

## **General Procedures Governing Use of University Facilities and Grounds**

The Kean University Statement on Free Speech and Dissent and the Statement on Dissent and Protest express the commitment of Kean University to maintaining an environment which supports the free and open exchange of ideas. The General Procedures Governing the Use of University Facilities and Grounds are to be applied on a content neutral basis whenever University facilities and grounds are used outside of the classroom context and are to be interpreted in a manner consistent with the basic commitment of the University to free speech and dissent.

1. Permission for use of University facilities or grounds, when granted, will be subject to such reasonable limitations as the University may prescribe.
2. All University facilities are primarily reserved for their respective University purposes, including educational, academic, professional, cultural, athletic and social purposes.
3. Security at all events is subject to the sole and exclusive control of Kean University. Searches of individuals will not be allowed unless conducted by authorized law enforcement personnel. Use of University grounds or facilities in connection with events requiring security is conditioned upon timely execution of a security agreement approved by the University.
4. Applicants must agree to abide by the policies, procedures and guidelines governing the use of University facilities and grounds. Use in connection with events **requiring special arrangements** is conditioned upon timely execution of an agreement detailing the terms and conditions of use.
5. Failure to comply with the General Procedures Governing the Use of University Facilities and Grounds and other applicable University requirements, including the security and use agreements, may result in cancellation of the event and in disciplinary or other legal action.
6. University representatives must have full access to all rooms, facilities, and grounds utilized by any group, organization or individual at all times.
7. Use of University facilities or grounds must not interfere with or disrupt educational, academic or other University activities.
8. Organizations, groups or individuals using Kean University facilities and grounds cannot intimidate, interfere, or discriminate on the basis of age, sex, sexual orientation, marital status, race, color, creed, national origin, physical handicap, or political activity, or union activity.
9. The University reserves the right to cancel or postpone activities or events on campus including any activities or events where there has been a change in the scheduled program. The following factors will be evaluated in making such a decision:
  - a. Space or other physical limitations or constraints.
  - b. Lack of sufficient University personnel to staff a particular event.
  - c. Substantial threat to the orderly operation of the University.

- d. Significant danger to the public safety of the University, its staff, students, guests and neighbors.
  - e. Failure to comply with the General Procedures Governing the Use of University Facilities and Grounds.
  - f. Disruption of academic, educational or other regularly scheduled University programs.
  - g. Weather, equipment failure or other unforeseen events.
10. The University reserves the right to change, alter or modify any scheduling request based upon the following considerations:
- a. Academic schedule and program
  - b. Vehicular traffic
  - c. Space and/or staff limitations
  - d. Parking limitations
  - e. Public safety and security
  - f. Orderly operation of the University
  - g. Previously scheduled events
  - h. Construction activities
  - i. Number of individuals expected to attend the event or interested in attending the event
  - j. Weather, equipment failure, or other unforeseen events
11. No organization, group or individual may use University facilities or grounds without applying for and receiving approval from the appropriate University office. It is the responsibility of any organization, group or individual seeking use of University facilities and grounds to ensure that the proposed use is conducted consistent with these procedures.
12. The organization/group sponsoring an event will be held responsible by the University for that event, including cost of maintenance of facilities and/or grounds and costs of security attributable to the event. In addition, the sponsoring organization/group and its members are responsible for complying with all applicable University requirements and State law.
13. University facilities must be reserved in advance by completing the appropriate reservation forms. Space is approved on a first-to-schedule basis, however, there are times during the year such as Homecoming, Meet the Greeks, Commencement, etc., that are historically busy. Limited resources may make it difficult to accommodate requests for space during these times.
14. Violations of these procedures will be addressed through internal disciplinary procedures, legal process, and/or revocation of usage privileges. Interference with a speaker's ability to communicate or the audience's ability to hear or see the speaker, will result in a request to cease the activity. Failure to comply with the

- request to cease the disruption will result in removal and a notice of suspension during which time a hearing will take place in accordance with University disciplinary procedures.
15. Inappropriate or threatening physical contact, any threat of physical contact, malicious damage to property, actions that disrupt the freedom of movement of others and violations of civil and criminal laws are prohibited and will result in removal, internal disciplinary procedures and/or other civil or criminal process.
  16. Possession and consumption of alcoholic beverages is prohibited without prior approval.
  17. Possession of any weapons, as defined under N.J.S.A. 2C:39-1, on campus is strictly prohibited. Violators of this prohibition are subject to immediate arrest and criminal prosecution.
  18. Applicable tax laws and copyright laws must be observed. Use of the Kean University name, emblem or identity, for commercial activity will not be permitted without approval.
  19. Groups, organizations or individuals not affiliated with the University and seeking to use facilities must provide an insurance certificate for the required coverage not later than two weeks prior to the event. If this is not done, the event will be cancelled. All requesting groups must agree to cover expenses for any damages incurred as a result of its use of University facilities and grounds. In some cases, if an event is of sufficient magnitude to warrant the provision of insurance, recognized University organizations, groups or members of the University community may be required to provide a certificate of insurance two weeks in advance of the event.
  20. Reserving or scheduling use of the University facilities or grounds for use by organizations or individuals other than those making application is prohibited and will result in cancelling the event, possible revocation of use privileges and other disciplinary action.
  21. Publicity for events identifying speaker, location, date and time is only permitted after the sponsoring organization has picked up the written reservation confirmation from the appropriate administrative office.
  22. Sound amplification on the grounds of the campus will only be allowed in the discretion of the University.
  23. These procedures will be applied consistent with any collective bargaining agreement applicable to the University.
  24. Initial appeals of the University's decision regarding use of facilities and/or grounds, including denials or limitations on use, may be made, in the case of student groups, to the Vice President for Student Affairs and in the case of faculty or staff, to the Vice President for Academic Affairs. **In the case of organizations, groups or individuals not affiliated with the University, appeals of the decision may be made to the Office of the Vice President for Student Affairs.**

**25. Appeals from the decision of the Vice President for Academic Affairs, or the Vice President of Student Affairs or the Vice President for Institutional Advancement, as appropriate, must be made as follows:**

- A written letter of appeal must be submitted to the Vice President for Administration and Finance within three (3) working days after the initial denial of the request for space.
- Upon receipt of the letter, the Vice President for Administration and Finance must review the application and render a decision within three (3) working days of the appeal. In the event, the proposed timing of the event does not allow sufficient time to submit an appeal, the University will consider expedited appeals.