



# Facility Use Policy

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University Policy 104

## 1. Purpose

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1.1 The purpose of the Facilities at Appalachian State University (the “University”) is to support the educational mission and strategic goals of the University. The Facilities are available primarily for programs offered by and intended for the University community. As a public institution, the University also seeks to reach out and be accessible to the larger community. To the extent that a Facility is available, the University welcomes community groups and organizations to utilize limited, designated Facilities for purposes compatible with the University’s mission and strategic goals.

1.2 The purpose of this policy is to set priorities for Facility Use and define scheduling procedures associated with event management and Facility Use. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the University or federal and state laws. All organizations are expected to follow the rules and regulations governing the particular Facility being used.

1.3 Permission to use a Facility does not imply endorsement, sponsorship, or support by the University of the views, opinions, or programs of the users or speakers.

## 2. Scope

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2.1 This policy applies to all groups and individuals using any and all Facilities owned, leased, or under the authority of the University.

## 3. Definitions

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3.1 **Assigned Space:** Space for which a University Unit has been delegated the responsibility to administer and schedule. Assigned Space may include, but is not limited to: conference rooms, offices, lounges, foyers, reservable outdoor spaces, high traffic outdoor space for ingress/egress, and designated non-instructional laboratories and/or buildings. All indoor space shall be Assigned Space.

3.2 **Camping:** The establishment of, or attempt to establish, temporary or permanent living quarters at any University location or Facility other than Residential Space, residence halls, apartments, or other University-managed housing; sleeping outdoors on University property or Facility with or without bedding, tent, hammock, tarp, or similar device, protection, or equipment overnight (between sunset and sunrise); sleeping in, or on top of, or under any parked vehicle on University property or Facility; or establishing or maintaining outdoors, or in or under any structure not

designated for human occupancy, at any time during the day or night, a temporary or permanent place on University property or Facility for cooking, storing of personal belongings, or sleeping by setting up bedding, sleeping bag, mattress, tent, hammock, or other sleeping equipment, or by setting up any cooking equipment that has not been approved by the Responsible Administrator.

**3.3 Extension Activities:** Activities that extend the University's mission beyond the traditional academic classroom, including academic clubs, recruiting Events, and guest speaker Events.

**3.4 Facility:** Any building, structure, ground, sidewalk, recreation area, and street considered to be part of Appalachian State University campus, owned, leased or under the authority of the University.

**3.5 Fronting:** The person or organization making a reservation or using University Facilities is not the primary beneficiary of the Use, but the Use is in fact for the primary benefit of a different person or organization.

**3.6 Guest:** A person, group, club, or other organization that is invited to engage in activities on University property, sponsored by the University. Guests may be removed from campus at any time.

**3.7 Instructional Space:** Space in which classes are regularly scheduled. This includes general use classrooms, laboratories, and related space designed for instructional purposes.

**3.8 Non-University Groups:** Any prospective group not specifically defined by this policy. Groups include individual groups, not-for-profit organizations (must have a 501(c)(3) letter on file to be considered a not-for-profit group), or for-profit organizations.

**3.9 Residential Space:** Space that supports the on-campus residential program.

**3.10 Responsible Administrator:** The Chancellor, Vice Chancellor, or designee with administrative responsibility and specific accountability for the Use of the University Facility as designated in the University's space scheduling system.

**3.11 Recognized Student Organization:** A student group or organization that is registered with University Campus Activities in accordance with approved University policies.

**3.12 Support Services:** Any service provided by a University or non-University entity specifically required to support an Event. Such services may include but are not limited to food service, parking, background checks, police and public safety, security, meeting space, technical support (audiovisual, lighting, etc.) and table, chair, tent or other equipment rental.

**3.13 University-Associated Entity:** A not-for-profit organization established and approved as a recognized University Associated Entity in accordance with the University of North Carolina System policy whose primary purpose is to support the University, including the Appalachian State University Foundation and the Board of Trustees of the Endowment Fund of Appalachian State University.

**3.14 University-Sponsored Group:** A group sponsored by a University Unit or University-Associated Entity. Sponsorship requires the assumption of financial responsibility for event or Use -related costs including damage assessments and requires approval by the Responsible Administrator.

