

Campus Use Policy

POLICY INFORMATION

Policy Sponsor(s): Chrissy Lieberman
Dean of Students

Responsible Unit(s): Dean of Students Office

E-mail: DOS-deanofstudents@arizona.edu

Purpose and Summary

The purpose of the University of Arizona (University) and University Property is to provide higher education and to further the University's teaching, research, and service missions. This Policy informs the University Community of the availability, restrictions, and process for using and reserving certain University Spaces for expressive activity and other uses. The University is committed to maintaining public health, safety, and welfare; ensuring the educational, research, outreach, and business functions of the University can proceed uninterrupted; and protecting individual rights to expressive activity.

Specific procedures, including the process for reserving Space, security measures, insurance and indemnification, sound amplification, and food distribution services are outlined in the [Campus Use Procedure](#).

Scope

This Policy applies to the University Community when they seek to use University Property for purposes other than Official University Activities. This Policy does not apply to Official University Activities.

This Policy does not apply to University Structures or University Property over which the University has legally relinquished its power of operation or control to a third party, such as through a site license or facility use agreement, a residential or commercial lease, or an operating agreement.

Definitions

Authorized means permitted by the Arizona Board of Regents (ABOR) or the University President or their designee.

Building Manager means, for the purpose of this Policy, the person with authority to grant permission to hang signs, banners, and other material in a particular building/Indoor Space.

Camping means on any part of University Property:

Establishing or attempting to establish outdoors, or in any structure not designated for human occupancy, temporary or permanent living accommodations (regardless of intent), including but not limited to overnight sleeping activities, preparations for overnight sleeping activities (including the laying down of bedding, sleeping bags, mattresses, or other sleeping equipment), storing personal belongings, making a fire, using any tents or other similar Structures, digging or earth breaking, and/or cooking or food preparation activities not previously approved under this Policy. Such activities constitute Camping regardless of the intent of the participants or the nature of any other activities in which they may also be engaging. Camping does not include Official University Activities or the ordinary use of the University Property that have been wholly or in part designated as sleeping and/or eating areas.

Campus Use Committee means the committee that annually reviews guidelines for the use of the Mall and other Spaces and assists the Dean of Students Office in event approval as needed.

Commercial Activity means all activity involving (a) the sales, purchases, and/or promotion of goods or services, including agreements for the sale or purchase of goods and services; (b) any direct or indirect effort to market, promote, or increase brand awareness of a third-party company, product, or service, regardless of whether sales occur on University Property, including the distribution of free products, giveaways, and product demonstrations; and (c) the solicitations of gifts of money or other goods or services by a person, groups of persons, or other entity that is not a Unit.

Dean of Students (DOS) means the University Dean of Students or their designee.

Employee means all University employees, including faculty, staff, graduate assistants/associates, and student workers, whether their employment is full-time, part-time, permanent, or temporary.

Major Event means a planned gathering, including, but not limited to, a speaker, presentation, lecture, forum, conference, or rally, which meets one or more of the following criteria:

- the requested venue holds more than 300 people or more than 300 people are anticipated to attend at one or more locations, or
- the event features an elected official or candidate at the federal, state, local, or tribal government level, or
- the event has the potential to significantly impact University safety and security or University services and functions, based on criteria other than the content or viewpoints anticipated to be expressed during the Major Event, as determined by the Unit that oversees the Space, the Campus Use Committee, University of Arizona Police Department (UAPD), Office of Public Safety, DOS, Environmental Health and Safety, and/or Risk Management Services.

The following are excluded from the definition of a Major Event:

- spontaneous demonstrations for which there is no prior promotion or organization
- weddings and private celebrations in Student Union facilities

Mall means the grassy areas between Park Avenue and Campbell Avenue and along University Boulevard East and University Boulevard West.

Official University Activities means all activities necessary to conduct and related to the University's educational, research, business, service, operational, residential, and other functions. Official University Activities also includes, but is not limited to, the University's employment of and employment relationship with Employees, special events hosted by the University, and any other events or activities of the University as approved by the President or their designee, Provost and Chief Academic Officer, or the Campus Use Committee.

Planned Demonstration means a public manifestation of non-spontaneous protest, condemnation, or approval, taking the form of a mass meeting, procession, picket, or similar activity.

Reserved Area means those portions of University Property, including portions of the Mall, and other Indoor and Outdoor Spaces, designated for use by reservations only. [Reserved Areas](#) are scheduled to maximize the availability and use of the Space consistent with the educational, research, service, and business functions of the University.

