

UC Davis Policy and Procedure Manual

Chapter 270, Properties Use and Extracurricular Activities

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

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Responsible Department: Campus Events and Visitor Services

Source Document: UC Policies Applying to Campus Activities, Organizations, and Students

I. Purpose

This section outlines policy regarding the use and reservation of UCD properties. Unless otherwise noted, the term "University properties" includes University indoor and outdoor areas. The purpose of the policy is to ensure the appropriate use of University properties and the coordination of appropriate services for meetings, conferences, and special events.

II. Policy

A. General

1. University properties shall be used only in accordance with Federal, State, and local laws and shall not be used for any unlawful activity.
2. All persons on University properties are required to abide by University and UCD policies and shall identify themselves upon request to University officials acting in the performance of their duties. Violation of University or UCD policies may subject a person to possible legal penalties or may result in campus sanctions. If the person is a student, faculty member, or staff member of the University, that person may also be subject to University disciplinary action.
3. 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 that: (a) assures orderly conduct; (b) avoids disruption or interference with University operations; (c) avoids disruption or interference with the ability of the University to carry out its responsibilities as an educational institution; (d) protects the rights of all individuals who use University properties; and (e) protects persons against practices that would make them involuntary audiences; and (f) assures the safety of all members of the University community.
4. On University outdoor areas open to the public generally, all persons may exercise their constitutionally protected rights of free expression, speech, assembly, and worship, and may distribute and sell noncommercial literature incidental to the exercise of these freedoms consistent with Section 310-25. Such activities shall be compatible with use and maintenance of the area and the free flow of persons and traffic, and shall not interfere with or disrupt the normal activities of the campus, UCDHS, or other UCD properties. Interference with University property entrances or exits is strictly prohibited.
5. Use of University properties for overnight camping is prohibited.
6. UCD departments and campus organizations (as defined in Section 270-05) are eligible to reserve University properties. Non-University organizations meeting the criteria in II.B, below, are also eligible to reserve University properties.
7. Requests for reservation of University properties are reviewed and acted upon by the

Director of Campus Events & Visitor Services (CEVS) for campus properties and by the Director of Hospital & Clinics for UCDHS properties. A request may be denied if the request is not in accordance with University or UCD policies. A request shall be denied if the circumstances are such that the event will present a clear and present danger to the orderly operation of UCD. In case of a denial of or a conflict in property use, the applicant may appeal to the CEVS Work Group. The Vice Chancellor--Administration, as Chair, will render a decision on the appeal within 7 calendar days.

B. Use by non-University persons or organizations

1. Non-University persons or organizations shall be eligible to use University indoor facilities without a reservation when sponsored by a UCD department or campus organization. If there is no sponsoring department or campus organization, the facilities must be reserved as describe in III, below. Non-University persons and organizations are eligible to use outdoor areas open to the public in accordance with II.A, above, and III.B, below. All uses, regardless of sponsor, must comply with all applicable UC and UCD policies.
2. Requests to reserve University properties may be considered for the following types of non-University organizations as listed below. Use will be permitted on an occasional, nonrecurring basis only.
 - a. Learned societies, academic groups, or professional organizations that have objectives consistent with University purposes.
 - b. Federal, State, and local government agencies.
 - c. Organizations that sponsor events and activities for pre-college-age youths who 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. Individuals using campus properties for personal social events when the event is compatible with the University's mission and business activities.
 - g. For-profit (commercial) organizations for an activity/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, such as Sigma Xi, Phi Beta Kappa, and Phi Kappa Phi.
 - i. Employee organizations as defined in Section 380-21, and in accordance with the access provisions of the applicable collective bargaining agreement.
 - j. Other community organizations or groups for noncommercial purposes.
3. Regulations governing non-University speakers are as follows:
 - a. University properties may be reserved for non-University speakers hosted by UCD

departments and campus organizations. Exceptions are noted in II.C, below.

- b. 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.)
- c. The Chancellor may stipulate specific requirements to further educational objectives and to assure free inquiry and open discussion. Specific requirements may include but are not limited to the following: that the meeting be chaired by a person approved by the Chancellor or the Chancellor's designee or that the speaker answer questions from the audience.

C. Use for religious and political activities

1. As a State instrumentality, the University must remain neutral on religious and political matters. The University and its units cannot sponsor or fund religious or political activities, except when authorized by The Regents or the President or their designees.
2. Religious and political registered campus organizations shall have access to University properties on the same basis as all other registered campus organizations.
3. Registered campus organizations may sponsor and fund religious and political activities provided no University funds are used to underwrite these activities. Registered student organizations must also comply with requirements set forth in Section 270-07.
4. The name, insignia, seal, or address of the University or any of its offices or units shall not be used for or in connection with religious or political purposes or activities except as consistent with University and UCD regulations. See Section 310-65.
5. In correspondence, statements, or other material relating to religious or political activities or issues, the University title of a faculty or staff member shall be used only for identification; if such identification might reasonably be construed as implying the support, endorsement, or opposition of the University with regard to any religious or political activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for himself or herself and not as a representative of the University or any of its offices or units.
6. To avoid University endorsement of a political candidate, UCD has adopted a policy that prohibits the payment of University-controlled funds to individuals who have formally declared their intention to run for elective office at the time a contract is made. This prohibition covers contracting for payment of fees, honoraria, or travel expenses.
7. The University recognizes, supports, and shall not abridge the constitutional rights of faculty, students, and staff to participate, either as individuals or as members of groups, in the political process of supporting candidates for public office or any other political activity. The policies above in no way constitute prohibitions on the right of any individual in the University community to express political views.

