

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

Section 20, Use and Reservation of University Properties/Event Arrangements

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Responsible Department: Campus and Event Services (CES)

Source Document: UC Policies Applying to Campus Events, Organizations, and Students; Section 40.00, Policy on Use of University Properties

I. Purpose

- A. This section describes policy regarding the appropriate use of UCD properties, reservation of UCD properties, and arrangements for events in those properties.
- B. University properties include all campus owned or operated indoor and outdoor areas.

II. Policy

- A. University properties shall be used only in accordance with the provisions described in UC Policies Applying to Campus Events, Organizations, and Students; Section 40.00, Policy on Use of University Properties.
- B. Public expression in the form of freedom of speech and advocacy may be exercised on University properties at such times and places and in such a manner as is compatible with the use of the property and as follows:
 - 1. Assures orderly conduct.
 - 2. Avoids disruption or interference with University operations.
 - 3. Allows for the free flow of persons and traffic.
 - 4. Avoids disruption or interference with the ability of the University to carry out its responsibilities as an educational institution
 - 5. Protects the rights of all individuals who use University properties.
 - 6. Protects persons against practices that would make them involuntary audiences.
 - 7. Assures the safety of all members of the University community.
 - 8. Does not interfere with property entrances or exits.
- C. Use of University properties for overnight camping is prohibited.
- D. UCD departments and organizations (see Section 270-05), and non-University organizations meeting the criteria described in III.A.1, below, are eligible to reserve University properties.

III. Regulations Governing Use

- A. Use by non-University organizations or individuals
 - 1. The following types of non-University organizations may request to reserve University properties on an occasional, nonrecurring basis:
 - a. Learned societies, academic groups, or professional organizations that have objectives consistent with the University mission.
 - b. Federal, State, and local government agencies.

- c. Organizations that sponsor events and activities for pre-college age youth that would benefit from the opportunity to become acquainted with UCD.
 - d. Organizations that offer a unique educational or cultural opportunity to UCD or community members.
 - e. Service or charitable groups whose purpose is viewed as compatible with the University's public service mission.
 - f. Students, employees, or alumni for personal social events.
 - g. For-profit (commercial) organizations for an event held exclusively by and for their members/employees when the event is compatible with the University's mission and business activities.
 - h. Academic honor societies.
 - i. Employee organizations (see Section 380-21) in accordance with the access provisions of the applicable collective bargaining agreement.
 - j. Other community organizations or groups for noncommercial purposes.
2. Non-university organizations or individuals are eligible to use University indoor facilities without a reservation when sponsored by a UCD department or campus organization.
- B. Non-University speakers
1. University properties may be reserved for non-University speakers hosted by UCD departments and campus organizations.
 2. Faculty members may invite non-University speakers to address their classes consistent with the University guest lecturer policy (see Academic Senate Regulation 750D and Davis Division Senate Regulation 530).
 3. The Chancellor may stipulate additional specific requirements for non-University speakers to further educational objectives and to assure free inquiry and open discussion (e.g., that the speaker answer questions from the audience).
- C. Religious and political activities
1. The University maintains neutrality regarding religious and political matters.
 - a. University departments shall not sponsor or fund religious or political activities except when authorized to do so by The Regents or the President.
 - b. Religious and political registered campus organizations shall have access to University properties on the same basis as all other registered student organizations.
 - c. Information regarding student government of registered student organizations sponsoring or funding such activities from compulsory campus-based student fees is available in UC Policies Applying to Campus Events, Organizations, and Students; Section 60.00, Policy on Student Governments; Section 70.00, Policy on Registered Campus Organizations; and Section 80.00, Policy on Compulsory Campus-Based Student Fees.
 2. University funds shall not be used for payment to individuals who have formally declared their intention to run for elective office at the time a contract is made, including but not limited to payment of fees, honoraria, or travel expenses.
- D. Responsibilities of event sponsors

1. Event sponsors shall be responsible for the following:
 - a. Assuring compliance with regulations pertaining to the use of University properties as delineated herein and in Sections 270-16 and 270-21.
 - b. Completing arrangements for security, ticket sales, special setups, etc., as specified during the reservation process.
 - c. Immediately notifying the appropriate office when scheduled use of the property is canceled.
 - d. Restoring property to the condition it was in before the event was held, and paying and costs of restoring the property to its previous condition, including but not limited to custodial cleanup, repair or replacement of furnishings, facility repairs, and administrative charges.
 - e. Paying all related costs associated with sponsoring an event, including fees related to cancellation of property use reservations.
2. Catered food service must be provided by either the campus food service contractor or a registered non-University caterer. Events open to the public and charging admission for admission must arrange and report ticket sales and receipts through the UC Davis Ticket Office (see Section 270-45).
3. Failure of the sponsor to comply with University regulations may result in cancellation of the event, denial of future requests to use University properties, disciplinary action, administrative charges, or suspension or revocation of registered organization status.