Space means any and all of the following:

Indoor Space means the interior of University Structures and University Property that are generally devoted to non-public, University use. Typically, Indoor Spaces are Non-Public Spaces that are reserved for normal business, education, research, or other dedicated purposes.

Outdoor Space means spaces located on University Property that are not Indoor Spaces and generally open for public use subject to the limitations contained in this Policy. Outdoor Space does not include outside spaces incorporated into University Structures, such as courtyards, patios, and balconies. Outdoor Space may either be in Reserved Areas or Unreserved Areas.

Non-Public Space means Indoor and Outdoor Spaces located on University Property that are reserved for normal business, education, research, or other dedicated purposes.

Public Space means Spaces located on University Property that are generally open for public use during the times the University is open.

Sponsoring Organization/Individual means the individual or entity responsible for an activity on University Property.

Structure means the framework of and the space enclosed by any building, booth, tent, canopy, vehicle, trailer, fence, wall, or similar object or enclosure, including but not limited to Arizona Stadium, McKale Center, the Student Union Memorial Center, Global Center, and campus parking garages.

University Structure means a structure or building exclusively owned, operated, or controlled by the University.

Temporary Structure means any display, apparatus, object, tent, canopy, fence, wall, enclosure, or other structure that is not permanently affixed, or which is not otherwise designed or intended for permanent placement on University Property.

Student means, for this purpose of this Policy, any person admitted or enrolled in one or more credits at the University, including enrolled Employees.

Student Organization means an organization composed primarily of Students, which has received official University recognition as a [Student Organization](#) and is in good standing according to University policies and procedural regulations administered through the Associated Students of the University of Arizona (ASUA).

Unit means any University college, school, department, program, or other operating unit.

University means the Arizona Board of Regents on behalf of the University of Arizona, including Units and Employees, or agents delegated with the authority to act on its behalf and on behalf of a Unit.

University Community means, for the purpose of this Policy, any of the following individuals: Students; Employees; or third parties, including, but not limited to, contractors, vendors, volunteers, designated campus colleagues, visitors, and invited guests.

University Property means, for the purpose of this Policy, all Spaces, land, buildings, and other facilities owned, operated, leased or controlled by the University.

Unreserved Area means that part of the Mall and other Outdoor Space which may be used without advance reservations or scheduling. Such use is subject to the time, place, and manner limitations set forth in this Policy.

Policy

A. General Conditions of Use

1. University Property is reserved for the University's exclusive educational and operational use unless otherwise permitted through this Policy.
2. Outdoor Spaces are available for use by the University Community for expressive activities subject to the restrictions of this Policy and law.
3. The University allows limited use of certain Indoor and Non-Public Spaces when they are made available as a Reserved Area.

4. The University reserves full discretion to schedule events and limit the use of University Property to avoid conflicts with and disruption of the University's educational, research, business, service, operational, or other functions and purposes and to maintain public health and safety.
5. The University may impose time, place, and manner restrictions on the use of University Property to ensure that the University can carry out its educational, research, business, service, operational, or other functions and purposes without interference.
6. Any person or organization that uses University Property must exercise due care in their use and agrees to leave University Property in the same condition as prior to their use. Furthermore, those using University Property are responsible for any damages or expenses resulting from their use of University Property; their own risk and loss; and any injury to person or property caused by that individual user, organization, or its members.
7. If an imminent threat to safety or property arises during any use of University Property, including Major Events, the University may cancel or terminate the use or event.
8. In furtherance of the educational, research, business, service, operational, and other functions and purposes of the University, and to protect public health and safety, no part of University Property, including the Mall and Global Center Outdoor Space, is available for organized activity use after 10:30 p.m. and before 7:00 a.m. without prior written authorization from the President or designee.
9. All third-party Commercial Activity on University Property, including but not limited to displays, promotions, product demonstrations, sampling, advertising, or solicitation of the campus community, must have prior written approval from [Brand Development](#).
 - a. Student Organizations or other Units may not sponsor or host third-party Commercial Activity without such approval.
10. The following restrictions apply to all use of University Property:
 - a. Use or activities must not violate any federal, state, or local law, including but not limited to the crimes listed in [A.R.S. section 13 chapter 29](#).
 - b. Use or activities must not be conducted in a manner or at a time or place that is either incompatible or unreasonably interferes with the University's educational, research, business, service, operational, or other functions and purposes of the University.
 - c. Use or activities must not be conducted in a manner that violates ABOR or University policies.

