by the **School of Business**.
 - v. The scheduling of **Memorial Hall** and **Gerrard Hall** is administered by the Office of the Executive and Artistic Director of Carolina Performing Arts.
 - vi. The scheduling of the **North Carolina Botanical Garden, Forest Theatre, Battle Park** and **Coker Arboretum** is administered by the Director of the North Carolina Botanical Garden.
 - vii. The scheduling of residence halls is administered by the Director of Housing and Residential Education.

Policy

Policy Statement

I. General Guidelines for the Use of University Facilities and Spaces

A. Priority of Use

Use of any Facility shall not be authorized where such use may disturb the conduct of University activities.

1. Student, faculty, and staff groups and their activities are vital to the educational process, and such University-affiliated groups are encouraged to make full use of Facilities subject to availability whenever their meetings and activities are part of their University work or are a reasonable and appropriate extension of it. Use of Facilities by a student group for a Major Event is subject to the Major Events Policy. The Major Events Policy and related forms for student group events may be obtained at the Carolina Union.
2. To the extent that appropriate space is available and subject to reasonable procedures for reservations, the University's Facilities may be made available to non-affiliated groups for occasional meetings or activities. Use by non-affiliated groups may not be continued for extended periods of time where such regularly scheduled activities may interfere with University use.

B. Appropriate Use

1. Activities shall take place only in Facilities that are appropriate for the activity in question, as determined by the nature of the activity, staging requirements, anticipated audience, and the like. All activities must be in compliance with University Environment, Health and Safety policies, the North Carolina Fire Prevention Code, and local fire and life safety regulations.
2. Raffles may not be held by University units nor may Raffle tickets be sold on the University campus by any group, University or otherwise. Questions on this matter may be directed to the Office of University Counsel.

C. Damage to University Property

Costs and damage incident to the use of a University space under this policy shall be borne by the organization using the space. As a condition of use, the user organization may be required to provide satisfactory assurance of financial responsibility to the University.

D. Charges for Use

The appropriate scheduling office will maintain for inspection a current list of user charges approved by the Chancellor or delegate for use of indoor and outdoor space by affiliated and non-affiliated groups. The rates shall be designed to cover the entire costs of providing the space (for example, materials, labor, utilities, and any added security charges incurred). Particular uses may require the assessment of additional charges, depending on special needs associated with the use.

II. Accountability

Upon request of the Vice Chancellor for Student Affairs in the case of affiliated student groups and the Associate Vice Chancellor for Facilities Services in the case of all other affiliated groups, all financial documents regarding events by any sponsoring affiliated organization specifically permitted by this policy will be submitted by the organization for review by the requesting University officer.

III. Disclaimer

In making its Facilities available for use under this policy to persons or groups other than University administrative units, the University assumes no obligation or responsibility for the activities of the person or group. Further, the University reminds all users to be aware of and comply with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.

IV. Appeals

Appeals from decisions of the appropriate scheduling office shall be to the appropriate Vice Chancellor. Appeals from decisions of the Vice Chancellor shall be to the Chancellor or delegate. All decisions shall be rendered promptly.

Definitions

"Facilities" is defined as all buildings, structures, open space and other real property, and other physical facilities, interior and exterior, owned or leased by the University.

"Major Event" is defined as an student group hosted event whose expected attendance is 500 or more if the event is to be held outside, or 1,000 or more if the event is to be held in an indoor Facility.

"Non-affiliated group" is defined as any group other than a University-sponsored or University-affiliated group.

"Professional Schools" are defined as: Kenan-Flagler Business School, Adams School of Dentistry, School of Education, School of Information and Library Science, Hussman School of Journalism and Media, School of Law, School of Medicine, School of Nursing, School of Pharmacy, School of Public Health, School of Government, and School of Social Work.

"Raffle" is defined, in accordance with N.C. Gen. Stat. § 14-309.15(b), as a game in which the prize is won by random drawing of the name or number of one or more persons purchasing chances.

"Structure" is defined as statues, plaques, memorials, and monuments; props, signage and displays; furniture, such as chairs, desks, tables, and cabinets; shelters, such as tents, boxes, shanties and other enclosures; cages, stages and theaters; inflatables; floral displays, and other similar physical structures.

The term "structure" does not include signs held by hand, bicycles, baby carriages, baby strollers, wheelchairs or other devices used by persons with disabilities.

"University-affiliated group" is defined as:

1. a student group given official University recognition under the University's recognition policy; or
2. a group, other than a University-recognized or -sponsored group that has been (a) established by the Chancellor, or (b) established by administrative officials, faculty, staff or students to whom the Chancellor has delegated authority to do so.

"University-sponsored group" is defined as a University administrative unit exercising delegated administrative authority, in its activities. (See the Statement Regarding University Sponsored Groups to identify those student organizations that, in certain limited situations, may function as University-sponsored groups.)

Related Requirements

External Regulations

1. North Carolina Fire Prevention Code
2. N.C. Gen. Stat. § 14-132
3. N.C. Gen. Stat. § 14-309.15(b)
4. Section 170(b)(1)(A) of the Internal Revenue Code
5. Town of Chapel Hill - Code of Ordinances: Chapter 11, Article III: Noise

University Policies, Standards, and Procedures

1. Facilities Use Standard
2. Policy on Demonstrative Events
3. Policy on Freedom of Speech and Expression
4. Freedom of Speech and Expression Standard
5. Major Events Policy
6. Temporary Outdoor Signage Request Form
7. Statement Regarding University Sponsored Groups

Contact Information

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