III. Reservation of University Properties

The timeline in which properties are reserved is based on the Scheduling Matrix, which is maintained by CEVS and approved by the CEVS Work Group. Properties may not be reserved outside of the

Scheduling Matrix without prior approval by the Director of CEVS.

A. Reservation of indoor facilities

Reservations must be made through CEVS, except as indicated below.

1. The Registrar's Office schedules use of campus general assignment classrooms for instruction and for activities that are course-related (e.g. study groups, makeup classes) or directly support instruction.
2. Departments schedule use of facilities (such as department conference rooms) assigned to that department when used exclusively for official departmental business.
3. The Student Housing Office schedules use of residence hall property when used exclusively by residents for residence hall programs.
4. With the exception of the Recreation Hall, the Exercise Science Department schedules use of athletic facilities for PE instruction and for Intercollegiate Athletic, intramural sports, and Sports Club programs. The Recreation Hall staff schedule PE instruction and Intercollegiate Athletic, intramural sports, and Sports Club programs taking place within the Recreation Hall. All other activities in the Recreation Hall are scheduled by CEVS in accordance with Recreation Hall Policies and Procedures. Scheduling of athletic facilities and Recreation Hall is done within the parameters set by the CEVS Scheduling Matrix and this policy.
5. Mondavi Center Presents schedules use of the Mondavi Center for public performances, practices, and pre- and post-performance lectures and receptions. CEVS schedules use of the Mondavi Center for general campus use (e.g., receptions, conferences, meetings).
6. The Conference and AV Services of the Environmental Services Department schedules use of general purpose rooms at UCDCM.

B. Reservation of outdoor areas

1. The Main Quad, MU Patio, Recreation Pool, Alpha Phi picnic grounds on Levee Road, and the intramural sports fields are reserved through CEVS. Events for which space has been reserved take precedence over other uses of that space. All other outdoor areas are generally reservable provided the event does not have a negative impact on University operations in the vicinity. Event sponsors must obtain advance approval from all departments who are potentially affected by the event. Contact CEVS (530-752-2813) for an outdoor space approval form.
2. Amplified sound may be used at outdoor events provided an approved amplified sound permit is obtained through CEVS prior to the event. Refer to guidelines for use of amplified sound (<http://www.cevs.ucdavis.edu/dept/index.cfm?contid=79>) and the downloadable permit (<http://www.cevs.ucdavis.edu/dept/ues/files/AmplifiedSoundPermit.pdf>).

C. Property use fees

The University has established fees for use of its properties to recover actual costs incurred by the University. CEVS is the unit authorized to determine rate categories and quote rates for

users of University properties.

1. Definitions of costs

- a. Fixed costs--an assessment for custodial services, utilities, major maintenance, and building depreciation or reimbursement for cost of property.
- b. Reservation costs--an assessment for processing the reservation through the Campus Events Reservation Management System, services related to event policy requirements, and for event management guidance.
- c. Variable costs--an assessment for facility attendants, setup, special services, other than usual custodial services, security, and other costs directly associated with the event or meeting. These costs are based on actual expenses and billed accordingly.
- d. Reservation cancellation costs--an assessment for processing a cancellation of a property reservation. Additional cancellations fees may be charged by individual facilities.

2. Rate categories

Users of campus facilities will be assigned by CEVS to one of the following rate categories:

- a. University community (includes reservation and variable costs in 1.b, c, and d, above).
- b. Full cost (includes all fixed, reservation, and variable costs in 1.a, b, c, and d, above).

3. Fee assessment

- a. When events/activities organized by UCD departments and campus organizations are held in general assignment or outdoor space, no fees are normally charged. Exceptions are noted below.
- b. Events/activities organized by UCD departments and campus organizations are charged University community rates when variable fees are affiliated with the facility use or field space.
- c. The following events are also assigned the University community rate:
 - 1) 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, registration or entry fee, food charges).
 - 2) 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.
 - 3) Registered student and intramural sports organizations when fundraising or

when an admission charge or donation is accepted prior to or during an event/activity scheduled for the organization's members.

