



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Event Scheduling and Authorizing the Use of University Facilities	Policy Number	425
Section	Facilities, Operations, and Information Technology	Approval Date	October 5, 2021
Subsection	Facilities and Scheduling	Effective Date	October 5, 2021
Responsible Office	Office of the Vice President of Student Affairs		

1.0 PURPOSE

1.1 The Utah Board of Higher Education has directed that each institution develop policies that provide convenient and appropriate means for approving and scheduling the use of university facilities. Utah Valley University seeks to balance its mission of instruction, scholarship, and co-curricular activities with its commitment of service to the broader community of which it is a part. University facilities exist for the primary purpose of education and use by faculty, staff, and students. When space availability allows, the University is committed to making its facilities available to groups and organizations outside the University whose purpose is consistent with the University’s mission.

1.2 The purpose of this policy is to establish reasonable controls for the use of university facilities by individuals and groups other than the University itself, including university employees, students, and registered student organizations, as well as individuals and groups that are not related to or affiliated with the University. This policy outlines request and approval procedures, requirements, scheduling authorities, and fees for the use of university facilities.

2.0 REFERENCES

2.1 Utah Code 53B-27-203 Expressive Activities at an Institution

2.2 Utah Board of Higher Education Policy R255 *Scheduling and Authorizing Use of Campus Facilities*

2.3 Utah Board of Higher Education Policy R553 *Revenue-Generating Activities*

2.4 Utah Board of Higher Education Policy R751 *Capital Facilities Space Scheduling and Assignment*

2.5 *Postsecondary Education Facilities Inventory and Classification Manual (FICM)*

2.6 UVU Policy 157 *Alcoholic Beverages, Unlawful Drugs, and other Illegal Substances*

2.7 UVU Policy 158 *Tobacco*



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2.8 UVU Policy 161 *Freedom of Speech*

2.9 UVU Policy 204 *Appropriateness of Expenditures*

2.10 UVU Policy 221 *Dining Services*

2.11 UVU Policy 428 *Graphic Standards, Signage, and Use of Institutional Logos and Seals*

2.12 UVU Policy 532 *Associated Student Organization and Club Membership*

2.13 UVU Policy 704 *Minors on Campus and at University-Sponsored Events*

3.0 DEFINITIONS

3.1 Event: Any planned gathering (including celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, meetings, and conferences) of any size to be held, in part or in full, at a university facility. For the purposes of determining scheduling priority, fees, and other requirements, events are classified as one of the following:

3.1.1 “University events” are events planned and hosted by authorized university entities in adherence to this policy and applicable Event Services requirements. At minimum, university events must meet the following criteria: (1) a university entity determines the purpose and content of the event, plans and organizes the logistics, and communicates the event details directly with Event Services; and (2) the purpose is not to benefit or generate profit for an external entity.

3.1.2 “Co-sponsored events” are events in alignment with the mission of the University that involve a formal partnership between an authorized university entity and an external entity in which the University holds membership or maintains a relationship that directly benefits the university community. Co-sponsored events are planned and hosted by the external entity with direct involvement from the university entity, and in adherence to this policy and applicable Event Services requirements.

3.1.3 “External events” are events involving a group or organization not affiliated with the University or any individual who uses university facilities for their own purposes independent of the University and its mission. Any event that does not meet the requirements for university or co-sponsored events is considered an external event.

3.2 Event Appeals Committee: The university committee responsible for reviewing denials or other decisions made pursuant to this policy. The Event Appeals Committee is comprised of the Provost, the Vice President of Student Affairs, and the Vice President of Administration and Strategic Relations (or their designees).



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3.3 Executive Infrastructure and Planning Committee (EIP): The committee responsible for approving projects and purchases that will affect university infrastructure, facilities, and standards, and responsible for assigning, altering, and approving the classification or re-classification of a university facility.

3.4 Fronting: Permitting or aiding an external use under the guise that the activity is a university event or co-sponsored event for the purpose of avoiding contracts, risk management or Events Services review, payment, or other requirements and conditions applicable to external events.

