

CAMERON UNIVERSITY

Use of Facilities Policy

Policy Statement

Cameron University respects the right of all members of the academic community to explore and to discuss questions of interest, to express opinions publicly and privately, and to join together to demonstrate their concerns by orderly means. It is the policy of the University to protect the right of voluntary assembly, to make its facilities available for peaceful assembly, to welcome guest speakers, and to protect the exercise of these rights from disruption or interference.

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Who Should Know This Policy

- | | |
|---------------------|--------------------------------------|
| √ President | √ Faculty |
| √ Vice Presidents | √ Other Accounting/Finance Personnel |
| √ Deans | √ Students |
| √ Department Chairs | √ Other Groups |
| √ Directors | √ All Employees |
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Responsibilities

Responsible for Policy

University Officer Responsible
Zeak Naifeh

Dean of Students

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided to establish a minimum standard for use of Cameron University (CU) facilities for University and non-University affiliated groups.

1.0 Definitions

1.1 University Affiliated Groups

Student clubs and organizations, which are officially registered, are considered a part of CU for the use of CU facilities. However, these registered student clubs and organizations may not necessarily be provided liability protection by the State of Oklahoma for the event itself.

1.2 Non-University Affiliated Groups

Non-University sponsored activities are those organized and conducted by unregistered student groups, community groups, local or national organizations, members of the public, and members of the CU community for non-university purposes approved pursuant to university policies and that further the university's mission.

1.3 Event

An event is any assembly, parade, street fair, street dance, carnival, assemblage, march, ceremony, show, demonstration, exhibition, pageant or procession of any kind, or any similar display, in or upon any building, street, park or other place at Cameron University.

2.0 Responsibility

2.1 Any groups desiring to obtain event space in any University facility or in any open any area must submit a completed Cameron University "Request for Activity or Use of University Facility Form" to the Coordinator of Special Events, who is responsible for coordinating events and calendaring activities.

Standard requests should be received at least two weeks in advance. Emergency requests cannot be acted upon if received less than 72 hours before the proposed starting time of the event. The individual or group requesting space must obtain signed approval by the appropriate facility supervisors as noted on the "Request for Activity or Use of University Facility Form."

3.0 Eligibility

3.1. Groups affiliated with the University shall have priority in reserving space.

3.2 Nonaffiliated groups and organizations shall be required to pay the current space rental rate for the time and location approved. The Coordinator of Special Events will maintain a list of all charges and rental rates in his/her office. The rates, as approved by the President, shall be designed to cover the entire cost of providing the facility (i.e. labor, utilities, refreshments). If it is determined that the event has a clear economic benefit to Cameron University, or its employees, or the community, the requirement to pay a space rental maybe partially or fully

waived by the Vice President for Business and Finance. In addition, a refundable deposit for damage to property shall be required.

4.0 Assembly Locations

The University permits events for University groups in the open area south of the Student Union and area east of the Fitness Center with prior approval (registration). All such events must be conducted without sound amplification equipment.

- 4.1 No person, corporation or group shall use any street, alley, public way, or other property owned or controlled by Cameron University, except those places specifically designed and intended for such use, for the purpose of holding, conducting, causing or participating in any event, street fair, street dance, carnival, assemblage or activity of any nature which may cause the disturbance of the normal and ordinary use of the property by other persons, without first obtaining a permit for such purpose. The permits may be granted by the Coordinator of Special Events under such conditions as deemed appropriate.

5.0 Application for Permit

- 5.1 Not less than two weeks prior to the event, an application shall be submitted by the party to Cameron University. The time requirements may be waived by the Coordinator of Special Events at his/her discretion if sufficient time exists for the proper review of the application as herein provided. The application shall be submitted upon a form prescribed by Cameron University. A copy of the form can be obtained from the Office of Special Events. The application shall provide such other information as requested.
- 5.2 All applications shall be reviewed by the Coordinator of Special Events, Physical Facilities, and the Office of Public Safety, who shall make appropriate recommendations in regard to such permit.

6.0 Time Restrictions

- 6.1 No event shall be held between the hours of 10:00 p.m. and 8:00 a.m.

7.0 Standards for Issuance

- 7.1 The Office of Special Events shall issue a permit meeting standards detailed below when, after consideration of the application and such information as may otherwise be obtained, he/she finds that:
- 7.1.1 The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
 - 7.1.2 The conduct of the event will not require the diversion of so great a number of public safety officers of Cameron University to properly police the line of movement and the areas contiguous thereto prevent normal police protection to Cameron University.
 - 7.1.3 The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of, or ambulance service to areas contiguous to such assembly areas.
 - 7.1.4 The conduct of such event will not interfere with the movement of firefighting equipment en route to a fire.

- 7.1.5 The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.
- 7.1.6 The event is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.

7.2 The Coordinator of Special Events may require at his/her discretion as a condition to the issuance of a permit herein, a bond or insurance holding Cameron University harmless from any and all liability for injury or damage of any kind whatsoever occurring during such activity covered by the permit.

8.0 Event Permit Basis for Denial–Subversive Activities

8.1 Without regard to the above provision, the Coordinator of Special Events, in consultation with the Dean of Students, from his/her consideration of available, appropriate and necessary information, shall deny the application for a permit when, from this information, he/she has reason to believe that any contemplated advocacy at the proposed event will be directed to inciting or producing imminent lawless action or will likely incite or produce such action.