IV. Reservation of University Properties

- A. All reservations by non-university groups must be made through CES.
- B. Reservations by University groups for all indoor facilities must be made through CES (Davis campus) or UCDHS Health Sciences Advancement Special Events Management (UCDHS) except as follows:
 1. General assignment classrooms used for instruction and activities that are course-related (e.g., study groups, makeup classes) or directly support instruction are scheduled through the Registrar's Office.
 2. Facilities assigned to department (e.g., department conference rooms) are scheduled through the department.
 3. Residence hall properties, when used exclusively by residents for residence hall programs are scheduled through Student Housing.
 4. Athletic facilities (with the exception of the ARC Pavilion), when used for PE instruction, Intercollegiate Athletics, intramural sports, and Sports Clubs are scheduled through the Physical Education Program.
 5. ARC Pavilion facilities, when used for PE instruction, Intercollegiate Athletics, intramural sports, and Sports Clubs are scheduled through ARC Pavilion staff.
 6. Mondavi Center, when used for public performances, practices, and pre- and post-performance lectures and receptions is scheduled through Mondavi Center Presents.
 7. General purpose rooms at UCDMC are scheduled through the Conference Services Department.

C. Reservation of outdoor areas

1. The following outdoor areas may be reserved through CES:
 - a. The Main Quad
 - b. MU Patio
 - c. Aggie Stadium
 - d. Schaal Aquatics Center
 - e. RMI Good Life Garden
 - f. Recreation Pool
 - g. Alpha Phi Picnic Grounds
 - h. Recreational Fields
 - i. Arboretum Spaces (including the Gazebo)
2. Events for which the space has been reserved take precedence over other uses of that space.
3. All other outdoor areas are generally reservable through Conference and Event Services provided the event does not have a negative impact on University operations in the vicinity.
4. Amplified sound may be used at outdoor events provided an amplified sound permit is obtained through CES prior to the event.

V. Property Use Fees

- A. The University has established fees to recover actual costs incurred by the University for use of its properties.
- B. Users of campus facilities will be assigned to the appropriate rate category based on affiliation and nature of the event as follows:
 1. University community rate
 - a. Events organized by UCD departments and campus organizations when variable fees (i.e., costs, such as for set up or attendants, that are based on actual expenses and billed accordingly) are affiliated with the facility use or field space.
 - b. Events organized or hosted by departmentally affiliated groups, University Extension, UCD Support Groups, and alumni organizations when any fees are charged to participants (e.g., admission, food charges).
 - c. Campus interest groups when fundraising, when variable rate costs are associated with facility use, or when fees are charged to members to recover only the actual event costs.
 - d. Registered student and intramural sports organizations when fundraising or when an admission charge or donation is accepted prior to or during an event scheduled for the organization's members.
 - e. Units from other UC campuses.
 - f. State, County, City, and other local government agencies conducting government business.

- g. Learned societies and professional organizations designed to promote the advancement of education and research or to enhance the professional standing of their administrative personnel, when holding meetings or conferences.
 - h. Academic honor societies (e.g., Sigma Xi, Phi Beta Kappa, Phi Kappa Phi).
 - i. Youth-oriented events and programs that support University outreach and recruitment efforts and are hosted by organizations having non-profit status.
 - j. UCD department, campus organizations, and student-sponsored events in which fundraising occurs.
 - k. Other groups with a close association with the University as determined by the Director—CES.
2. Full cost rate
- a. Social events for non-University related purposes (e.g., weddings, birthdays).
 - b. Events organized by for-profit (commercial) organizations.
 - c. Events that provide an educational or cultural opportunity to the campus of community.
 - d. Events organized by service or charitable groups.
 - e. Events when the financial risks of the program are passed on to an outside group/agent/promoter.
 - f. Events sponsored by any off-campus organization or individual in which fundraising occurs.
 - g. Non-University organizations not described as receiving the University community rate.
3. Events organized by UCD departments and campus organizations held in general assignment or outdoor space are not charged a fee except as noted in 1 and 2, above.
4. For ARC Pavilion, non-University groups sponsoring events with paid admission, and University groups sponsoring events with paid admission when the financial risks of the program are passed on to an outside group/agent/promoter, may pay a percentage of the gross receipts for the event or a minimum charge, whichever is greater, in lieu of the University community cost rate.
- C. Rates for facilities may be obtained by calling Conference and Event Services.
- D. Cancellation fees may be charged as described at <http://ces.ucdavis.edu/Public/content.cfm?CONTENT=36>.

VI. Further Information

- A. For information regarding alcohol service at events, see Section 270-21.
- B. Contact CES or UCDHS Conference Services regarding coordination services that can be provided for events.

VII. References and Related Policies

- A. UC Policies Applying to Campus Activities, Organizations, and Students; Section 40.00 Policy on Use of University Properties.
- B. UCD Policy and Procedure Manual:

1. Section 270-05, Campus Organizations.
2. Section 270-16, Fundraising on University Property.
3. Section 270-21, Sales, Service, and Consumption of Alcoholic Beverages.
4. Section 270-45, Ticket Sales.
5. Section 310-25, Distributing of Information and Literature.
6. Section 310-65, Use of the University's Name and Seal.
7. Section 330-80, Entertainment and Hospitality with University-Controlled Funds.