3.5 Major event: An event of any type that meets one or more of the following conditions:

- 1) The number of anticipated attendees exceeds limits established by the Major Events Assessment Committee (MEAC) and published by Events Services.
- 2) The MEAC determines, through a security assessment, that the event would pose a significant threat of harm to people or property;
- 3) The MEAC determines that the event has a concrete threat of substantial interference with UVU functions, activities, or services;
- 4) The event is a gathering for political activity, a dance, athletic event, or concert, regardless of how many attendees, unless otherwise exempted by criteria established by the MEAC.

3.6 Major Events Assessment Committee (MEAC): The university committee responsible for evaluating events for possible impact on surrounding community and UVU functions or activities and concerns regarding safety or security, and for determining if an event should be classified as a major event. The MEAC is comprised of the Fire Marshal and representatives from the following university departments: UVU Police, Academic Scheduling, Emergency Management, Risk Management, General Counsel, and Event Services.

3.7 Requesting entity: An individual, group, or organization requesting the use of university facilities for an event. For the purposes of this policy, requesting entities may be one of the following, as determined both by the type of event and the requesting entity's role (if any) at the University:

3.7.1 "University entities" are entities authorized by the University (i.e. university administrative departments; academic schools/colleges, centers, institutes, or departments; and student organizations, including UVUSA and student clubs) to request the use of university facilities for a university or co-sponsored event in accordance with this policy and applicable Events Services requirements.

3.7.2 "External entities" are entities not affiliated with the University requesting to gain access to university facilities for the purposes of their event. A university entity requesting the use of university facilities for external events shall be considered an external entity under this policy.



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3.7.3 “Non-profit entities” are external entities with IRS 501C3 or 170B1A status.

3.8 Space blocking: Requesting a room or facility without a specified purpose, specific/accurate start and stop times, and description of event.

3.9 University facilities: For the purpose of this policy, any property, building, space, or premises (including but not limited to rooms, hallways, grounds, parking lots, roadways, common areas, etc.) within boundaries owned or leased by the University. For the purposes of determining scheduling priority, fees, and other requirements, this policy distinguishes between the following facility classifications (as identified by the EIP in compliance with the criteria outlined in the *Postsecondary Education Facilities Inventory and Classification Manual*):

3.9.1 “Academic spaces” are university facilities whose primary purpose is the support of academic activities related to teaching and learning (such as classrooms, laboratories, etc.).

3.9.2 “Schedulable spaces” are university facilities that the EIP has identified as spaces available to be reserved for events under the terms of this policy and relevant Events Services requirements and guidelines. For the purposes of this policy, UCCU Center venues are not included under references to this term unless otherwise stated.

3.9.2.1 “Student asset facilities” are schedulable spaces in which general student fees are directly allocated to the bonding, operation, maintenance, and staffing of the facility (such as the Sorensen Student Center and the Student Life and Wellness Center).

3.9.3 “Undesignated spaces” are university facilities that have not been classified by the EIP.

4.0 POLICY

4.1 Policy Statement

4.1.1 University facilities are established and maintained primarily for the use of the University in accomplishing its educational mission. As such, university facilities are available primarily for programs offered by and intended for the University and the university community. To the extent space is available, and within reasonable parameters set forth in this policy and published criteria and requirements, the University welcomes community groups and others to utilize designated spaces in certain university facilities for purposes compatible with but not duplicating the mission of the University.

4.1.2 The use of university facilities, whether by external entities or university entities, shall not substantially interfere with instructional activities or any other part of the University’s mission, including diverting space or other resources away from the scheduled classes, programs, and other mission-oriented events of the University.



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4.1.3 Nothing in this policy shall be construed to impede on the constitutional right of individuals to petition and assemble (see UVU Policy 161 *Freedom of Speech*).

4.1.4 The University shall adhere to all state and federal regulations and requirements regarding the use of university facilities. All university departments and personnel responsible for scheduling the use of university facilities shall do so in accordance with these regulations, including but not limited to Utah Code 53B-27-203 and Utah Board of Higher Education policies R255 and R751.

4.1.5 All individuals planning, hosting, and/or attending (including guests, vendors, and contractors) an event on or at a university facility are responsible for adhering to this and other relevant university policies, Events Services guidelines and protocols, and all applicable state and federal laws and regulations.

4.1.6 Fronting, as defined in section 3.4, is prohibited.

4.1.7 Unauthorized, fraudulent, illegal, or otherwise prohibited use of university facilities shall be subject to university disciplinary procedures and applicable local laws and penalties.