9.0 Alternative Permit

9.1 The Coordinator of Special Events, in denying an application for an event permit, may authorize the conduct of the event on a date, at a time or over a route different from that named by an applicant. An applicant desiring to accept an alternative permit shall so indicate within five (5) days after notice of the action of the Director of Student Development. An alternate event permit shall conform to the requirements of, and shall have the effect of, an event permit under this procedure.

10.0 Contents of Permit

- 10.1 Each event shall state the following information:
- 10.1.1 Starting time.
 - 10.1.2 Ending time.
 - 10.1.3 Location of event.
 - 10.1.4 Estimated number of participants.
 - 10.1.5 Portions of the street to be traversed that may be occupied by the event.
 - 10.1.6 Such other information as Cameron University finds necessary for the enforcement of this policy.

11.0 Duties of Permit Requestor

- 11.1 The permit requestor shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- 11.2 The event chairman or other person heading or leading such activity shall carry the event permit upon his/her person during the conduct of the event.

12.0 Public Conduct during Parades, Traffic

- 12.1 No person shall unreasonably hamper, obstruct or impede, or interfere with any event or parade assembly or with any person, vehicle or animal.
- 12.2 No driver of a vehicle shall drive between the vehicles or persons comprising an event when such vehicles or persons are in motion and are conspicuously designated as an event.
- 12.3 The Director of the Office of Public Safety shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a highway or part thereof constituting a part of the route of event. The Director of the Office of Public Safety shall post signs to such effect. No person shall park or leave unattended any vehicle in violation of such sign. No person shall be liable for parking on a street unposted in violation of this section.

13.0 Permit Requestor to provide Barricades and Signs

- 13.1 The party to whom a permit is granted shall provide, at its own expense, all barricades, signs, blinking lights and other safety devices required by Cameron University and comply with any other conditions upon which the permit is issued.

14.0 Peaceful Demonstration

- 14.1 All persons shall have the right to peacefully demonstrate, strike or otherwise use the public streets, roads, sidewalks or other public property of Cameron University for the purpose of expressing their opinions or viewpoints, or imparting information.
- 14.2 No person, acting individually or in a conjunction with others, shall threaten, coerce, intimidate or otherwise interfere with any person in the use of any public street, road, sidewalk, or other public property.
- 14.3 No person shall threaten, coerce, intimidate or otherwise interfere with any person attempting to travel to or from his employment or attempting to perform and carry on the duties and functions of his employment.
- 14.4 The Vice President for Business and Finance or anyone designated by the Vice President for Business and Finance shall have the authority and power to direct any person to leave the institution of learning who is not a student, officer, or employee thereof, and who:
 - 14.4.1 Interferes with the peaceful conduct of events.
 - 14.4.2 Commits an act that interferes with the peaceful conduct of an event.
 - 14.4.3 Enters the institution for the purpose of committing an act that may interfere with the peaceful conduct of an event.
 - 14.4.4 “Interferes with the Peaceful Conduct” includes actions that directly interfere with classes, student or faculty safety, housing or parking areas, or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or to Cameron University; or direct interference with administration, maintenance or security or property belonging to Cameron University.

15.0 Use of University Facilities for Private Events

- 15.1 Deposit/Payment

Individuals and groups requesting use of university facilities for private events will be required to pay a deposit in the amount of the room rental cost. This deposit is due at the time of reservation.

15.2 Food Service

Please contact Sodexo Food Services at (580) 581-2384 to make catering arrangements for your event. NO OUTSIDE FOOD OR BEVERAGE may be brought into the Shepler Center, Fitness Center or Student Union. Infractions may subject Lessee to a monetary fine or result in cancellation or closure of the event.

15.3 Security

All private events will be required to obtain officers through the Cameron University Office of Public Safety. For these events, at least one officer per 50 guests is required. In addition, one officer will be required to monitor hallways and parking lots. For off campus groups, there is a cost of \$25.00 per officer per hour with a minimum of three hours per officer required.

15.4 Certificate of Liability Insurance

15.4.1 Cameron University is not liable for injuries that may occur while using campus facilities.

15.4.2 For private events, Lessee shall obtain and maintain a policy of liability insurance for itself and all participants and staff, which must be acceptable to the University. The policy shall protect the University against liability for injury or death of persons or loss of or damage to property occurring in, on or about the premises, or in connection with the program.

15.4.3 The liability insurance policy should provide for a minimum coverage of one million dollars.

15.4.4 PROOF OF INSURANCE COVERAGE IS REQUIRED at the time the reservation is requested.

15.5 Prohibited

15.5.1 Lessee shall not hang, tape, attach, suspend, etc signs, posters, fliers, and/or banners from interior wood or metal finishes, glass doors, overhangs, and ceilings.

15.5.2 The possession of alcohol, drugs, weapons or firearms on the Cameron University campus is prohibited. Any individual suspected of having prohibited items will be subject to search and confiscation of prohibited items by the CU Office of Public Safety and may also be subject to arrest and criminal prosecution.

15.6 Licensing

Lessee must obtain proper license for all music played, computer programs, recordings, videos or plays that are reproduced for its event. Any Lessee wanting to sell products at its event must acquire permission from the Coordinator of Special Events.

15.7 Cancellations

Cameron University reserves the right to cancel or close the event at any time if the Lessee disregards any University policies or if University officials determine there may be a threat to the safety of participants or Cameron University faculty, staff or students.

Contacts

Policy Questions: Zeak Naifeh, Dean of Students, (580) 581-2244

Forms

In support of this policy, the following forms are included:
None

Policy History

Policy

Issue Date:	September 14, 2004
Reviewed, no revision:	July 22, 2015
Revised:	October 1, 2009