**3.15 University Unit:** An administrative or academic unit within the University, staffed by University employees acting within the scope of their employment. Also included in this group are the intercollegiate athletic department and teams, university committees, task forces, governance bodies, and councils.

**3.16 Use:** An individual or group's presence, occupancy, activity, or event, in or upon the University's Facilities, which may be referenced in this policy as "Event".

## **4. Policy Statements**

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### **4.1 General Provisions**

**4.1.1** Responsibility for scheduling Use of Facilities is delegated to University Events Scheduling and Communications in accordance with the Procedures for Facility Use Policy and with the following exceptions:

- a. The scheduling of Instructional Space for academic courses and/or course-related activities, which is delegated to the Office of the Registrar;
- b. The scheduling of Assigned Space that is delegated to a specific University Unit;
- c. The scheduling of Residential Space, which is delegated to the Director of University Housing; and
- d. The scheduling of Facility Use by any Non-University Group, which is delegated to University Conference and Event Services, unless the Facility is Assigned Space that has been otherwise delegated to a specific University Unit.

**4.1.2** All Use of Facilities, including Use of Assigned Space, must be recorded in the University space scheduling system and approved by the Responsible Administrator. Questions regarding campus gatherings, reservations, and other Use of Facilities shall be routed to the Chief of Police and the Responsible Administrator. Space reservations, including use of Assigned Space, must be made at least twenty-four hours in advance of Use. This record will assist Support Service units in their efforts to communicate emergency messages as well as meeting locations to University Guests, when necessary. It will also provide information on the availability and use patterns of Facilities. It is the responsibility of all University Units to make information regarding the planned usage of their space accessible to other groups. Persons wishing to gather in groups larger than one hundred twenty-five (125) people must reserve or otherwise provide at least twenty-four (24) hours' notice to the Responsible Administrator and the Chief of Police. Support Services for large gatherings may include the need for identified safety personnel.

**4.1.3** Any Facility Use or Events that meet any of the following criteria must be coordinated through University Conference and Event Services:

- a. Summer camps;
- b. Events or Uses involving minors; and
- c. Events or Uses involving more than one Facility.

**4.1.4** Events that are scheduled for any academic year prior to the official release of athletic schedules for competitions that occur in Facilities used to host intercollegiate athletic contests may be subject to cancellation, rescheduling, or relocation at the University's discretion. If it is determined that University Units cannot support both events, NCAA intercollegiate athletic contests will have priority and other events may be asked to reschedule or relocate.

4.1.5 Once reserved, the Facility Use will generally not be rescheduled or moved. However, the University reserves the right to move any group or individual to another Facility or reschedule that Use 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 Use 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.

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

4.1.7 Camping, as defined in Section 3.2, in Facilities that are not Residential Spaces is not permitted without prior written approval as provided in Section 4.1.2, except when expressly authorized by Appalachian in connection with a ticketed event or in extraordinary circumstances, such as time of natural disaster, when approved in writing in advance by the chancellor or Responsible Administrator.

4.1.8 Fronting is prohibited. If it is determined that a person or group is Fronting for a different person or organization, the Use or event may be canceled immediately. If it is discovered after the fact that a member of the University community fronted for a group or organization, both will be liable for fees and damages created as a result of the Use or Event, including preparation for that Use or Event.

4.1.9 Outdoor assemblies or Events may not take place within fifty (50) feet of any Facility, or while utilizing sound amplifying equipment, without prior written approval as provided in Section 4.1.2, except as otherwise provided under applicable University Policy, including Policy 106.2 Tailgating. No Use, assembly or Event may be conducted if it interferes with University activities, including disruption of the academic, teaching, research, and service mission of the University, or if such Use interferes with safe points of ingress and egress to any campus building.

## **4.2 Priorities in the Scheduling of Space by Groups**

### 4.2.1 Instructional Space Scheduling

- a. Consistent with the University's mission, academic classes, research, and Extension Activities will have the highest priority for the Use of Instructional Space. The University Unit that is primarily assigned to the Instructional Space has priority over other University Units and activities.
- b. A University Unit's Use for activities other than academic classes, research, and Extension Activities, will have the next highest priority in the use of Instructional Space.
- c. Recognized Student Organizations and University students will have the next highest priority.
- d. University-Associated Entities will have the next highest priority.
- e. University-Sponsored Groups will have the next highest priority.
- f. Non-University Groups will have the lowest priority.