4.2 Responsible Offices and Scope of this Policy

4.2.1 Academic Scheduling is responsible for scheduling and authorizing the use of academic spaces. Scheduling requests for academic spaces shall be handled by Academic Scheduling according to their guidelines and protocols.

4.2.2 Event Services is responsible for scheduling and authorizing the use of all schedulable spaces (including academic spaces temporarily released as schedulable spaces). Requests for the use of such facilities shall be handled in accordance with the procedures outlined in this policy.

4.2.3 The Executive Infrastructure and Planning Committee (EIP) is responsible for the designation of university facilities as schedulable spaces and for establishing fees for the use of such spaces.

4.3 University Facility Scheduling Priority

4.3.1 For-credit academic programs and courses and related activities have priority in academic spaces, which are scheduled through Academic Scheduling. Unused academic spaces may be reserved for events through Events Services only when released by Academic Scheduling for temporary non-academic use as schedulable spaces.

4.3.2 To maximize space utilization and foster and support the mission of the University and its core themes, university events shall be given priority for the use of indoor schedulable spaces over co-sponsored events, which shall have priority over external events.



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4.3.3 UVUSA organizations (including student clubs and Student Life departments) are entitled to scheduling priority for indoor schedulable spaces designated as student asset facilities (as defined in section 3.9.2.1).

4.3.4 Publicly accessible outdoor spaces of UVU's campuses are designated by Utah statute 53B-27-203 as "traditional public forums." As such, scheduling priority will be determined on a first-come-first-served basis, rather than on the requesting entity's relationship with UVU.

4.3.5 The EIP, in consultation with President's Council, shall determine any additional priority protocols that Events Services applies when reviewing scheduling requests.

4.4 Requesting the Use of Schedulable Spaces

4.4.1 All requests for reserving and using schedulable spaces, including UCCU Center venues, shall be submitted to and received through Events Services, who shall coordinate with or delegate the request to the appropriate office or department responsible for the requested space.

4.4.2 University entities, including departments and offices, are not permitted to negotiate the use of university facilities or services with external organizations, except in coordination with Event Services.

4.4.3 Space blocking, as defined in section 3.8, is not permitted. In accordance with Utah Board of Higher Education policy, the University is responsible for reporting accurate and specific metrics regarding the individual use of all university facilities. To ensure accurate reporting of utilization and to support strategic planning and decisions related to room use, university facilities must be reserved individually according to specific need (see Utah Board of Higher Education Policy R751). Requesting entities may not reserve facilities in blocks for the purpose of holding a space for possible need in the future.

4.4.4 Undesignated spaces may not be reserved for use until assigned a designation by the EIP.

4.5 Co-Sponsored Events

4.5.1 Co-sponsored events must be approved by a responsible university entity with department purchasing authority in accordance with Policy 204 *Appropriateness of Expenditures*.

4.5.2 The sponsoring university entity must directly participate in the event and approve all marketing materials promoting the event. All event marketing must clearly advertise the identity of the hosting external entity and include the sponsoring university entity's department logo.

4.5.3 Sponsoring university entities are responsible for ensuring that requested events meet the requirements for co-sponsorship under this policy and applicable Event Services guidelines and protocols. If a co-sponsored event does not meet applicable requirements, the external entity and sponsoring university entity shall be responsible for repayment of deferred fees.



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4.5.4 A representative from the sponsoring university entity must be present for the duration of the co-sponsored event.

4.5.5 Sponsoring university entities may be held accountable for the cost of any damages related to the co-sponsored event.

4.6 The Use of University and Third-Party Vendors

4.6.1 All third-party vendors for events must be approved in advance by the relevant responsible university office in accordance with associated policies and requirements. Events Services shall coordinate and verify third-party vendor approvals with the requesting entity and relevant responsible university office.

4.6.2 Any agreements or contracts that requesting entities enter into with third parties related to the event are signed at the risk and liability of the requesting entity. Requesting entities are liable for all costs and terms of third-party services and contracts for the event, including but not limited to entertainment, marketing and media, audio and visual, and security, as well as any damages caused by such vendors.

4.6.3 All food served at events must be approved and coordinated in advance through UVU Dining Services in adherence to their guidelines and Policy 221 *Dining Services*. The use of third-party food service vendors at events is not permitted unless otherwise exempted by Dining Services guidelines and approved by the Food Services Director.