- d. Use or activity must not block entrances or exits to University Property; disrupt normal University business; block pedestrian pathways; or violate applicable fire or safety codes, rules, or regulations.
- e. Camping is prohibited.
- f. Commercial Activity that does not comply with applicable ABOR and University policies, including [ABOR Policy 5-107](#), is prohibited.

B. Outdoor Space and Public Space

1. Outdoor and Public Space may be used by the University Community for expressive activities in accordance with this Policy.
2. Outdoor Space is classified as either within a Reserved Area or an Unreserved Area. The University will maintain a publicly available list and visual map of the [Reserved Areas](#) in Outdoor Spaces, including within the Mall and student housing districts. The University has a limited amount of Outdoor Space as determined by the University that may be reserved. Use of a Reserved Area requires prior registration and approval. Outdoor Space not marked with a letter and/or number on the map is Unreserved Area.
3. Expressive activities, including, but not limited to, the passing of petitions, distribution of written information, picketing, and carrying of placards, may be carried out in Unreserved Areas of Outdoor and Public Spaces, including Unreserved Areas of the Mall, without reservations or scheduling, subject to the time, place, and manner limitations in this Policy.
4. In the event of spontaneous demonstrations for which there is no prior promotion or organization, as much prior notice as possible must be provided to the Dean of Students Office via email to DOS-deanofstudents@arizona.edu. The University will attempt to accommodate such spontaneous demonstrations subject to adequate space and resource availability as well as public health and safety considerations.
5. The University may close or restrict use of or access to any Space within its sole discretion for Official University Activities or to ensure public health, safety, and welfare.
6. Signs
 - a. Temporary signs, banners, and other materials may be affixed to outdoor kiosks located around University Property without prior approval.
 - b. To hang or affix signs, banners, and other material to any door, plant, statue, sign, lamp post, stairs, or other inanimate object on University Property, permission must be requested from the [University Sign Committee](#). Otherwise, affixing signs, banners, and other material to University Property is not allowed.

- c. Signage that includes third-party branding, promotional messaging, or any commercial content, must be submitted to the [University Sign Committee](#) to obtain written approval.
- d. All signs must comply with this and other University policies, including but not limited to the [Nondiscrimination and Anti-Harassment Policy](#).
- e. Determinations regarding whether a sign can be posted will be made without regard to the content of or viewpoint expressed on the sign.

C. Indoor Space and Non-Public Space

- 1. Indoor Spaces and Non-Public Spaces of the University are reserved for the University's educational, research, business, service, operational, and other functions and purposes and are only available for use for Official University Activities, except for those Indoor and Non-Public Space designated as Reserved Areas.
- 2. The passing of petitions, distribution of written information, carrying of placards, and picketing are not permitted in Indoor Spaces or Non-Public Spaces unless such Space has been reserved for a certain activity or event under this Policy and such materials are directly related to the scope of the designated subject matters or topics.
- 3. Signs
 - a. Prior written permission from University Facilities Services administration and/or the respective Building Manager is required for signs, banners, and other material affixed to any Indoor Space such as doors, walls, stairs, or other inanimate objects. Permission may be provided in the form of building guidelines or regulations currently in effect for a particular Structure (e.g., signs may be allowed in a specified location without prior permission).
 - b. For signage that includes third-party branding, promotional messaging, or any commercial content, prior written approval must also be obtained from [Brand Development](#).
 - c. All signs must comply with this and other University policies, including but not limited to the [Nondiscrimination and Anti-Harassment Policy](#).
 - d. Determinations regarding whether a sign can be posted will be made without regard to the content of or viewpoint expressed on the sign.

D. Scheduling Use of University Property (Reserved and Unreserved Areas)

1. Reserved Areas of University Property must be scheduled prior to use. In its discretion, the University may also allow or require advance scheduling of Unreserved Areas.
2. Sponsoring Organizations/Individuals may be required to obtain and provide proof of insurance and/or indemnification prior to the proposed use.
3. Sponsoring Organizations/Individuals are required to cooperate in a timely manner with assessments conducted by any Unit, including those related to health, safety, or campus operations in connection with any proposed use of University Property. Cooperation includes, but is not limited to, prompt communications with Units and promptly providing requested information. Use of University Property will be contingent upon adherence to all University requirements established through its assessments of the needs of the event to minimize and manage risks to health, safety, and campus operations.
4. Sponsoring Organizations/Individuals must disclose any non-University affiliated funding sources, sponsors, organizers, or participants associated with their event or activity to the University.
5. The requirements of this Policy supersede any other requirements established by individual Units that oversee particular Structures or Spaces. Failure to comply with the requirements of this Policy may result in the immediate cancellation of the event or activity and exclusion from use of University Property in the future.