### 4.2.2 Student Affairs Space Scheduling

- a. Student Affairs is responsible for scheduling the following Facilities: Plemmons Student Union.
- b. Recognized Student Organizations and University students will have the highest priority for the Use of the Student Affairs Facilities.
- c. University Units will have the next highest priority.
- d. University-Associated Entities will have the next highest priority.
- e. University-Sponsored Groups will have the next highest priority.

f. Non-University Groups will have the lowest priority.

4.2.3 University Units funded from sources other than state appropriations may set their own priorities for Facilities other than Instructional Space and Student Affairs Facilities.

### **4.3 Activity Not Requiring Reservations or Approval**

4.3.1 Unscheduled Uses may occur by Recognized Student Organizations, University students, and University employees provided that the Use does not interfere with University activities or any events or functions for which the occupied Facility has been reserved in advance. Recognized Student Organizations, University students, and University employees should make reasonable effort to notify the Responsible Administrator as promptly as possible for unscheduled Uses such that the University may be able to facilitate the provision of Support Services. Subject to Section 4.3.3 below, outdoor portions of the campus that are not Assigned Space remain freely accessible for Use.

4.3.2 To avoid space conflicts, however, all individuals and groups on campus are urged to reserve space for such its Use through University Events Scheduling and Communications. A group that has reserved such space shall have exclusive use during the period of the reservation.

4.3.3 All such Use must be conducted under the following conditions:

- a. Without sound or light amplification unless coordinated with University Events Scheduling and Communications prior to the Event or Use;
- b. In a manner such that regular instructional activities are not disrupted;
- c. In a place at least five feet away from a street curb and in a manner such that campus pedestrian and automobile traffic are unimpeded; and
- d. In a manner such that members of the University community not participating in the Use may proceed with their normal activities and are not unreasonably disrupted in their offices and classrooms.

**4.4 Exceptions:** The University may make exceptions to this policy, but only where doing so significantly furthers the University's mission. Any request for an exception must be sponsored by a University Unit and must clearly demonstrate how granting the exception will significantly further the University's mission. Any such exceptions must be approved by a Vice Chancellor or a Vice Provost or their designee.

**4.5 Enforcement:** Failure to adhere to this policy may result in one or more of the following sanctions:

- a. Formal warning letter;
- b. Loss of future Use of University Facilities;
- c. Loss of future opportunities for formal sponsorship activity;
- d. Loss of future opportunities to sign sponsorship agreements with student organizations;
- e. Loss of opportunities to sign future contracts with the University; and
- f. Loss of access to University-sponsored events.

Violation of state or federal law in the course of utilizing University Facilities as contemplated herein will result in a referral to Student Conduct and/or Human Resources and may result in disciplinary action up to and including expulsion, suspension, termination, or trespass from University property.

## **Additional Resources**

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[Procedures for Facility Use Policy 104 \(https://generalcounsel.appstate.edu/wp-content/uploads/2025/04/Procedures-for-Facility-Use-Policy-1v1.pdf\)](https://generalcounsel.appstate.edu/wp-content/uploads/2025/04/Procedures-for-Facility-Use-Policy-1v1.pdf)

[Amplified Sound/Outdoor Sound Approval Form \(https://generalcounsel.appstate.edu/wp-content/uploads/2025/04/Amplified-Sound-Outdoor-Sound-Approval-Request-Form.pdf\)](https://generalcounsel.appstate.edu/wp-content/uploads/2025/04/Amplified-Sound-Outdoor-Sound-Approval-Request-Form.pdf)

## **Administrative Unit Contact**

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Office of Student Affairs

[Student Affairs \(https://studentaffairs.appstate.edu/\)](https://studentaffairs.appstate.edu/)

828-262-2060

Office of Academic Affairs

[Academic Affairs \(https://academicaffairs.appstate.edu/\)](https://academicaffairs.appstate.edu/)

828-262-2070

Appalachian Department of Public Safety

[Appalachian Department of Public Safety \(https://police.appstate.edu/\)](https://police.appstate.edu/)

828-262-2150

## **History**

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