4.7 Outdoor Spaces

4.7.1 Except for major events, it is unnecessary for any person using a publicly accessible outdoor space to schedule usage or obtain prior permission from the University before using the outdoor space. The University, nonetheless, encourages outdoor users to schedule through Event Services in advance of any event to ensure availability and compliance with safety standards. Scheduling priority for outdoor spaces will be determined on a first-come-first-served basis.

4.7.2 All outdoor events, including those in enclosed outdoor spaces (such as athletic venues), remain subject to the limitations described in section 4.8, including the requirement that an entity holding an outdoor major event submit a scheduling request and undergo a required safety assessment.

4.8 Limitations and Regulations for Health, Safety, and Security

4.8.1 The University, in consultation with the Major Events Assessment Committee (MEAC) and/or UVU Police/Fire Marshal, reserves the right to cancel (or deny pending requests for) an event at any time when it is determined to pose a significant threat to campus health, safety, and security.



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4.8.2 Events that qualify as a major event (as defined in section 3.5), are required to undergo a security assessment facilitated by the MEAC (see section 5.2).

4.8.3 Event attendees shall be notified through clearly posted signs if they may be subject to search for contraband, weapons, drugs, alcohol, and other illegal or prohibited materials.

4.8.4 Scheduling requests shall be subject to maximum capacity limits established by the campus Fire Marshal. Events with projected attendance that exceeds the facility's limit shall be denied or cancelled. UVU Police and/or Fire Marshal reserve the right to halt events already in progress when attendance exceeds safety limits.

5.0 PROCEDURES

5.1 Scheduling Requirements and Procedures

5.1.1 All requests for the use of university facilities designated as schedulable spaces, including UCCU Center venues, must be submitted using the University's centralized online scheduling system in accordance with Event Services requirements and deadlines.

5.1.2 Events Services shall coordinate with, or delegate the request to, the appropriate office or department responsible for the requested space. The appropriate office or department is responsible for informing requesting entities of university policies and specific department procedures, if applicable, and ensuring all requirements are met prior to use of the space.

5.1.3 All requests must be approved and finalized in accordance with Events Services (and other responsible departments or offices, as applicable) requirements and deadlines. The Executive Infrastructure and Planning Committee (EIP) shall review and approve any additional building, scheduling, and Events Services guidelines (including processes, requirements, deadlines, fees, etc.) not specifically outlined in this policy. Events Services (and/or the office/department responsible for the schedulable space) shall publish EIP-approved guidelines and protocols regarding all scheduling requirements, associated fees, and booking prioritization (when applicable) on their website.

5.1.4 Only authorized employees may submit scheduling requests for university events (as defined in section 3.1.1).

5.1.5 For co-sponsored events, the sponsoring university entity is responsible for submitting the scheduling request through Events Services. Co-sponsoring external entities must sign a use of premise agreement and provide a certificate of insurance.

5.1.6 The UVU Clubs office is responsible for submitting scheduling requests for student clubs. Individual students or faculty may contact Event Services for scheduling requests pursuant to class assignments.



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5.1.7 Scheduling requests for external events must be submitted by representatives with actual authority to contract on behalf of the external entity. External entities must sign a use of premise agreement and provide a certificate of insurance.

5.1.8 Non-profit entities hosting external or co-sponsored events are required to show documentation as proof of IRS501C3 and 170B1A status.

5.1.9 University Facilities is responsible for reporting university facility utilization in accordance with Utah Board of Higher Education Policy R751.

5.2 Major Events Assessment

5.2.1 The Major Events Assessment Committee (MEAC) must review all requests that qualify as a major event for health and safety concerns and for compliance with university policy and state and federal law.

5.2.2 If the MEAC determines, through their evaluation of a request, that the event would pose a concrete and significant threat of (1) harm to persons or property, or (2) substantial disruption to university activities, the event request may be approved subject to certain conditions to mitigate the threat, or denied with an invitation to submit a modified request.

5.3 Appeals

5.3.1 Decisions made pursuant to this policy (including but not limited to request denials, event cancellations, and assessment of fees or damages) may be appealed to the Event Appeals Committee through Events Services in accordance with their applicable protocols.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
March 27, 2014	Regular policy approved.	UVU Board of Trustees
October 5, 2021	Regular policy approved.	UVU Board of Trustees