Indiana University of Pennsylvania
POLICY STATEMENT

Subject: Facilities Use Policy	
Original Date Established:	**Revision Date:** July 30, 2024
Originating Office: Administration and Finance	**President's Approval: Michael A. Driscoll**
Distribution Code: A	**Date of President's Approval: August 7, 2024**

A. Purpose: Indiana University of Pennsylvania ("University") is committed to maintaining a clean, aesthetically pleasing, healthy, and safe work, educational, and living environment in order to efficiently carry out its educational mission. This policy enables the University to control its buildings and grounds consistent with the IUP policies for use of facilities, which prohibits the use of University Property for purposes unrelated to the regular programs and activities of the University.

B. **Scope**: The scope of this policy applies to the use of IUP owned and managed facilities ("University Property") by all employees, students, guests, visitors, volunteers, and the general public.

C. Definitions:

1. "Camping" means the establishment of, or attempt to establish, temporary or permanent living quarters at any location on University Property other than University owned/operated residence halls, apartments, or other University managed housing; sleeping outdoors with or without bedding, tent, or similar device, structure, protection, or equipment; sleeping overnight in, on, or under any parked vehicle; and/or establishing or maintaining outdoors or in, on, or under any structure not designed for human occupancy, at any time, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, or other sleeping equipment, or by setting up any cooking equipment that has not been approved through the appropriate University processes.
2. "Commercial Speech" means advertisements, solicitations, or testimonials for goods or services, including distribution of commercial leaflets, flyers, handbills, or similar messaging.
3. "Expressive Activity" includes constitutionally protected speech and assembly, including but not limited to oral presentations, demonstrations, marches, picketing, and leafleting.
4. "Spontaneous Expressive Activity" includes Expressive Activity by a speaker on University Property where notice is not provided, nor request for use made through the online reservation procedure.
5. "University Property" includes any building, land, or space, including, but not limited to, grassy areas, entrances and exits to campus, parking lots, sidewalks, paths, stairways, or platforms that are owned, leased, or otherwise controlled by the University.
6. "University Operations" means all operations necessary to carry out the University's academic, health, safety, and administrative functions.

D. **Policy**: Any individual, group, or entity requesting to use any University Property must request use of the space through the online space reservation procedure. Spaces identified by the University President and the Vice-Presidents of Academic Affairs, Administration and Finance, Student Affairs, and University Advancement or their designee(s) may be identified as unavailable to be reserved.

For full consideration, space requests should be submitted ten (10) business days prior to the requested date(s) of use. Requests submitted fewer than ten (10) business days prior the requested date(s) of use may be denied.

No space requests will be prohibited on the basis of content, including Expressive Activity, as defined in this policy. Expressive Activities shall not unreasonably interfere with University Operations, undermine the protected speech of others, or present a threat of imminent harm to others or University Property. Any University decisions

concerning the prioritization of competing requests for space will be made based on a content-neutral determination of availability.

Any forms necessary for the appropriate use of a requested space must be completed prior to the request being approved. This may include, but is not limited to, a safety planning form, permits required by local municipalities or other legal entities, work orders associated with the request, and/or requests for other University services. Any costs incurred as a result of the event and services provided are the sole responsibility of the requesting individual, group, or entity.

Spontaneous Group Exception: The University encourages students and employees to use the aforementioned procedure for reserving a space on campus. Without prior notice, individuals and groups may assemble and engage in Spontaneous Expressive Activity provided that such activities do not result in violations of this policy or other laws or campus policies, including, but not limited to, interference with functions that occupy a given space with prior approval, and so long as they do not constitute a disruption to University Operations. All other aspects of this policy apply to spontaneous expression.

The requesting individual, group, or entity will be notified of approval or denial of the request within five (5) business days following submission of a completed request including all required forms and permits. If a request is cancelled by the requesting individual, group, or entity, the approver should be notified two (2) business days prior to the requested date(s) of use. Approved requests may not be transferred to a different individual, group, or entity.

The University reserves the right to deny access to any University Property or to relocate the request for reasons including, but not limited to, size of the event, number of participants, and other considerations which may impact safety and/or University Operations. Events that request amplified sound, or the use of a device or a collection of voices to increase the volume of sound, may be offered a location where the level of sound will not cause a disruption to University Operations or denied if no such location is available.

If the University denies access to a person or group and that individual or group alleges the denial was made on the basis of their identity or the purpose of use, the person or group is directed to appeal the denial to the Chief Diversity and Inclusion Officer in the Social Equity and Title IX Office. The Chief Diversity and Inclusion Officer or their designee will respond to the appeal as soon as practicable, but no longer than 48 hours after receiving the appeal. The decision of the Chief Diversity and Inclusion Officer (or designee) on appeal shall be final.

Events that employ the use of temporary structure(s) (i.e., tents, canopies, or other temporary structures used for shelter or transient housing) must receive prior approval and the requester must use the maintenance request procedures for IUP Facilities Operations to erect and remove the temporary structure(s).

Camping, as defined above, is strictly prohibited on any IUP campus. Camping may be permitted in extraordinary circumstances, such as times of natural disaster, when approved in writing in advance by the Office of the President or their designee.

E. **Enforcement**: Any violation of this policy may constitute misconduct subject to disciplinary or legal action pursuant to the appropriate law and/or policy, including but not limited to, IUP Community Standards Policy, IUP Nondiscrimination Policy, or other IUP policies, PASSHE Board of Governors policies, applicable collective bargaining agreements, and/or local, state, or federal laws.