E. Demonstrations, Major Events, or Other Use of Unreserved Areas in Outdoor Space, Including the Mall

1. Because of size, safety, logistics, and other considerations, Planned Demonstrations and Major Events in Outdoor Spaces must be scheduled as described in this Policy. In such situations, as much prior notice as possible must be provided to the University. The University will attempt to accommodate spontaneous demonstrations subject to adequate space and resource availability
2. Outdoor Space, including Unreserved Areas and the Mall, may be scheduled to avoid conflicts with and disruption of the University's educational, research, business, service, operational, and other functions and purposes and to maintain public health and safety. This Policy is intended to provide for maximum permissible use that is consistent with minimal interference with functions of the University.

F. Structures

1. Structures other than University Structures may not be placed or remain on University Property, except as specifically permitted or Authorized by the University pursuant to this Policy.
2. With advance written approval, Temporary Structures necessary for events may be erected and remain on the Mall during the time period required to carry out the activity, including nighttime hours between 10:30 p.m. and 7 a.m. Additional security requirements and related expenses deemed necessary by the

University, depending on the nature and contents of the Temporary Structures, shall be the responsibility of the Sponsoring Organization/Individual. Temporary Structures must comply with all safety requirements.

G. Other Prohibited Conduct

In addition to conduct prohibited by other sections in this Policy, conduct prohibited under this Policy also includes, but is not limited to:

1. Failure to maintain clear passage for pedestrians and/or vehicular traffic into or exiting from any part of any Space, Structure, or University Property.
2. Conduct that interferes with normal activities or traffic in a Space, Structure, or University Property, including failure to vacate upon normal closing time.
3. Causing physical harm, or reasonable apprehension of such harm, to any person in any Space, Structure, or University Property.
4. Causing any damage to University Property or Space.
5. Violation of any federal law, state law, University of Arizona or Arizona Board of Regents policy, or other rule or regulation.

H. Violations

1. Violations of this Policy may result in the use of University Property being denied and other possible sanctions, including immediate cancellation or termination of an event or activity.
2. Any person or organization whose violations of the provisions of this Policy also constitute violations of other policies, rules, or regulations published by the University or ABOR will be subject to all applicable sanctions for violations of those other policies, rules, or regulations, including but not limited to [ABOR Policy 5-301](#), [ABOR Policy 5-308](#), and policies relating to Employees.
3. Any Sponsoring Organization/Individual whose violations of this Policy also constitutes violations of federal, state, or local law may be subject to all applicable sanctions, including criminal arrest, prosecution, and/or civil penalties for violations of such laws.

Compliance

The Dean of Students Office is responsible for overseeing compliance with this Policy.

Please note that the following sections are provided solely for the convenience of users and are not part of the official University policy.

Sources

[ABOR Policy 5-107 Solicitors on Campus](#)

[ABOR Policy 5-301 Code of Conduct](#)

[ABOR Policy 5-308 Student Code of Conduct](#)

[A.R.S. section 13 chapter 29 Offenses Against Public Order](#)

[ASUA Student Clubs and Organization](#)

[Map of Reserved Areas](#)

[Nondiscrimination and Anti-Harassment Policy](#)

[University Brand Development](#)

[University Sign Committee](#)

Related Information

[ABOR Policy 1-124 Free Expression](#)

[ABOR Policy 5-303 Prohibited Conduct](#)

[A.R.S. section 15-16 Use of university resources or employees to influence elections](#)

[A.R.S. section 15-1864 Students' right to speak in a public forum](#)

[A.R.S. section 36-1601-1610 Fireworks](#)

[Campus Use Guidelines](#)

[Campus Use/Mall Activity Request Form](#)

[Campus Use Scheduling](#)

[Campus Use Procedure](#)

[Political Activity Policy](#)

[Smoking and Tobacco Policy](#)

[Student Code of Conduct](#)