- 4) Units from other UC campuses.
 - 5) State, County, City, and other local governmental agencies conducting the government's business.
 - 6) 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.
 - 7) Academic honor societies such as Sigma Xi, Phi Beta Kappa, and Phi Kappa Phi.
 - 8) Youth-oriented events and programs that support University outreach and recruitment efforts and are hosted by organizations having nonprofit status.
 - 9) UCD department, campus interest group, campus organization, and student-sponsored events in which fundraising occurs.
 - 10) Other groups so categorized by the Director of CEVS because of their close association with the University.
- d. The following events will be assigned the full cost rate:
- 1) Social events for non-University related purposes (e.g., weddings, anniversaries, birthdays).
 - 2) Events/activities organized by for-profit (commercial) organizations.
 - 3) Events that provide an educational or cultural opportunity to the campus or community.
 - 4) Events organized by service or charitable groups.
 - 5) Any event or group when the financial risks for the program are passed on to an outside group/agent/promoter.
 - 6) Events sponsored by any off-campus organization or individual in which fundraising occurs.
 - 7) Non-University organizations not meeting the criteria listed in c, above.
- e. For Recreation Hall only, all 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, and University community costs not included in the minimum charge. (See UCD Special Events Manual, available through CEVS.)

D. Conference/special event arrangements

1. Upon request and for a fee, CEVS coordinates arrangements for conferences, meetings, concerts, and other special events held on campus (e.g., audiovisual equipment, housing, catering, parking, transportation, registration, security, traffic control, contracts or performance agreements, and other specific needs).
2. Conference & AV Services (916-734-2491) coordinates arrangements for meetings, conferences, and other events at UCDCM.

E. Ticket sales

All departments and campus organizations sponsoring events on University property that are open to the public and charging admission or requesting donations for admission are required to arrange and report ticket sales and receipts through the UC Davis Ticket Office as explained in Section 270-45.

F. Responsibilities of event sponsors

Failure of the sponsor to comply with University regulations may result in denial of future requests to use University properties, disciplinary action, administrative charges, and/or suspension or revocation of registered organization status.

1. The responsibilities of the sponsor of a meeting or event include the following:
 - a. Assuring compliance with regulations pertaining to 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 property is canceled, so that the space may be made available for reassignment.
 - d. Restoring property to the condition it was in before the event was held. The sponsor will be charged for any costs of restoring the property to its previous condition, such as 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. University sponsors should consult the UCD Special Events Manual, available through CEVS.

G. Consumption of alcoholic beverages

Approval is required to serve or consume alcoholic beverages on property owned or leased by the University. Refer to Section 270-21 and alcohol permit evaluation guidelines and alcohol permit request form (<http://www.cevs.ucdavis.edu/dept/index.cfm?contid=19>).

H. Food service

1. Catered food service on campus must be provided by either the campus food service contractor or a registered non-University caterer (see the list at http://www.cevs.ucdavis.edu/dept_cont/caterers/). Exceptions follow:
 - a. For events held at the Silo Pub and Memorial Union the campus food service contractor is the exclusive caterer, except as noted in b and c, below.
 - b. For events held at Putah Creek Lodge, Rec Pool Lodge, Silo Cabernet Room, or MU meeting rooms, sponsors and/or members of departments, campus organizations, or other affiliated groups may purchase or bring potluck food for their event. Purchased or potluck food must be brought onto campus by the sponsoring group.
 - c. Events in the Memorial Union may be catered by the Coffee House when the sponsor is an ASUCD unit and the event is attended primarily by ASUCD members.
2. Departments or campus organizations may order food service directly from the campus food service contractor, providing:
 - a. The costs are charged to an official University-controlled account, excluding agency accounts; and
 - b. The entertainment expenses and the type of event are allowable as official University business in accordance with Section 330-80.
3. At UCDCM, all food service must be provided by the Dietary Department or contracted from registered caterers approved by the Dietary Department. A list of UCDCM-approved caterers can be obtained through the Special Events Office at 916-734-2844. Orders for food service provided by the Dietary Department are placed through Conference & AV Services (916-734-2491) or directly with the Dietary Department.

IV. Further Information

- A. For further information, contact CEVS (530-752-2813), or for events held on the UCDCM campus in Sacramento, contact the Special Events Office (916-734-2491).
- B. For catering service information contact the campus food service contractor (530-752-2997 or http://www.cevs.ucdavis.edu/dept_cont/caterers/).

V. References and Related Policy

- A. Office of the President: UC Policies Applying to Campus Activities, Organizations, and Students, Section 40, Policy on Use of University Properties (<http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/toc.html>).
- B. UCD Policy & Procedure Manual:
 1. Section 270-05, Campus Organizations.
 2. Section 270-16, Fund Raising on University Property.

3. Section 270-21, Consumption of Alcoholic Beverages.
4. Section 270-45, Ticket Sales.
5. Section 310-25, Distributing, Posting, and Exhibiting Information and Literature.
6. Section 310-65, Use of the University's Name and Seal.
7. Section 330-80, Entertainment with University-Controlled Funds.