

Implementation Procedures for University of Massachusetts Amherst Regulations for Use of Property (Doc. T90-079)

Updated: March 17, 2025

These implementation procedures are issued by the University of Massachusetts Amherst pursuant to the Board of Trustees' Policy on University of Massachusetts Amherst Regulations for Use of Property (Doc. T90-079).

Reservation of Indoor and Outdoor Space

The university has designated indoor and outdoor spaces available for use, which are governed by the Use of University Properties in Trustee Doc. T90-079. Indoor and outdoor spaces can be reserved by submitting a Space Use Request. A reservation holder is a group or individual who has received approval for the space and has priority use of that space during the reservation time. Unscheduled or conflicting use of the space during a reservation time will not be permitted and individuals whose desired use conflicts with a scheduled use will be required to leave that area.

Given the variety of indoor and outdoor space available for use, different spaces may have different requirements for use. The university has a centralized website designed to streamline the process of reserving these spaces. Visit the following website for instructions on how to reserve space (both indoor and outdoor): <https://www.umass.edu/af/space-use>

Standards of Use

The following activities are limited in university-owned or -operated property unless approved by the Vice Chancellor for Administration and Finance, or designee.

- a. **Camping.** Camping is prohibited on campus. Camping includes the establishment or evidence of an attempt to establish, or maintenance of temporary or permanent living/sleeping quarters at any location on University-owned or -operated property other than living quarters in residence halls or apartments, or other University-managed housing.
- b. **Structures.** No structure, as defined in Section I. Definitions in Trustee Doc. T90-079, may be erected on campus without approval through the Space Use Request.
- c. **Chalking.** Chalking is a temporary form of communication, typically used for event promotion.
 1. Those wishing to chalk must comply with the following guidelines:
 - a. Only water-soluble stick-type chalk (sidewalk chalk) is allowed. No spray chalk, markers, paints, or similar products may be used.
 - b. Chalking is allowed only on outdoor horizontal surfaces that are not covered by an overhang.

- c. No chalking is allowed on vertical surfaces. This includes buildings, walls, benches, tables, signs, poles, mailboxes, light poles, trees, steps/stairs/ramps to or leading toward a building, etc.
 - d. Chalk messages may not include content that violates law or UMass policy.
- d. Sound. As defined in Section III, Use of University Properties in Trustee Doc. T90-079, sound level needs to be maintained at low volume when in close proximity to classrooms and offices so as not to disrupt the functions of the university, and the use of amplified sound (e.g., bullhorns, speaker systems) must be specifically approved by the Vice Chancellor of Administration and Finance, or designee. Amplified sound will not normally be permitted during class hours or near classroom spaces.
- e. Tabling. Tabling is a method to distribute information, promote events, recruit, fundraise, and/or sell merchandise.
 - 1. Tabling is permitted for [Established Student Organizations](#) and university departments sponsoring university activities.
 - 2. All groups must receive prior approval for tabling.
 - 3. Locations on campus vary where tabling may occur. Departments or locations must have written guidelines on the locations where they can table. At a minimum, these guidelines must include the following:
 - a. Limited to the entities as detailed in Section e.1
 - b. Reservation process
 - c. Established hours of tabling
 - d. Maximum number of tables in a section
- f. Table Tents. Table tents are small, self-standing signs that are used to display events and/or informational messages.
 - 1. Table Tents are permitted for Established Student Organizations and university departments sponsoring university activities. No unaffiliated commercial events or services may advertise.
 - 2. The primary locations for table tents are the dining commons and retail dining locations operated by Auxiliary Services. Please refer to the [University Dining Service Guidelines for Table Tents](#) for more information.

Compliance with University Policies, Procedures and State Laws

All individuals and organizations using university-owned or -operated land or facilities are required to comply with university policies, procedures, and applicable local, state, and federal laws.

Complaint(s) or grievance(s) related to violations of this policy should be directed to the Vice Chancellor for Student Affairs and Campus Life.